

# WACFO

women's advisory committee for finance and operations

**Annual Report**

**2008 - 2009**

Submitted by Angela Matlock, Chairperson  
July 2009

## 2008-2009 WACFO

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Committee continues to bring immeasurable expertise to collaboratively provide constructive strategies to enhance WACFO's ongoing initiatives and to provide the feedback necessary to assist the university in the sustainability of a favorable climate which will enhance the status of women. Valuing that two of the three Vice President's Boldness by Design initiatives for the stewardship of human capital (Participatory Management and Computer Access and Training) are a result of WACFO's concern for building more proactive and inclusive work environments, the committee worked diligently throughout 2008-09 to ensure that the recommendations were followed through. The accomplishments of WACFO could not have been achieved without the full support of Vice President Fred Poston, Assistant Vice President Kathy Lindahl, and the valuable insight from ex-officio members.

### FOCUS AREAS 2008-09

The committee focused on three key areas this past year: *Structural Basics* to realign overall committee leadership; *Charting a Course for the Future* to develop a foundation for future action; and, *On-going Initiatives* to maintain our link with previous actions.

#### Structural Basics

The committee successfully completed the following:

- Approved name change from WACFPO to WACFO
- Revised the Bylaws
- Evaluated membership appointments and sub-committee assignments
- Re-established foundational protocol and mission of WACFO
- Increased public awareness through improved communication mediums
- Designed WACFO logo
- Re-designed web site
- WACFO branding – stationary, pens, magnets, lapel pins, sign
- Enhanced web-based registration for the annual VP Forum
- Expanded Resource Fair participation
- Increased participation of VP Forum & Resource Fair

#### Charting a Course for the Future

The committee began gathering information for the purpose of determining a course of action for future WACFO initiatives:

- **Budget Reductions – Impact on Support Staff**
  - Committee engaged in a dialogue with Vice President Poston to provide a wide range of views and feedback on the current fiscal challenges facing MSU and its direct impact on the support staff.
  - Further follow through with Vice President Poston to ensure the full participation and inclusion of women support staff during challenging times in building a sustainable future at MSU.
- **Ex Officio Support**
  - Met with ex officio Paulette Granberry Russell to discuss how the Diversity and Pluralism sub-committee could become a resource for the Office for Inclusion & Intercultural Initiatives in addressing succession planning for women support staff. Four questions were posed as a frame for statistical data and report gathering purposes:
    1. Where are women heading in their career paths?
    2. What is the trajectory and what levels do they slow down?
    3. Do trends indicate that off-campus hires slow down the trajectory?
    4. What motivates women to seek positions off campus?
- **Adoption**
  - Diversity & Pluralism took an investigative stand regarding the usage of sick time vs. vacation time during the adoption process.
  - Sub-committee met with Kathy Lindahl and HR Employee Relations to discuss findings gathered from other Big Ten schools regarding their benefits for adoptive parents.
  - Discussions continued with HR and Vice President Poston to determine the potential impact at MSU on an individual and institutional level. It was concluded that the issue must be raised through collective bargaining associations; however, it is recommended from WACFO that Vice President Poston formally encourages HR to seek additional information and creative strategies in order to create a process for the small number of employees affected.

