

Women's Advisory Committee for Support Staff



Women's Advisory Committee for Support Staff Annual Report for 2020-2021

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Executive Summary

This 2020-2021 Annual Report of the Women's Advisory Committee for Support Staff (WACSS) is a showcase of the Committee's accomplishments during a particularly difficult year.

Transitions and Leadership

WACSS is an organization that advises the leadership of Michigan State University about issues that primarily affect women support staff. At the beginning of the 2020-2021 year, the Committee advised the University President, transitioned to the Executive Vice President for Administration (EVPA), and finally landed with the new Chief Diversity Officer (CDO). In addition to reporting structure changes, the Committee also lost its long-time Advisor.

To accommodate these changes, the Committee formed two ad hoc subcommittees: Transition to OI3 and Governance. The Transition to OI3 Subcommittee worked with EVPA Melissa Woo and CDO Jabbar Bennett to arrange a smooth transition, address Committee members' concerns, and ensure the needs of the ex-officios and the Committee were all met. The Governance Subcommittee worked to create a new structure within the Committee that would accommodate the gaps left by the Advisor's departure, including rearrangement of the four standing subcommittees to reduce the need for ad hoc subcommittees. This subcommittee also updated the WACSS Bylaws to reflect these changes, the new reporting structure, and new policies and roles established during 2020-2021.

Areas of Focus

The Committee was driven by two primary areas of focus during this year:

- Diversity, Equity, and Inclusion (DEI), and
- Institutional support and involvement of MSU's support staff.

The Committee established fifteen goals among its four standing subcommittees that would each address one of these areas. Some of these goals included: publishing an Education Assistance Resource Guide, improving MSU's zero tolerance policies, hosting the Anti-Racism Insight Series, and updating the Committee's recruitment process and policies to be more inclusive. Additionally, WACSS hosted the 2021 Annual Spring Forum with the theme *From Where We Stand: Leading Through Intersectionality*.

Moving Forward

It is recommended that the 2021-2022 Committee:

- distribute survey(s) to MSU support staff to establish meaningful goals for the year;
- continue to meet with the President once per semester to provide an update;
- reevaluate strategies for connecting with support staff on social media to increase engagement;
- resume work with OI3 on recruiting a more diverse MSU workforce;
- publish a list of training resources and a calendar for specific training dates on the WACSS website, and explore options for virtual trainings;
- continue to review communications pages for updates semi-annually;
- work with MSU HR, WorkLife Office, and the Labor groups to recruit two Labor members; and
- continue to distribute the Committee member "get to know you" survey, for use as a recruiting tool and to keep our support staff community engaged with their representatives.

Committee Background

The Women's Advisory Committee for Support Staff (WACSS or the Committee) is an organization that advises the Chief Diversity Officer of Michigan State University about issues that primarily affect women support staff. The Committee's role is to:

- identify areas where the university could improve responsiveness to concerns from women support staff and other employees and propose creative solutions;
- recommend policies, programs or procedures that impact women support staff and other employees at the university;
- ensure a productive and educational work environment and support an inclusive campus community;
- alert Administration about and suggest solutions for problem areas related to women support staff and other employees at the university; and
- serve as a liaison between MSU employees and Administration.

WACSS Mission Statement: 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 Vision Statement: The Women's Advisory Committee for Support Staff will be the leader in elevating advancement and leadership in the MSU Community by empowering and reawakening women support staff through the promotion of equity, education and advocacy.

WACSS Values: Advocacy, Connectivity, Engagement, and Staff Development

2020-2021 Leadership and Membership

The 2020-2021 Annual Report serves to outline the activity and accomplishments achieved by the Women's Advisory Committee for Support Staff during the 2020-2021 Academic Year. This year was a significant period of transition for WACSS.

Ex-Officio Leadership: After many years of advising the Executive Vice President for Administration (EVPA), the role was left vacant early in the 2019-2020 year. At that time, WACSS transitioned to advising the President of Michigan State University. When the EVPA role was filled during the beginning of the 2020-2021 year, WACSS transitioned back to temporarily advising this office, and then in February 2021 officially transitioned to advising the university's Chief Diversity Officer. With the new reporting structure for WACSS, the Committee lost its Advisor. As of the time of this report, the Committee's ex-officio structure is now composed of the Chief Diversity Officer, the Executive Director of the WorkLife Office, and the Associate Vice President of Human Resources; however, the Committee has met with President Stanley once per semester to provide a brief update, and recommends future iterations of the Committee continue this.

