



Women's Advisory Committee for Support Staff 2014-2015 Annual Report

Submitted by Tonya Jamison, Chairperson

In August of 2014, WACSS developed the following purpose/mission and desired future state. We used this information to develop our focus areas for 2014-2015:

- WACSS purpose/mission
 - Bringing women of MSU together
 - Solutions for campus issues
 - Becoming a conduit for change by helping to women support staff become
 - Empowered
 - Engaged
- WACSS Desired Future State
 - Successful mini-forum directed towards women in under-represented areas entitled “women and leadership”
 - Improved communication via website and social media
 - Empowering women support staff
 - Support further education and training opportunities
 - Incorporating feedback to revamp the annual spring forum

Focus Areas 2014-2015

The committee's focus areas for the academic year were on increasing the name recognition of WACSS on and off campus; recruiting new membership to move us closer to a full committee; improving the spring forum format to allow attendees to be more engaged with one another as well as with the executives and to provide an avenue for support staff to voice their feedback via the website and social media.

At the planning retreat held in August of 2014, each subcommittee developed goals and objectives:

Benefits/Work Climate/Health & Safety Subcommittee - This subcommittee's interests for the year included 100% safety reporting, safety vs. budget, a Roth IRA option for employees, work-life initiatives, a mentor program for new staff, and benefits & discounts for off-campus employees.

The subcommittee formulated the following:

Goals:

- Foster a positive work climate that promotes the health, safety, and well-being of women support staff through policies and practices.
- Assist Human Resources in the development of a mentoring program for new staff members by June 30, 2015.

Objectives:

- 100% completion of safety reports for the fall and spring.
- Provide recommendations to improve the work climate via improved benefits (i.e. Roth IRA) and/or work life initiative (i.e. mentor program).

Training, Development & Communications Subcommittee - This subcommittee's interests for the year included defining the training component of the committee (internal, external, layered), defining and developing committee involvement with Human Resources in regard to mentoring and other programs, creating innovative, dynamic, and impactful connections utilizing resources such as livestream and social media, examining career paths, and networking.

The subcommittee formulated the following:

Goals:

- Foster women's support staff awareness of MSU resources through communication.
- Provide opportunities for committee members and/or women support staff to connect.

Objectives:

- Conduct committee events such as the June end-of-year retreat and the August planning retreat.
- Plan campus events such as the spring forum and fall mini-forum.
- Provide an avenue for support staff to voice their feedback via the website and social media.

Successes for each objective:

- Attendance, location, food (logistics), survey group to measure satisfaction.
- Attendance and logistics, survey group to measure repeat attendees, waitlists, interest.
- All information posted, up-to-date, additional presence, measure with Google Analytics.

Metrics for each objective:

- Response rate of 50% on surveys and majority of positive responses (80%).
- Repeat attendance up by 50%, and utilize immediate feedback tool such as "i-clicker" for survey at event to increase engagement.
- Deploy Facebook by June 30, 2015.

Membership subcommittee - This subcommittee's interests for the year included recruiting two new CTU members, inclusive and diverse membership to include male participant(s), creative recruitment strategies, engagement of supervisors for the benefits provided by committee member's participation, increase WACSS brand with periodic newsletter, listserv, yearly mailing, and invitations to the general public.

The subcommittee formulated the following:

Goals:

- Maintain full membership of the WACSS committee.

Objectives:

- Maintain a list of one to three viable candidates per constituent group. Do this by increasing awareness, have outgoing members and current members recommend potential candidates, and maintain communications with potential candidates.
- Have nomination form available. Provide the forms to deans, chairs, administrators, supervisors, and co-workers in order to improve recruitment of candidates.
- Improve accessibility by offering the nomination/application online and having the option to print the form.

Diversity, Pluralism & Inclusion Subcommittee - This subcommittee's interests for the year included changing the picture of what diversity looks like (not just about ethnicity), align it with university mission taking into consideration work-life initiative, "Spartan Experience", high performance culture, parity, apathy and initiative, career development and underutilized resources, and appreciation along with recognition.

The subcommittee formulated the following:

Goals:

- Promote a culture of appreciation in order for women to thrive personally and professionally.

Objectives:

- Focus of the spring forum to address appreciation of employees.
- Present a recommendation to Satish regarding appreciation and how it relates to a high performance culture and the Spartan Experience.
- Survey women support staff to determine what makes them feel valued by the university or how effective we are as a committee in promoting a culture of high appreciation.

Benefits / Work Climate / Health & Safety Subcommittee
2014-2015 year in review

Committee members: Therese Nugent (chair), Cammy Nelson, Melissa Peek, Amanda VanKoevering

Goals for this term:

- 100% Safety Reporting
- Exploring the possibility to obtain a Roth 403b for support staff
- Exploration of implementation of a mentoring program
- Filling the gap of discounts and benefits for employees not in the E. Lansing area

Accomplishments during this term:

- Committee member Therese Nugent interviewed 2 fellow university employees in an effort to gain further knowledge regarding mentoring programs on campus. Jennie Yelvington of HR Professional Development Services provided information on a program called “MSU Mentors”. Lydia Weiss of the Women’s Resource Center provided information on two programs, “The Women’s Networking Association” and “Mentor Match Day”. Also, a careful investigation was done of the respective web sites. An opinion was formed that there were existing resources and programs for mentoring but the gap is getting women working in the labor unions engaged, many of whom work at night. Contact has been made with Mary Clark a Custodial Supervisor with IPF. There are plans to meet with her to better understand how we may reach the third shift staff members.
- Two committee members, Therese Nugent and Melissa Peek, sat on the panel of the Women and Leadership mini-forum.

Recommendations for next term:

- Work with Human Resources to consider offering a Roth IRA or Roth 403b to staff.

Diversity, Pluralism and Inclusion Subcommittee
2014-2015 year in review

Committee members: Felicia Berryman (chair), Ninfa Caillouette, Anne Stahl

Goals for this term:

- Promote a culture of appreciation in order for women to thrive personally and professionally.

Accomplishments this term:

- The successful completion of mini-forum entitled “Women and Leadership”.

Recommendations for next term:

- To develop a mini-forum to discuss ageism and improve the understanding of this issue campus-wide

Membership Subcommittee
2014-2015 year in review

Committee members: Sheryl Shay (chair), Karen Johnson, Deb Mansel

Goals for this term:

- Fill three open positions (three of which were CTU)
- Maintain full membership of the WACSS committee.

Accomplishments during this term:

- Interviewed and appointed three CTU candidate to fill the empty positions - Cammie Nelson, Stacey Patton, and Wendi Winston

Recommendations for next term:

- Update the tri-fold marketing board
- Seek qualified candidate for the APSA position that will be open

Training/Development/Communications Subcommittee
2014-2015 year in review

Subcommittee members: Kris Stroud (chair), Camille Ash, Wendy Baker, Julia McAnallen

Goals for this term:

- Foster women's support staff awareness of MSU resources through the Spring Forum
- Provide opportunities for committee members and/or women support staff to connect

Accomplishments during this term:

- Developed social media proposal
- Created and deployed WACSS Facebook page
- Produced the annual Spring Forum with a revamped design
 - a. Great feedback
 - b. 315 registered, 42 vendors, 19 Administrators (4 of which served as panelists), 25 registered Livestream = 401 total attendees

Recommendations for next term:

- Continue to enhance the annual spring forum utilizing feedback received
- Continue with the VIP panel
- Continue to use Eventbrite registration system
- Continue to Livestream the event