



**Women's Advisory Committee for Finance and Operations  
2012-2013 Annual Report  
Submitted by Bethany Balks, Chairperson**

In August of 2011, WACFO developed the following purpose/mission and desired future state. We used this information to develop our focus areas for 2012-2013:

- WACFO purpose/mission
  - Bringing women of MSU together
  - Solutions for campus issues
  - 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.

**Focus Areas 2012-2013**

The committee's focus areas for the academic year were on increasing the visibility of WACFO on and off campus; recruiting new membership to move us closer to a full committee; continuing to examine issues of health and safety on campus; and, enhancing the success of the WACFO forum in participation and resources provided.

At the retreat held in August of 2012, each subcommittee member developed short-term (90 days or less), mid-term (90-270 days) and long-term (270 days or more) goals:

- **Benefits/Work Climate/Health & Safety**
  - Short-term goals
    - Set committee goals and projects and meeting times
    - Update and finalize I.D. recommendation to the VPFO
  - Mid-term goals
    - Fall walk around
    - Follow up on health benefit savings
  - Long-term goals
    - More computer training for those that do not regularly use computers – advanced training (ex: basic email to Outlook)
    - Explore single sign-on access problems
    - Work with Women’s Resource Center/Jodi Roberto Hancock to explore mini forums for women in other locations outside of the union
- **Diversity, Pluralism & Inclusion**
  - Short-term goals
    - Conduct second off-campus mini forum – tentatively scheduled for Friday October 12<sup>th</sup> in Grand Rapids (College of Human Medicine)
  - Mid-term goals
    - Develop a strategy to explore collaboration with another MSU (women’s) groups related to diversity/inclusion
      - By Feb 2013
      - Ex: Women’s Advisory Committee to the VP of Student Affairs
    - Finalize email to send to off-campus locations to introduce them to WACFO, engage offsite employees and capture their concerns
  - Long-term goals
    - Hold at least 6 subcommittee meetings by June 2013
    - Work on a mini forum for extension employees to be held on main campus
- **Membership**
  - Short-term goals
    - Fill 3 open positions
      - 1 CT
      - 1 other (ex: police, nurse)
        - There are 172 nurses employed by MSU
        - Create email to send to police and farm employees
      - 1 at-large (ex: AP, APSA, CT, labor)
    - Word-of-mouth promoting
    - Presentations to departments/units
    - Attend mini forum in Grand Rapids
    - Resource fair contacts
      - Jodi Roberto Hancock
      - Cathy N
      - Bethany Balks
      - RHS
    - Constantly thinking of ways to promote WACFO
  - Mid-term goals
    - Presentations to get our name out
      - Women’s Health Fair
      - Men’s Health Fair
      - Recourse fairs

- Women's health clinics
    - Flyer in new employee orientation packets
    - Lunch room networking
  - Word-of-mouth promoting
  - Promotion of spring forum
  - Constantly thinking of ways to promote WACFO
- Long-term goals
  - Increase positive perceptions of WACFO
  - Word-of-mouth promoting
  - New members to cover outgoing members
  - Constantly thinking of ways to promote WACFO
- **Training, Development and Communications**
  - Short-term goals
    - Fall mini-forum
      - October 30, need to finalize time
      - Suzy Merchant to speak
      - Find venue & caterer
      - Create flyer & send invite (survey monkey?)
      - Door prizes?
      - Video record event?
    - Spring forum
      - Determine venue and date – by end of August
    - Member bios on website by November 1<sup>st</sup>
      - Interview/question style so they are in a consistent format
    - Website updates
  - Mid-term goals
    - Spring forum
      - Tweak format to panel style or something else?
      - Video record event to post on web and use as a marketing piece
    - Website updates
    - Investigate use of Facebook and Twitter
  - Long-term goals
    - Plan June 2013 retreat
    - Plan August 2013 retreat
    - Website updates
- Next step: develop timelines and task lists to achieve goals
  - Subcommittee chairs were asked to present a timeline for their short and mid-term goals at the September full committee meeting.

**Benefits / Work Climate / Health & Safety Subcommittee**  
**2012-2013 year in review**

Committee members: Shannon Cunningham (Chair), Tonya Jamison, Karen Johnson, Nilda Rodea

**Goals for this term:**

- Update and finalize I.D. recommendation to the EVP
- Fall and spring safety reports
- Advanced computer training for employees that do not regularly use computers
- Work with Women's Resource Center to explore mini forums for women in other locations (Diversity, Pluralism & Inclusion committee worked on this)

**Accomplishments during this term:**

- Completion and submission of I.D. recommendation to Dr. Udpa, EVP, to establish best practices, raise awareness, and visibly identify employees and students working outside of their employing department with an ID badge
- Completion of fall and spring safety reports
- Completion and submission of recommendation to EVP to have one campus operator number for those seeking information and wanting to report safety issues on campus and for that number to be widely publicized

**Recommendations for next term:**

- Work with Christine Carter to make new standard forms for fall and spring safety tours
- Investigate and explore the need for updated software and computers for labor employees, including basic EBS training