Executive Committee: Ashley Lathrop served as Chair of the Committee, Emily Khan served as Vice Chair, and Arianna Perrien served as Secretary. Following her reinstatement on the Committee as At-Large representative, Lisa Desprez joined the Executive Committee as Immediate-Past Chair.

Membership: WACSS began the year with 17 members. Unfortunately, during the year, three Labor representatives resigned—citing primarily workload-related issues. Three other members were on furlough or temporary leave during the year. Following the resignation of the three Labor representatives, the At-Large representative—a member of the SSTU—was voted by the Committee into the role of Labor representative, and the Committee elected to bring the immediate-past chair back as the At-Large representative.

Subcommittees: The following subcommittees formed throughout the year:

Benefits/Work Climate/Health and Safety

Members: Amanda Jones (Chair), Lindsay Hasse, Anslee Norris, Alison Virag McCann

Diversity/Pluralism/Inclusion

Members: Tina Alonzo (Chair), Kathy Dorshimer, Jonne' McCoy-White, Shannon McGaughey, Susan LeCureux (resigned)

Training/Development/Communications

Members: Lindsey Rose (Chair), Crissy Hodges-Chakrani, Ashley Lathrop, Arianna Perrien

University Engagement and Membership

Members: Emily Khan (Chair), Penny Shanks, Lisa Desprez (joined February 2021), Melissa Peek (Chair, resigned), Pamela Hebel (resigned)

Social Media Liaisons (ad hoc)

Members: Amanda Jones, Emily Khan

Annual Spring Forum Planning Subcommittee (ad hoc)

Members: Amanda Jones (Co-Chair), Emily Khan (Co-Chair), Kathy Dorshimer, Crissy Hodges-Chakrani, Anslee Norris, Melissa Peek (resigned), Pam Hebel (resigned)

Transition to OI3 Subcommittee (ad hoc)

Members: Ashley Lathrop (Chair), Tina Alonzo, Amanda Jones, Emily Khan

Governance Subcommittee (ad hoc)

Members: Emily Khan (Chair), Kathy Dorshimer, Amanda Jones, Ashley Lathrop

Areas of Focus and Goals

During the July 2020 retreat, the members of WACSS discussed and determined where they would focus their efforts for the 2020-2021 year.

- Diversity, Equity, and Inclusion (DEI)
 - Anti-racism and intersectionality
 - Inclusive policies and practices in WACSS and across MSU
- Institutional support and involvement of MSU's support staff
 - Provision of resources
 - Involving support staff at all levels

The committee learned how each focus area was served by MSU, engaged with support staff to understand where gaps in knowledge and participation existed in each focus area, and sought solutions/actions to recommend to the President, Executive Vice President for Administration, Chief Diversity Officer, and/or other administrators as needed. Summary reports from the WACSS subcommittees dedicated to each area follow.

Benefits/Work Climate/Health and Safety

Goal 1: Finalizing and publishing the Education Assistance Resource

- After final review by the subcommittee, full committee, and Human Resources, the guide was published on the WACSS website and shared on social media.
 - Education Assistance Resource Guide attached in Appendix A.
- The comprehensive guide includes an infographic providing a simplified walkthrough of the Education Assistance application process and approval.
- The subcommittee hopes to increase awareness and utilization of this benefit available to all MSU support staff employees.

Goal 2: Support, engage, and connect with support staff and their contributions to MSU

- Released a call for nominations to spotlight MSU support staff employees and their contributions to the MSU community. We received 5 nominations.
- Developed eight survey questions intended to highlight support staff members, their views on working at MSU, and engage the audience on their unique role or industry.
- Action steps for the future: Support Staff Spotlight posts will be finalized and shared throughout the summer.
- **Recommendation:** Future committee members may wish to reevaluate strategies for connecting with support staff on social and digital media to increase engagement.

Goal 3: Develop and create a comprehensive guide for mentorship

- Listened to a planning meeting for mentorship programs currently in place with IPF and developing in RHS.
- Reviewed materials shared with WACSS regarding mentorship.
- **Action steps for the future:** Transfer mentorship resources to the WACSS website or Sharepoint team site.

