

WACFO

Women's Advisory Committee for Finance and Operations 2011-2012 Annual Report Submitted by Megan Hirschman, Chairperson

The committee met in August of 2011 to develop a plan for new academic year and reviewed the following areas:

- WACFO purpose/mission
 - How to bring women of MSU together
 - Solutions for campus issues
 - Communication strategy
 - Becoming a conduit for change
 - Discovery
 - Action
 - Connect greater audience
- WACFO Desired Future State
 - Visibility (name recognition)
 - Communication across campus and with off-campus employees
 - Empowering
 - Support further education and training opportunities
 - Stay connected
 - Desired Future State as a place
 - Where we bring women together and empower them to help develop solutions through education, communication, and community; and become conduit of change.
 - We are connecting MSU women through education and communication with our increased visibility
 - To continue as the premiere MSU women's group, implementing strategies that empower and educate women, as well as functioning as a positive conduit for communication and change

Focus Areas 2011-2012

The committee's focus areas for the academic year were on increasing the visibility of WACFO on and off campus; continue examining issues of health and safety on campus; and, enhance the success of the WACFO forum in participation and resources provided.

In addition to the focus areas, each sub-committee Chair has submitted a year-end report, which has highlighted the key activities and accomplishments of WACFO over the past year.

From the August Retreat

- Subcommittee Goals
 - Benefits/Work Climate/Health & Safety
 - Increase visibility in newsletter (7 votes)
 - All employees wear visible ID (4 votes)
 - Continue EBS mini forum (3 votes)
 - MSU community efficiency contest (3 votes)
 - Educational Assistance – end dates & balances (1 vote)
 - Annual review of accident reports to identify trends (1 vote)
 - Reducing security risk in single sign-on computers (0 votes)
 - Diversity, Pluralism & Inclusion
 - Develop and implement at least two strategies to increase inclusion of off campus locations (8 votes)
 - Identify other women’s committees at MSU to cross communicate with (3 votes)
 - Determine the intent of pluralism as it relates to this committee (1 vote)
 - Identify diversity needs not being met (0 votes)
 - Training & Development
 - Visibility of WACFO and its members (8 votes)
 - Fall mini forum (7 votes)
 - Website redesign (2 votes)
 - Spring Forum updates (0 votes)
 - Educational speaker series (0 votes)
 - Graphic identity (0 votes)
 - Webinar availability for training (0 votes)
 - Late afternoon spring forum (0 votes)
- Next step: is to develop task lists to achieve goals
 - Subcommittee chairs will present a plan of action for the year at the September 6th Executive Committee meeting which will then be discussed at the September 20th full committee meeting

Benefits / Work Climate / Health & Safety Subcommittee
2011-2012 year in review

Committee members: Joyce Brennan (advisor), Shannon Cunningham, Karen Johnson, Sharon Potter, Nilda Rodea (chair)

For 2011-2012 year the Benefits / Work Climate / Health & Safety committee and I had several goals including:

1. Tracking campus health and safety issues and bringing any concerns to the attention of the VPFO
2. Supporting dialogue about benefits between HR/Unions and employees

Outcomes: After identifying some safety and security concerns as it relates to an ID Policy, the committee made the following recommendation:

On behalf of the WACFO Benefits/Work Climate/Health & Safety Subcommittee we would like to make a recommendation: All MSU employees who travel outside of their office or workplace environment that are performing or providing University approved services at campus locations be required to wear a photo ID. Outside contractors working on campus should also wear similar IDs when feasible, to show that they are authorized to be in buildings, offices, and other work sites.

There are several departments/employees on campus that make deliveries, make repairs, and/or transport expensive equipment. The tech/delivery person often has access to secure areas and often with little or no notification to the department receiving these services. The tech/delivery personnel frequently have no visible identification to show that they are actually authorized to make such transactions. More often than not the tech/delivery person is wearing street clothing, with no logo or ID identifying them as an employee of the university. Such transactions take place regularly throughout campus, and often with employees and the tech/delivery personnel having never met before. The assumption is made that the arriving person is authorized to take a computer, have access to sensitive work areas, or make repairs. This happens without any paperwork being signed or any identification being shown. Without such an ID policy, MSU is at risk of having such expensive equipment stolen or damaged by anyone claiming to work for the university.

Our committee surveyed many departments on campus and found they often have departmental ID policies, but those policies are frequently not being followed or enforced. If endorsed by Dr. Poston, a broader university-wide policy would ensure consistency and would grant greater authority to help with enforcement of that policy.