## **Diversity, Pluralism and Inclusion Subcommittee** **2012-2013 year in review**

Committee members: Barbara Butyter (chair), Barb Heyser, Sheryl Shay

### **Goals for this term:**

- Hold second off-site mini-forum –October 2012, CHM in Grand Rapids
- Develop a strategy to explore collaboration with another MSU (Women’s) Advisory Group, related to diversity/inclusion (e.g. Women’s Advisory Committee to Provost to VP of Student Affairs, Men’s Advisory Group, etc.)
- Finalize an email to send to off-site MSU work locations to introduce WACFO, engage offsite employees (e.g. via HR Reps), and capture offsite employees’ concerns
- Hold a minimum of 6 sub-committee meetings by June 2013
- Work on a mini-forum for Extension Employees (e.g. hold mini-forum when Extension Employees all come to main campus for a day; Meghan Hirschman may be a good resource)

### **Accomplishments this term:**

- 2nd off-site mini-forum was held Friday, October 12, 2012 for CHM in Grand Rapids with several WACFO members and our ex-officios
- Barb Heyser joined the Women’s Resource Center Advisory Group
- Sub-committee meetings were held throughout the year in various formats, including face-to-face and skype meetings
- Efforts are underway for planning a mini-forum for Extension Employees in October 2013
- Email to off-site work locations was not finalized

### **Recommendations for next term:**

- Finalize plans for and conduct mini-forum for Extension Employees in October 2013
- Implement periodic mini-lunch forums hosted by WACFO at different worksites. Pose diversity-related questions; use feedback received to better inform the organization of diversity successes and challenges. Paulette Granberry-Russell, Office of Inclusion, has offered to host/sponsor the luncheons.

## Membership Subcommittee 2012-2013 year in review

Committee members: Wendy Baker (chair), Joyce Brennan, Tonya Jamison, Sheryl Shay

### Goals for this term:

- Fill 3 open positions
  - 1 CT
  - 1 other (ex: police, nurse)
  - 1 at-large (ex: AP, APSA, CT, labor)
- Word-of-mouth promoting
- Presentations to departments/units
- Attend mini forum in Grand Rapids
- Constantly thinking of ways to promote WACFO
- Additional presentations to get our name out
  - Women's Health Fair
  - Men's Health Fair
  - Recourse fairs
  - Women's health clinics
  - Flyer in new employee orientation packets
  - Lunch room networking
- Promotion at Spring Forum

### Accomplishments during this term:

- Fill 3 open positions:
  - 1 CT – Voted and EVP approved Heather Dover, waiting on her supervisor signoff
  - 1 other - (ex: police, nurse, farm manager)
    - There are 172 nurses employed by MSU. Created email to send to police and farm employees.
    - Received 1 application, interviewed, voted and EVP approved – Anne Stahl
  - 3 At –large- interviewed, one will be brought to June vote
  - Tried recruiting the one female farm manager
- Interviewed, voted and EVP approved one APA candidate to replace outgoing member – Kristina Stroud
- Completed word-of-mouth promoting
- Emailed and spoke to labor union groups on recommending candidates
- Placed seven personal phone calls to 1585/999 candidates
- Attend mini forum in Grand Rapids, Women's Health Fair, Men's Health Fair, Annual Welcome Reception for New Faculty and Staff of Color
- Planning for October 2013 – co-sponsoring with WRC for the TIAA Women's Retirement Series
- Lost two members to work/life balance issues
- Interviewed four applicants that we didn't feel were suited for the job

- Before placement on the committee: one valued applicant left MSU, one valued applicant became Academic Staff.

**Recommendations for next term:**

- Constantly thinking of ways to promote WACFO
  - Order a new sandwich board with name/logo
  - Order bags/pens with name/logo
- New members to cover outgoing members
  - Challenge each WACFO member to hand out one application, focusing on 1585/999/324/274 union groups

## Training/Development/Communications Subcommittee 2012-2013 year in review

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

### Goals for this term:

- Short-term
  - Fall mini-forum
  - Spring forum - determine venue and date
  - Member bios on website by November 1<sup>st</sup>
    - Interview/question style so they are in a consistent format
  - Website updates
- Mid-term
  - Spring forum
    - Tweak format to panel style or something else?
    - Video record event to post on web and use as a marketing piece
  - Website Updates
    - Investigate use of Facebook and Twitter
- Long-term
  - Plan June 2013 retreat
  - Plan August 2013 retreat
  - Website updates

### Accomplishments during this term:

- Fall mini-forum
  - Suzy Merchant guest speaker
  - 114 registered, 81 attendees, 2 walk-ins
  - Morning program seemed successful
- Spring Forum
  - New program with VIP panel
  - President Simon spoke about Bolder By Design
  - Great feedback on new program layout
  - 311 registered, 73 vendors, 19 Admin Panel = 403 total attendees
- June 2013 retreat planned

### Recommendations for next term:

- Set August speaker and location
- Continue Fall mini-forum
  - Lisa Laughman to be guest speaker
- Spring Forum
  - Continue with VIP panel
  - Possible new location or more space
  - New registration system
  - Video record event