Goal 4: Advocate for support staff and their roles/responsibilities regarding MSU's response to COVID-19

- The full committee wrote and shared a memo with President Stanley detailing the increased burden the pandemic has placed on support staff, especially those working on campus.
- The subcommittee stayed in touch with university level updates, plans, and policy changes related to the response to the pandemic.

Diversity/Pluralism/Inclusion

Goal 1: Support and contribute to a centralized process for sharing campus-wide DEI learning and engagement opportunities

- Our team has helped bring awareness to the [DEI Events page](#) in various campus spaces to expand learning opportunities for the campus community and to contribute to increased stakeholder DEI competency.

Goal 2: Continue last year's efforts of recruitment efforts for a more diverse workforce

- This initiative was paused due to partner unit structural changes.
- **Recommendation:** moving into the 2021-2022 year, resume work with the Office of Inclusion and Intercultural Initiatives on this initiative.

Goal 3: Increase and improve zero tolerance campus policies

- Developed a policy proposal and recommendation to update the university-wide Tolerance and Civility policy that was last updated in 2010.
- In support of university initiatives and as invited, our policy proposal was shared with the MSU Policy Library Advisory Committee to be used as a test case for the new policy process.
 - Policy proposal attached in Appendix B.

Training/Development/Communications

Goal 1: Promoting free/online training for support staff

- Created a list of common online trainings and educational resources.
- Joined campus communication list serves to receive updated training info.
- **Recommendation:** work to publish on WACSS website as a list of resources and a calendar for specific training dates.

Goal 2: Continue working towards monthly Anti-racism Webinars

- Partnered with College of Agriculture and Natural Resources and Office for Inclusion and Intercultural Initiatives to recruit and schedule speakers and panel participants.
- Developed topics of interest based on awareness months/days, holidays, celebrations, DEI initiatives, and campus campaigns.
- Coordinated and hosted 10 Anti-racism webinars from October 2020 to June 2021, covering topics such as power and privilege, racism in consumer culture, and bystander intervention.
- Utilized social media and email distribution lists to advertise and promote the series.
- Coordinated WACSS members to assist with webinar creation in Zoom, registration, webinar facilitation, managing Q&A, and post-presentation survey.
- **Recommendation:** continue the series, expanding to include more topics within DEI.

Goal 3: Updating communications

- Reviewed communications pages for outdated information and suggested updates.
- **Recommendation:** Review for updates semi-annually.

Goal 4: Skills Training

- This goal was largely put on hold due to challenges faced with in-person instruction due to COVID-19.
- Compiled a list of campus resources to utilize and reference for future training ideas.
- **Recommendation:** Renew goal for 21-22 if COVID restrictions allow or explore more options for virtual trainings.

University Engagement and Membership

Goal 1: Update recruitment process and policies

- Utilized current member features (Goal 4) to promote application process.
- Moved the application for membership to a Qualtrics survey.
 - Received 14 applications for membership.
- Developed and utilized an application review rubric to ensure equitable review of candidates.
- Developed and utilized an interview guide and scoring rubric to ensure equitable review of candidates and allow for unbiased decision making.

Goal 2: Recruit new members to fill open positions

- Recruitment efforts focused on filling two Labor, one APA, one CTU, and one At-Large position.
 - Appendix C includes a sample of recruitment posts.
- Of 14 applications, no Labor members applied; however, invited six candidates to interview for the other three positions, and filled all three.
- **Recommendation:** moving into summer and fall 2021, work with MSU HR, WorkLife Office, and the Labor groups to recruit two Labor members.

Goal 3: Finalize and send Committee Composition Memo to President Stanley

- Incomplete goal from the 2019-2020 subcommittee.
- Working with ex-officios, trimmed this memo to be one-page, highlighting the purpose and key recommendations.
- Sent to President Stanley on Friday, January 22, 2021, and discussed with the President at our May 2021 meeting.
 - Memo attached in Appendix D.

