



WOMEN'S ADVISORY COMMITTEE FOR SUPPORT STAFF

2013-2014 Annual Report **Submitted by Lisa Galbavi, Chairperson**

In August of 2013, WACSS developed the following mission and vision. This information was used to develop focus areas for 2013-2014:

- WACSS Mission:
 - The Women's Advisory Committee for Support Staff supports a culture of equality, equity, engagement, and inclusion by providing a voice for women support staff at Michigan State University.

- WACSS Values:
 - Advocate
 - Liaison to the EVP
 - Facilitate communication for women at MSU
 - Retention
 - Summary Statement: Serve as a liaison to influence key decision making at MSU that affects women support staff.
 - Connectivity
 - Inclusion
 - Communication
 - Liaison to EVP to influence decision making
 - Develop partnership
 - Summary Statement: Unite women support staff and stakeholders through effective and innovative two-way communication.
 - Engage
 - Attract and retain future and current employees
 - Identify and provide solutions to employees
 - Summary Statement: Maximize the involvement of women support staff and provide an opportunity to exchange information.
 - Staff Development
 - Promote and provide leadership opportunities
 - Grow professionally and personally through WACSS activities
 - Provide resources
 - Summary Statement: Provide, promote, support, and encourage development opportunities for women support staff.

Focus Areas 2013-2014

The committee's focus areas for the academic year were to increase the notoriety of the new committee name; recruit new membership to move closer to a full committee; examine issues of health, safety, satisfaction and retention on campus and off-campus; enhance the success of the WACSS events in participation and resources provided; and update the bylaws to include the new committee name and other areas requiring updates.

Benefits / Work Climate / Health & Safety Subcommittee **2013-2014 year in review**

Members: Shannon Cunningham (Chair), Melissa Peek, Anne Stahl

Goals for this term:

- Create a fall safety walk checklist and update the spring checklist.
- Investigate if women support staff have been resigning and retiring early during recent years.
- Follow up on the Computer Access Training (CAT) initiative.

Accomplishments during this term:

- Worked with Christine Carter, WACSS Advisor, to update the fall and spring safety tour assessments.
- Christine asked if all of the buildings on campus could be reviewed within 2 or 3 years. In order to accomplish this goal, Kris Stroud created a spreadsheet that included all of the buildings on campus along with columns to record which members reviewed each building. Felicia Berryman created a Google Docs account for WACSS so the spreadsheet could be uploaded and members could use it to sign up for buildings to be reviewed. In order to accomplish the goal of reviewing all buildings members were asked to not select buildings that had been reviewed the previous year. Members were to choose four buildings to review, preferably two closer to their own building and two on the perimeter of campus. Some buildings and areas were excluded from the spreadsheet, such as Spartan Village, the stadium, parking ramps, and Breslin Center, as they are regularly monitored by the MSU police and other groups. Each committee member signed up to examine the inside and outside of four campus buildings; a total of 48 buildings were reviewed.
- Facilitated the “Technology and YOU!” presentation. This Lunch and Learn presentation from members of the Digital Forensics and Cyber Crime Unit of the MSU Police Department provided useful information on how to stay safe and protect your identity from those that use technology, internet, and social media to commit crimes.
- Facilitated the WACSS’s outing to the MSU Police Range for defensive tactic demonstrations and simulated firearms situations.
- The subcommittee put forth a recommendation letter to Dr. Satish Udpa urging follow up to the MSU Computer Access Training (CAT) Initiative that was originally implemented by WACFO in 2005. The recommendation letter can be found in the link here: <https://admindv.msu.edu/documents/2014-05-20%20WACSS%20CAT%20Update%20Recommendation%20-%20UPDATED.pdf>, and in summary the committee made the following recommendations with regards to labor employees:
 - Including an Enterprise Business Systems (EBS) orientation with the Computer Skills Assessment test given by Human Resources during the hiring process.
 - Encourage a culture that promotes adequate access and opportunity for labor employees to receive/send email communications, use electronic processes in their work, and perform electronic functions associated with their employment at MSU.
 - Orientation for new employees should stress the difference between an employee’s MSU NetID and password, as opposed to a departmental email and password.
- Dr. Satish Udpa requested that the subcommittee investigate whether women support staff have been leaving the university at a disproportionate rate than male support staff in the last few years. The subcommittee gathered information from Human Resources to review how many women and men have left the university from 2000-2013. Kristina Stroud used these statistics to analyze the data using Excel. She presented the data to Dr. Udpa and Sharon Butler on April 4, 2014 and to the full WACSS Committee on April 15, 2014. The committee will continue to work with Human Resources to analyze the data in the upcoming year.

Recommendations for next year:

- Continue to pursue fall and spring safety reports for every building on campus.
- Complete the termination and retirement analysis report.
- Pursue a recommendation the committee received regarding requesting the option to invest in a Roth 403b from work.