Safety on campus should not be overlooked. Identifying the people who are authorized to be there should be a first step in this direction. Thefts on campus are common and ensuring that authorized employees, including student employees, are the only people entering restricted areas could curb this disturbing trend.

Also, if there was ever a crisis, a visible ID would be very helpful for police to be able to quickly identify that the people exiting a building are employed by MSU. Visible IDs would limit the number of people whose presence would have to be verified. This preventative measure should be a natural extension of the university's attempt to make campus buildings more secure with the card access system.

We propose that all MSU employees who work outside of their unit wear some type of photo ID which shows a first name and departmental assignment. We do not recommend that they wear their MSU ID as some people may wish to keep their APID or ZPID confidential as well as their last name. Additionally, the current MSU ID does not identify which department a person works in and a student employee ID does not indicate that person is an MSU employee, only that they are a student.

In conclusion, we recommend that photo IDs with department designation and a first name be worn by:

- all regular MSU employees that:
 - are the "go to" people during a crisis
 - are information technologists (including student staff)
 - are making deliveries on campus
 - are Physical Plant employees making repairs
 - possibly even Professors, TAs, GAs
- all affiliate employees:
 - contractors working inside buildings
 - contractors working outside but still on MSU property
 - vendors servicing or removing their own equipment (i.e.-- copiers, food / drink machines, washer/ dryer, assorted cleaning equipment)

Diversity, Pluralism and Inclusion Subcommittee **2011-2012 year in review**

Committee members: Barbara Butyter, Barb Heyser (chair), Jeannette Uwimana

This year the Diversity, Pluralism and Inclusion Subcommittee decided to concentrate on creating more opportunities for inclusion for both on and off-campus MSU employees.

The plan was to ask several key department heads to travel with committee members to the off-campus locations and listen to the concerns and suggestions of those employees. The first mini forum was hosted in Detroit at the “Detroit College of Osteopathic Medicine” several employees came to the meeting along with some employees from the Detroit Center.

The following VIP’s participated in the forum: Paulette Granberry Russell, Kathy Lindahl, Pat Lowrie and Tom Block. We had a very nice discussion on the drawbacks of working off-campus and some of the disconnect that off-campus employees feel. We came away with some questions that the VIP’s agreed to look into and see what could be addressed.

Some of the identified issues are noted below:

- Off-campus employees want to know they can reach out to the East Lansing campus for support.
- They want to be able to let the people in Detroit know what MSU is good at—their work and other parts of MSU.
- They would like to see more faculty and Human Resources staff coming to Detroit to help with training and development of employees.
- They liked the idea of monthly researcher presentations done for the Board of Trustees.
- They want better, more inclusive communications efforts (a job for Communications and Brand Strategy unit).
- They are frustrated with the many communications they receive for events they can’t attend. They want to be acknowledged, and they want to see more video conferencing efforts.
- The parking fees can vary a lot off-campus, both higher and lower. They believe overall compensation should reflect the cost discrepancy.
- They want a fitness facility built, or better access to a fitness facility. Something closer to the cost that on-campus employees pay.
- With the union updates to the Ed Assist program, they want a fair option for their off-campus locations.
- Is there an opportunity to look at a courier service or something similar to assist in transporting tests, equipment and other materials from Detroit to campus, or vice versa?

Paulette’s office paid for lunch which was catered in and Kathy Lindahl’s office paid for the travel expenses. I would like to thank both for their generosity, without their help the forum would not have been as successful. I would also like to thank Tom Block and Pat Lowrie for their time and concern for the off-campus employees.

The off campus mini forums will continue in 2012-2013 with the next meeting at the College of Human Medicine in Grand Rapids. Barbara Butyter, as the new subcommittee chair, will coordinate and plan the trip. We would like to plan a forum for MSU Extension employee's this can be coordinated with Thomas Coon.

Thank you to my subcommittee workers Jeanette Uwimana and Barbara Butyter they did a wonderful job this year with planning and working the mini forum and support throughout the year.

Membership Subcommittee **2011-2012 year in review**

Committee members: Wendy Baker, Joyce Brennan, Rebecca Kegler, Cheryl Luick (chair), Sheryl Shay

Goals/objectives

Goals for the membership committee were to fill the many open positions so that a full committee could be obtained. In order to do this we attended events.