Goal 4: Highlight WACSS membership to increase social media engagement

- Given that WACSS represents the support staff community, we want the community to know who our members are, what they stand for, why they joined WACSS, and what they have or would like to accomplish in the Committee.
- Created and distributed a survey to current members.
 - Survey attached in Appendix E.
- Of 18 members, received 15 responses, which were converted to social media posts and website member highlights under the theme #FridayMemberFeature.
 - In our Facebook group, these posts averaged 10 likes and 3 comments each.
- **Recommendation:** We'd like to see next year's committee continue to distribute this survey, not only to the new members, but also to past WACSS members. This can be used not only as a recruiting tool—as WACSS members do great things before, during, and after membership—but also to keep our support staff community engaged with their representatives.

Social Media

As of May 18, 2021 WACSS has the following audiences across social media:

- Facebook Group: 518 members (7.5% increase since July 2020)
- LinkedIn: 134 connections (243.6% increase since July 2020)
- Instagram: 120 followers (300.0% increase since July 2020)

The committee utilizes these platforms to improve communication between support staff, the committee, and the administration. Between July 1, 2020 and May 31, 2021, the Committee posted an average of 103 times to each platform, promoting the WACSS Anti-Racism Insight Series and other webinars; featuring current WACSS members; sharing HR SourceLive Blog articles and Athena WIN events; and highlighting the many opportunities, news, and events relevant to our support staff community. Across these posts, we saw an average of 5.56, 5.11, and 1.51 engagements per post for Facebook, Instagram, and LinkedIn, respectively.

Annual Spring Forum

The 2020 Spring Forum, which was cancelled due to the COVID-19 pandemic, was to focus on DEI and intersectionality. Given that these areas were still of primary concern to WACSS and the MSU community, the Committee decided to carry this theme forward and host a virtual 2021 Spring Forum. The resulting Forum, entitled *From Where We Stand: Leading Through Intersectionality*, was well-received by the community.

Due to the interactive nature of the presentations planned by MSU Dialogues and the Transforming Theatre Ensemble, the event attendance was capped at 300 attendees. In less than 24 hours from the opening of registration, all of these slots were filled. In total, we received 484 registrations, but kept the event cap at 300. At the event, a total of 232 attendees were present. This smaller number has been attributed to webinar fatigue and scheduling overcommitment—it's much easier to skip a webinar than to skip an in-person event that you'll be charged for missing.

A post-event survey was sent to all participants who attended the zoom webinar. We received 84 unique responses, a 37% response rate. Overall the feedback was positive. Listed below are some highlights from the survey results:

- 80% of respondents strongly agree with the statement "Engagement and support of support staff by MSU's leaders is important to me."
- 82% of respondents believe that DEI is "extremely important" for MSU's community and work climate.
- Participants either strongly agree (39%) or somewhat agree (51%) that they were able to draw connections between their work and the content and strategies presented by MSU Dialogues and Transforming Theater Ensemble.

Open feedback applauded the committee's efforts to transform the forum to a virtual setting though some felt the breakout sessions could have been better facilitated. Many participants believe WACSS should focus on issues related to advocating for policy changes (or new policies) that affect support staff, encouraging communication for, from, and to support staff, and diversifying MSU's workforce.

Transition to OI3

During the 2020-2021 year, the Committee transitioned from the President's office to the EVPA office, and finally transitioned to the Office for Inclusion and Intercultural Initiatives (OI3), reporting to the Chief Diversity Officer. However, given that the CDO was also new to the university, WACSS formed an ad hoc subcommittee to make this transition as smooth as possible. The subcommittee members met with the ex-officios to discuss the transition, and kept the full Committee apprised of updates, timelines and structural changes that would impact our proceedings.

Governance

Given the level of transition experienced by the full Committee in 2020-2021, the Committee's Bylaws needed to be updated to reflect new reporting structures and roles. However, the Committee also lost its ex-officio advisor during this year, and those responsibilities were delegated to various members. In order to accommodate these additional responsibilities moving forward, the Governance subcommittee was formed to lead the Bylaws updates, and to consider a full Committee restructure. The amended Bylaws were presented to the Committee in February of 2021 and were ratified on May 20, 2021. In addition to reporting structure changes, the amended Bylaws add an Immediate-Past Chairperson position who can serve in an advisory role, reflect changes to the Chairperson role that allow the Chairperson to take a stronger role in coordinating with the ex-officios, and reformulated the subcommittee structure to eliminate the need for annual ad hoc committees and to help alleviate the burden placed on Committee members. Appendix F reflects the updated Committee structure.