### **On-going Initiatives**

- **Participatory Management**
  - General status updates from Dawn Hecker/Assistant Director of Human Resource Development indicated that gathering and analyzing data & findings continues.
  - Current units involved in this initiative are Physical Plant, Division of Residential and Hospitality Services, and DPPS.
  - Initiative is recognized as a long-term and on-going high level commitment of Vice President Poston.
- **Computer Access and Training (CAT)**
  - Significant progress has been made since implementation (7/2007) and initiative is in its second year.
  - More labor employees have received access to computers and have received basic computer skills training.
  - Committee will continue to monitor the progress of labor computer training and computer accessibility.
- **Safety Issues**
  - DPPS provided a status report on the 2007-08 WACFO recommendations to Enhance the Safety and Emergency Programs at MSU. Currently, the after hours training and evacuation drills and the yellow vests/hats training are under review. Recommend continuing an annual update from DPPS.
  - WACFO continues to address safety issues on campus in the spring and fall, making recommendations for improvements. The primary safety concern was the pedestrian traffic between the stadium and Duffy Daughtery/Skandalaris Football Center.
  - The Benefit/Work Climate/Health & Safety sub-committee continued to address the availability, training, and benefits of AED (Automated External Defibrillators) on campus.
- **WACFO Development**
  - Continued in-service capacity building with the funding from the Creating Inclusive Excellence grant support from the Office for Inclusion & Intercultural Initiatives that included a workshop on Strategic Thinking. The purpose of the training was to help build the internal capacity of the committee and help enhance the decision making skills of the committee members. The program was delivered by Mitzi Taylor, principal of the NotSoBasicTraining, Inc., Grand Haven, MI.
  - Following up on the concepts in the workshop, the committee had an opportunity to discuss this topic with Vice President Fred Poston who shared his experiences and thinking strategies around the issues he has dealt with or is continuously addressing. The committee had an opportunity to learn how important strategic thinking is for a leader in a key decision making role at the university.
  - WACFO Mentoring: education and informal mentoring of the committee's membership was crucial to the committee's success. In the 2008-2009 membership year, there were a total of nine new members out of a total of 17 members. The committee members participated in a workshop on Managing Effective Meetings (including minutes taking, Robert's Rules of Order) presented by Rachel Terpstra, NotSoBasicTraining, Grand Haven, MI at the June retreat.

### **2009-2010 FOCUS AREAS**

In addition to the on-going initiatives, each sub-committee Chair has submitted a year-end report which has been organized to highlight the key activities and accomplishments of WACFO over the past year and suggestions for future considerations for the committee. Please refer to Appendix A.



## APPENDIX A

### **WACFO – 2008/2009 Benefit/Work Climate/Health & Safety Committee Report**

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Committee Members: Lisa Reed (Chair), Rebecca Kegler, Brenda Brown, Joyce Brennan, Sharon Potter, and Janice Thompson

The Benefit/Work Climate/Health & Safety had a busy year with the identification of both health and safety issues. The group also received a follow up report from DPPS regarding the WACFO safety recommendations from the previous year.

Key issues addressed this year:

- The availability of AED (Automated External Defibrillators) on campus.
  - The University Physician's Office addresses the cost and information for units on campus. Information can be obtained @ <http://uphys.msu.edu/unit/occhealth/aed/index.html>
- Moped Safety on campus
  - Randy Holton, DPPS Traffic safety sergeant has developed a policy regarding motor vehicle types on sidewalks/roadways, i.e. golf carts, mopeds relating to traffic "issues".
- Fall/Spring Safety Walk Around
  - In an attempt to increase group participation, we tried new approaches to the Safety Walk/Drive Around.
  - The Fall Safety Walk had team members identify safety issues around their work areas. The exercise had great participation and results (spreadsheet and photos).
  - The Spring Safety "Brown Bag" Walk took the group to an area identified as a safety issue. The group's primary concern was the pedestrian traffic between the stadium and Duffy Daugherty/Skandalaris Football Center.

#### **Focus Areas 2009-10**

- Issues discussed for future consideration:
  - The equipping of facilities with "greener" anti-germ dispensers/faucets and possibly auto open doors in restrooms
  - MSU Staff On-Campus Healthcare Clinic for Immunizations, healthcare, wellness and workers comp issues.

Respectively submitted by Lisa Reed, Sub-committee Chair

### **WACFO – 2008/2009 Diversity and Pluralism Committee Report**

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Committee Members: Beth Rhodes, Cherie Shorman, Ellen Maher, Faye Watson, and Mary McGill-Jones (Chair)

Diversity and Pluralism set the following goals for the year:

- 1) Review promotional opportunities for CT's
  - Subcommittee members spent some time looking at the data involving CT's promotion opportunities within work group and into the AP work group. This proved unsuccessful as information was not readily available.
- 2) Adoption: Using sick time vs. vacation during the adoption process

- An investigative stand was taken on this topic for 2008/2009. The subcommittee developed questions and contacted other Big Ten schools regarding their benefits for adoptive parents. This information was compiled, reviewed and prioritized for use in a meeting with HR Employee Relations. Prior to the HR meeting, committee met with Kathy Lindahl for direction. The subcommittee held a phone conference with Brent Bowditch, Chris Hannah, and Scott Sowulewski from HR on 01/08/09 which proved to be very informative. Meeting is scheduled with HR and Kathy Lindahl to discuss this issue in late April, 2009. Final discussion to be held at June 2009 WACFO retreat.