- The Women's Expo
- Attend a MANRRS meeting at the Cowles house. [Minorities in Agriculture Natural Resources and Related Sciences \(MANRRS\)](#)
- Attend mini forums for WACFO

In addition we also had Human Resources give us a list of all the 1585 women so we could send out a mass e-mail to all of them for recruitment. Our main focus was on getting more of the 1585 group involved in WACFO as members. This was accomplished. In May of 2012 we also requested a list of Nurses, police and other that we could draw from to recruit from this area.

Accomplishments

Recruits:

- June 2011, Barbara Butyter joined WACFO (APSA)
- June 2011, Michelle Knight joined WACFO (CT)
- June 2011, Nilda Rodea joined WACFO (1585)
- June 2011, Wendy Baker joined WACFO (CT)
- March 2012, Karen Johnson joined WACFO (1585)
- March 2012, Jeannette Uwimana joined WACFO (1585)
- April 2012, Sheryl Shay, joined WACFO (1585)
- June 2012, Tonya Jamison, joined WACFO (AP)

Purchases:

A 3 sided display board was created to show at events. In addition, recycle bags were ordered as give-a-ways at the forums and other events. Pens were ordered and also used as give-a-ways.

Forms:

Several forms were created to standardize what would be sent out to future recruits. There is a standard template for:

- Interview questions
- Turning an interview down
- Turning an application down due to being full in that category
- Mass recruitment e-mail

Process of Recruiting was established:

1. Application received – email sent to person applying letting them know we have received their application and an interview is set up, or a message that the category is full but their application will be kept on file.

2. Interview – is conducted with membership committee at a place and time convenient for members and applicant. After the interview membership committee will discuss pros and cons of applicant and then decide if the application should go forward to the overall committee. If all agree applicant moves to step 3 and a message is sent letting them know they have made it to the next step. If not, message is sent letting them know they were not accepted.
3. Chair presents the new applicant to the committee. If the committee accepts, then the application is forwarded to Christine/Kathy, a message is sent to applicant letting them know that they have made it to the next step. If applicant is not accepted a message is also sent letting them know they were not accepted.
4. Christine/Kathy presents the application to Dr. Poston for approval. If approved, this person will be added to the roster and asked to attend the next meeting.
NOTE: if committee is full they may be asked to wait until the next June date to join. Dr. Poston's office will send a letter to the applicant's supervisor and to the applicant. These letters must be signed and returned by both. Once the letters are signed the applicant is a member and the Membership committee chair will send them a letter letting them know when the next meeting is to attend and welcoming them to the committee.
5. Information about the applicant is given to committee secretary to add the person to the roster and add to outlook for meeting reminders. In addition the secretary will create a binder for committee information.

Future focus

The future focus will be on getting recruits for "Other" category and replacing those that will be leaving. We would also like to see the committee continue to be full at all times to increase accomplishments made by the committee.

Training/Development/Communications Subcommittee **2011-2012 year in review**

Subcommittee members: Margie Aimery, Bethany Balks (chair), Lisa Galbavi, Michelle Knight

At the August 2011 retreat, our subcommittee committee identified the following goals (in order of priority voting by the full committee):

- Visibility of WACFO and its members (8 votes)
- Establish fall mini-forum (7 votes)
- Website redesign (2 votes)
- Update Spring Forum (0 votes)

The following is what we accomplished in regards to each goal:

- Visibility of WACFO and its members
 - Hosted two mini-forums: one in the fall and one with the Spring Forum.
 - Developed brochure that was distributed at Spring Forum and other events by the membership subcommittee.
 - Worked with Women's Resource Center and other subcommittees to get article space in their newsletter.
- Fall mini forum
 - Hosted our first fall mini-forum, another sold-out event that offered motivational advice to women support staff.
- Spring Forum
 - Hosted another successful WACFO Spring forum.
 - Successfully moved resource fair to after lunch and Forum.
 - Offered EBS mini forum to those interested.
 - Compiled recommendations for next year's subcommittee.
- Website redesign
 - Added contact form to website's homepage.
 - Established working relationship with Christine Carter for edits.

The following is what we recommend for future planning:

- Visibility of WACFO and its members
 - Continue hosting two mini-forums each year for increased exposure. Consider new locations, topics and times to increase diversity of participants.
 - Continue developing articles for the Women's Resource Center newsletter.
 - Update the website with more information on WACFO's members. Consider doing interview-style bios of each member.
- Review recommendations for planning the 2013 Spring Forum.
 - Recommendations include a new venue options, ways to reach out to new participants, etc.
- Website redesign - work with VPFO Office to move website into their new content management system.