Other Activities

Martin Luther King Day and Week Celebrations

This year's Dr. Martin Luther King Jr. Celebration was themed: *Good Trouble: Reclaiming Our Democracy, Demanding Social Justice*. WACSS members Amanda Jones and Penny Shanks led a partnership with the Women's Networking Association to present a networking opportunity over the lunch hour on January 18, 2021. This virtual event included main group conversation and breakout sessions to discuss networking, volunteering, the concept of good trouble, MSU as a workplace, and general personal interest conversation. It was well attended with approximately 40 attendees over the course of the lunch hour. There is interest to pursue these types of activities in person or virtually in the future around themes or general networking interest.

Recruitment

As stated in the Subcommittee Reports section, updates to the recruitment, application, interview, and appointment process was a primary goal for the University Engagement and Membership Subcommittee. Following an open call for applications, which garnered fourteen unique applicants, the Subcommittee scheduled six interviews with the highest-ranked candidates based on the updated assessment rubric. After the interviews, the Subcommittee deliberated and recommended the following applicants to the Committee as new members. On April 22, 2021, the Committee approved these membership recommendations, and the Subcommittee submitted them to the Chief Diversity Officer for instatement on WACSS beginning July 1, 2021. All three members were officially approved by their supervisors and appointed to the Committee on Friday, April 30, 2021.

- Mary Keyes, Office Coordinator II, Department of Teacher Education (CTU)
- Taren Storrs, Director, Alumni Engagement - West Coast, MSU Advancement (APA)
- Harmony Van Valkenberg, Senior Dept. Administrator, Department of Obstetrics, Gynecology and Reproductive Biology (At-Large [APSA])

Ex-Officio Engagement

The Committee regularly interacted with Ex-Officio members including University President, Samuel L. Stanley, Jr.; Executive Vice President for Administration, Melissa Woo; Chief Diversity Officer, Jabbar Bennett; WorkLife Office Executive Director, Barbara Roberts; Associate Vice President for Human Resources, Sharon Butler; and former WACSS Advisor, Christine Leese. Each Ex-Officio shared updates and information about activities in their offices and across the university as well as sought input and feedback from the committee. Conversations included:

- Transitioning the WACSS reporting structure to the Chief Diversity Officer
- Open Benefits Enrollment, including changes such as Teledoc, Best Doctors' mental health navigator, and retiree benefits
- DEI Foundations e-Learning and the Implicit Bias certificate series
- Return to campus and the Remote Work Initiatives, including decision-making frameworks
- The [MSU Pledge of Commitment to Community](#) and the [Common Ground Framework](#)
- WorkLife Office/Women's Network Association events, new affinity groups, and [IPF Home Improvement Series](#)
- The [Employee Transitions](#) on-boarding and exiting portal
- The [Toward a Respectful Workplace](#) website
- DEI Steering Committees

Webinars

Due to COVID-19, the Committee was unable to meet in person throughout the year. In adapting to the virtual environment, we cancelled our start-of-meeting Lunch and Learns and instead hosted webinars roughly once per month, averaging 68 attendees. We first offered the WACSS Insight Series and then re-focused our efforts on the WACSS Anti-Racism Insight Series.

The Anti-Racism Insight Series was primarily coordinated by the Training, Development, and Communications Subcommittee, and aimed to create a space of learning through listening to others' thoughts, feelings, and experiences. Demonstrating our commitment to the WACSS DEI statement, this series invited staff from all areas of campus to listen, learn, and engage in anti-racism topics. The hope for this series is to promote a culture of anti-racism and to create a "safe, fair, and just work environment for all, and commit to a journey of progress, continuous improvement, and lifelong learning."