3) Women's work life issues on campus

- Please refer to the Diversity and Pluralism – Office for Inclusion and Intercultural Initiatives report dated 04/17/09. (Appendix B).

4) Computer update

- Physical Plant, University Stores, and other areas are purchasing computers for 1585 labor staff.
- Housing and Food Services recognized the need for the implementation of a communications room sooner than 2011 and have submitted the following timeline
  - 06/15/09 - list of room locations for space allocation
  - 07/01/09 - space allocation list available to equipment deployment
  - 08/31/09 - equipment deployment finalized
  - 09/26/09 - communication to divisional staff regarding the upcoming CAT Initiative project and how it relates to the division
  - 01/1/09 - waivers for labor employees are due
  - 11/04/09 - training classes on computer basics, web browsing and the MSU e-mail system begin

**Focus Areas 2009-10**

- Issues discussed for future consideration: See Appendix B

Respectively submitted by Mary McGill Jones, Sub-committee Chair

**WACFO – 2008/2009 Training and Development Committee Report**

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Committee Members: Kathy Smith (Chair), Edita Herbstova, Meghan Hirschman, Cheryl Luick, and Gloria Capetillo

Meetings of the sub-committee during the year August 2009 – June 2009. Subcommittee meetings were held 2nd Tuesday of each month prior to full committee meeting.

**Committee Charge:**

Facilitates annual Spring Forum and Resource Fair, maintains WACFO's website, and develops communications and networking activities.

**Subcommittee Goals/Objectives for the Year:**

The primary catalyst to this successful year for WACFO Training and Development subcommittee was the re-imaging of WACFO. This was needed because WACFO dropped the word "personnel" out of its name and thus created a need to

change all written and online communication to reflect the new acronym and new name. The name changed from Women's Advisory Committee for Finance Personnel and Operations (WACFPO) to Women's Advisory Committee for Finance and Operations. (WACFO). Activities undertaken by this change was:

- Website was completely redesigned to reflect the new name and acronym. Some of the things that have been modified within the website are:

- The Annual Training and Resource Fair was a huge success this year.

- ❖ 308 MSU employees participated in Forum. Based on evaluations that were turned in 25% was participating for the first time.
- ❖ 55% of evaluations indicated they liked the format of the Forum and Resource Fair and would not change it. 35 Vendors participated in Resource Fair
- ❖ (see attachment for full evaluation responses)

- Created a new logo to reemphasizes the WACFO brand.
- Created new letterhead and envelopes that reflect new name and logo.
- Purchased new pens, magnets and lapel pins with new logo on them.

#### **Focus Areas 2009-10**

- Issues discussed for future consideration:

- Continue refinement of electronic registration process for Resource Fair and Forum
- Identify potential activities or events within the University that WACFO could cosponsor and/or partner up with that will benefit WACFO members and other women employees in administrative roles at MSU that will promote professionalism and develop leadership capacity through the exchange of ideas and networking.

Respectively submitted by Kathy Smith, Sub-committee Chair

5/29/09



## APPENDIX B

### Diversity and Pluralism - Issued discussed for future consideration:

04/17/09

Meeting with Paulette Granberry-Russell/Office for Inclusion & Intercultural Initiatives

Diversity and Pluralism met with Paulette to discuss how the sub-committee could be a resource for Office for Inclusion & Intercultural Initiatives. Several conversations came from that initial topic;

- Consider discussion with Jodi Hancock and Pat Lowrie/Women's Resource Center in regards to women's work life issues on campus.
- Review the "Status of Women's report" that was generated by the Women's Resource Center. Are there topics within that report that need attention?  
Career Planning?  
What types of influences or resources is offered on campus?
- Co-hosting with the Women's' Resource Center "shows on the road" taking the WRC programs out to campus – outreach.
- Work place civility, transforming theater; HR, Office for Inclusion and WACFO partnering.
- Family Resource Center – former WACFO member Lori Strom may have some ideas on how to partner with WACFO.

Diversity & Pluralism sub-committee will use the information gathered from our unique work groups within the committee to develop topics that we can take to the road.

- Survey women on campus using developed questions in regards to four topics of interest.

### Succession Planning/Support Staff

- Where are women heading in their career paths
- What is the trajectory and what levels do they slow down
- Do trends indicate that hires off campus slow down the trajectory
- What motivates to go outside of campus

Paulette shared a summary of educational and development services that will be offered by her office.