Diversity / Pluralism / Inclusion Subcommittee
2013-2014 year in review

Subcommittee members: Felicia Berryman, Barbara Butyter, Karen Johnson (chair)

Goals for this term

- Sponsor/host several diversity themed mini forums (“Women in Leadership”) on the East Lansing campus.
- In an effort to include groups that typically do not get the opportunity to attend WACSS events (ex: IPF, RHS), we intend to offer these sessions in a manner that would allow these audiences to be able to attend. For example, we will target the time of day (some shifts do not coincide with normal working hours) and locations (go to them) that are most convenient for these groups.
- Continue to try to connect with MSU Extension employees, via one of their future meetings, since unable get on their fall retreat agenda.

Accomplishments during this term:

- The subcommittee continued to follow up on the subcommittee recommendation submitted in February 2013 related to the enhancement of services for MSU’s off-site employees, in particular technology, communication, and awareness. In the fall of 2013, a third WACSS mini-forum for was conducted (specifically for off-site employees via webinar-based technology) for Extension Employees through the College of Agriculture and Natural Resources (CANR). This forum connected off-site Extension employees and a representative from the CANR Executive Office with key MSU leaders: Paulette Granberry Russell, Sharon Butler, Jayne Schuitman, and Christine Carter. Many of the concerns expressed at this forum were the same or very similar to concerns expressed in the two previous off-site mini-forums.
 - The webinar-based format, the first time WACSS had utilized such technology, proved to be a very successful way to include and engage Extension employees whose job sites are scattered throughout the state of Michigan.
- The subcommittee has continued to explore areas previously identified as concerns to off-site employees, including such concerns as Human Resource and Health4U offerings; MSU websites and online information; and recreation/sports facilities. Successful university enhancements over the past year include:
 - Human Resource Foundations of Effective Leadership series offered for Extension employees. Some of the series’ sessions were provided at the main East Lansing campus; others were conducted utilizing various technologies and online resources.
 - Human Resources conducted Benefits Fairs in both Detroit and in Grand Rapids.
 - Human Resources introduced elevateU, an incredible mass of online educational resources, available to employees from any location at any time.
 - The Women’s Resource Center has recorded some of their educational sessions, making the recordings available to employees at any location at any time.
 - Health4U will be offering a 7-week Food and Nutrition series for Detroit employees.

Recommendations for next year:

- Update to the recommendation submitted by the subcommittee in February 2013.
- Develop/sponsor/host diversity themed mini forums (“Women in Leadership”) on the East Lansing campus for groups that typically do not get the opportunity to attend WACSS events (ex: IPF, RHS).

Membership Subcommittee **2013-2014 year in review**

Subcommittee members: Wendy Baker (chair), Tonya Jamison, Sheryl Shay

Goals for this term

- Interview and fill the vacant WACSS position on the committee during the fall.
- Continue to have committee members recruit to people that they know/trust.
- Continue to reach out at fairs and WACSS presentations to keep our committee diverse.

Accomplishments during this term:

- Created a short but very detailed interview process.
- Attended Women’s and Men’s Health Fairs to represent the WACSS committee and introduce potential new members and MSU Community to the committee.
- Attended TIAA workshops. These events are co-sponsored by WACSS. The subcommittee attends to introduce our committee and thank TIAA for holding the workshops.
- Created a presentation board that is displayed at all WACSS events, fairs and workshops. The subcommittee is responsible for updating, creating, and keeping it new and welcoming.
- Held continuous interviews throughout the year to fill vacant positions on the committee. Anticipate only having two CTU vacant positions at the start of fall 2014.
- Recommended and improved the process of who should be interviewed for committee membership.

Recommendations for next year:

- Continue to define/refine procedures for the subcommittee.
- Continue to improve the process of who should be interviewed for committee membership.

Training / Development / Communications Subcommittee **2013-2014 year in review**

Subcommittee members: Barb Heyser (chair), Therese Nugent, Kristina Stroud

Goals for this term:

- Maintain the up-to-date content on the website through the EVPAS office.
- Organize and run the annual Spring Forum & Resource Fair & the fall mini forum.
- Advertise and promote the committee's new name and brand.
- Explore the use of Facebook and Twitter.
- Provide feedback to the EVP on women's issues at MSU.

Accomplishments during this term:

- Organized the mini fall forum with Lisa Laughman as the speaker and held the event at Akers Hall. The event was well received by all our guests.
- Used Eventbrite for the first time this year for registration for both the fall mini forum and spring forum. The web-based system was well liked by attendees.
- As a result of the committee name change, worked with Michigan State University's Communications and Brand Strategy department on a new committee logos/brand which was voted on and accepted by the committee as a whole.
- Updated the committee brochure with input from Christine Carter, Lisa Galbavi, and the committee as a whole.
- The spring forum was held at the end of March this year. The format was the usual sit down luncheon with several speakers giving presentations. There was not enough time for open Q&A so need to consider changing the format for next year.
- The spring forum was live-streamed for the first time with the assistance of the MSU Alumni Association.
- Created a timeline for the subcommittee for the many items that need to happen throughout the year in preparation for the spring forum and other events.

Recommendations for next term:

- When holding events on campus, remind attendees of campus parking options in relation to where the event is being held.
- Continue to use Eventbrite for event registrations.
- Update the committee brochure to include mission and values.
- Explore different formats and venues for the spring forum.
- Continue to live-stream and record the spring forum.