

YEAR END REPORT
2015-2016

The 2015-16 year-end report serves to outline all of the goals and accomplishments achieved by the Women's Advisory Committee for Support Staff during the fiscal year. We had a full committee of 17 members, and collectively the group:

- *Successfully executed the annual spring forum with a theme of "Health and Wellness" on Monday, March 21, 2017 which was attended by over 350 women support staff. This is an event that works to provide interaction between executive leaders and women support staff and provides valuable resources, information, and networking opportunities.*
- *Obtained a "Creating Inclusive Excellence Grant" from I3 to further enhance the WACSS member's experience in creating effective work life balance. This seminar was held December 15, 2015.*
- *Promoted, supported, and encouraged all support staff women to boost their career by utilizing the new performance excellence program in a way that helps them get the most from of their MSU experience.*
- *Pushed the need for developing a nursing room at the Breslin Center as renovations were proposed and shared with the committee. The single-use room was made part of the renovations.*
- *Engaged in valuable conversation with Barbara Roberts, the Director of the Work Life office, to assist with the transition and merging of the Women's Resource Center and the Family Resource Center.*
- *Received in-depth lunch and learn education and discussion with a variety of constituents including topics of sexual harassment, anti-bias and micro-aggressions, Title IX, active violence, the new performance excellence program, elevate U, sustainability, smoke-free campus policy, parking, new PageUp applicant tracking software, employee engagement/office climate survey, Board of Trustee resolutions, single use restrooms, MLK events, conflict of interest forms, Infrastructure Planning and Facilities (specifically the services of landscape services and telecommunications), crucial conversations and crucial accountability, business continuity plans, the new Office of Institutional Equity, inspirational women of the year awards, human trafficking, and much more.*
- *Continued engagement and interaction with Ex-Officio members including Satish Udpa, Paulette Granberry Russell, Sharon Butler, Lydia Weiss, and advisor Christine Carter.*
- *Documented and organized various task-oriented responsibilities of the group.*

The 2015-16 executive committee included Anne Stahl served as Chair, Debby Mansel as Vice Chair, and Amanda VanKoevering as Secretary. This year, the committee was asked to appoint two individuals to serve on the Sexual Violence Advisory Committee of which Ninfa Caillouette and Karen Johnson both served.

In addition, the following four subcommittees set and achieved the following goals:

Diversity, Pluralism and Inclusion

Members: Terri Geiger (Chair), Cammy Nelson, Therese Nugent

- Goals:
 1. Encourage management support for employee release time for night shift lunch and learn forum “A conversation with WACSS – Women effectively communicating to achieve career advancements” held on October 21, 2015
 2. Create an off-campus survey for employees to determine/assess needs regarding communication and inclusion with the main East Lansing campus
- Goals achieved:
 1. Received active management/supervisory support of the night shift lunch and learn held October 21, 2015
 2. Created an off-campus needs assessment survey to 493 constituents in Extension, Grand Rapids, Detroit, and surrounding cities of which 79 responded (16% response), results published
- Goals in progress:
 1. Enhancing management understanding of the importance of release time for staff for personal development initiatives without using personal or vacation time
 2. Follow-up with off-campus needs assessment survey regarding identified needs regarding communication and available resources
- Initiatives for future consideration:
 1. Training video for career development
 2. “Did you know?” campaign highlighting MSU resources for employees

University Engagement and Membership

Members: Debby Mansel (Chair), Tonya Jamison, Melissa Peek, Karen (KJ) Johnson,

- Goals:
 1. Recruit to fill three members leaving WACSS in June 2016 as their 2 (two-year) terms are expiring
 2. Name change to better reflect purpose of subcommittee
 3. Maintain and review applicant list
- Goals achieved:
 1. Recruited twelve potential members for seven openings. Interviewed eleven, recommended five for membership on 5-21-16 with two additional recommendations prior to June retreat
 2. Applicant list up-to-date. Regular and timely correspondence with potential applicants.
 3. Subcommittee name change approved from “Membership” to “University Engagement and Membership”
 4. Enhanced the process in which membership applications are received, vetted, and ultimately recommended

5. Co-sponsored and attended two TIAA-Cref workshops in October 2015 focusing on sharpening investment skills, saving, and investing for women
 6. Participated in the annual Women's Health fair in March 2016 providing resource and membership information
- Goals in progress:
 1. Recruiting members from the labor groups
 2. On-boarding new members
 - Initiatives for future consideration:
 1. What events does this subcommittee attend?
 2. Are there different events WACSS could recruit at?
 3. How do we engage a wider group of women at MSU?

Training, Development and Communication

Members: Ninfa Cailouette (Co-Chair), Sheryl Shay (Co-Chair), Wendi Winston, Stacey Patton

- Goals:
 1. Establish a night time lunch and learn/forum, specifically for IPF women support staff
 2. Provide active shooter training for WACSS members
 3. Name change for subcommittee from Training, Development and Communication to Training, Development and Education
 4. Support facilitation of Spring Forum
- Goals achieved:
 1. Night time forum held October 21, 2015
 2. Active shooter training for WACSS Lunch and Learn on November 17, 2015
 3. Updated tri-fold marketing board
- Goals in progress:
 1. Discussions regarding encouraging employees to take advantage of educational assistance and ElevateU
 2. Discussions regarding how to enhance supervisor understanding of the need of employee professional development and mandatory training
 3. Discussions regarding needed training opportunities for women support staff
- Initiatives for future consideration:
 1. Continued collaboration and engagement with Human Resources to obtain and share information
 2. Robust WACSS presence online

Benefits, Work Climate, Health & Safety

Members: Jaclyn Sayen (Chair), Julia McAnallen, Camille Ash

- Goals:
 1. Present Roth 403(b) and Roth 457 benefits to Human Resources for potential offering to MSU employees
 2. Update WACSS resources page to assist with ease of navigation
 3. Increase exposure of WACSS Facebook page
- Goals achieved:

1. Discussions with Human Resources regarding Roth 403(b) and Roth 457 options for MSU employees. Human Resources determined adding these option was not appropriate at this time, however, the door is open for further discussion.
 2. Research was conducted and changes made to WACSS resource page
 3. WACSS Facebook page “likes” increased to 90. Information is posted on WACSS Facebook page approximately twice per week. The most successful post for year was picture from the 2016 Spring Forum, which had 741 post clicks and 17 post “likes”.
- Goals in progress:
 1. Spreadsheet contains prioritized recommendations and goals garnered from the August 2015 planning retreat