- WACSS Insight Series
 - *Remote Work Strategies in Action*—Camille Ash (no attendee record captured)
 - *Dealing with Conflict in the Workplace*—Tedi Parsons (28 attendees)
- WACSS Anti-Racism Insight Series
 - *Follow the Yellow Brick Road, Your Journey Toward Anti-Racism*—Dr. Darrell King (140 attendees)
 - *Hands Up, Don't Shoot: Why the Protests in Ferguson and Baltimore Matter, and How They Changed America*—Dr. Jennifer Cobbina (92 attendees)
 - *Muslims in/of the U.S., Past and Present*—Dr. Mohammad Khalil (79 attendees)
 - *Getting Underneath the Dynamics of Power and Privilege*—Dr. Shondra Marshall (no attendee record captured)
 - *Dismantling Pipelines, Building Villages: Anti-Racist STEM Education as Dynamic Coalition Building*—Dr. Michael Lachney and Brianna Green, MS (54 attendees)
 - *Intersectionality as Lived Experience, Radical Theory, and Social Justice Activism*—Dr. Nichole Buchanan (84 attendees)
 - *Health Equity: The Impact of Social Determinants of Health and Access to Care*—Dr. Wanda Lipscomb (61 attendees)
 - *Challenges Faced by Migrant Students*—Luis Alonzo Garcia, Elias Lopez, Ingrid Aguayo-Fuentealba, Aleida Martinez (33 attendees)
 - *Challenging Racism in Consumer Culture*—Dr. Shreena Gandhi (38 attendees)
 - *Bystander Intervention*—Matea Čaluk & Maggie Chen-Hernandez (scheduled for June 2021)

Appendices

A. Education Assistance Resource Guide

MSU Educational Assistance Resource Guide for Support Staff

(developed by the Women's Advisory Committee for Support Staff)

Overview

The Educational Assistance Programs are part of the benefits package provided to all regular, full-time, and part-time (entitled to benefits proportional to employment status), MSU support staff employees. It provides financial assistance for the professional development of support staff in their current jobs to further enhance competencies for career development. In addition to job-related/non-credit courses, educational assistance may also be used for college credit classes that are part of a degree program.

There are two main elements of the educational assistance program:

- **Non-Credit courses** (job-related or *professional development or educational assistance or ed assist*) are courses that are considered job-related or in preparation for a higher-level position, career and/or professional development pertaining to an employee's stated goals, or to enhance competencies. This benefit is available to MSU employees only. Examples include a class taught by MSU HR Professional Development such as Crucial Accountability or an event or other opportunity through Athena WIN. Review the support staff educational assistance policy [here](https://hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/edassist.html) (<https://hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/edassist.html>).
- **Credit courses** (Job-related or degree-related aka tuition waiver) can either be taken at [MSU](#) or at a [non-MSU](#)¹ accredited institution, provided it is located in the state of Michigan. Institutions that are primarily online only (such as the University of Phoenix) or institutions that are not Michigan-based are ineligible.

Eligibility

Educational assistance benefits and eligibility are governed by an employee's respective collective bargaining unit agreement – there are ten located here: <https://hr.msu.edu/contracts/>. **The benefit and eligibility differs by union and it is imperative that employees reference all policies and contracts to ensure understanding.**

Non-credit/professional development may only be used as an individual benefit and is not available for mandatory or departmental required training, seminars, workshops, retreats and other use without your consent. This is a bargained for benefit and for most support staff, provide for \$800² for professional development each academic year (beginning mid-August) and the funds do not carry forward. The total of all educational assistance is equivalent of 14 MSU semester credits – confirm with your union contract.

If the provisions of a collective bargaining agreement conflict with the MSU HR policy, the applicable collective bargaining agreement prevails.

Eligibility begins the first day of the month after employee has completed 1 (one) year of full-time service, or the equivalent of 12 FTE's.

Types of Professional Development Courses

There are many opportunities for professional development for which one can utilize their benefit. You can also use a portion of this benefit toward a course or conference that may exceed this dollar amount. It's best to always negotiate with the provider for a reduced cost and consult with MSU HR to ensure that the funds can be utilized. It is best to

¹ Currently, APA/APSA union employees may use their educational assistance funds for non-MSU credit courses.

² APA/APSA have \$900 in educational assistance. All other union groups have \$800

submit the application to ensure confirmation in a reply that it will be covered. Below are several resources you may wish to explore:

- **ElevateU** – MSU provides thousands of online professional development opportunities that are 100% free. All courses, videos and books can be accessed via elevateU (i.e. skillsoft) [here](https://elevateu.skillport.com/skillportfe/main.action#whatshappening) (<https://elevateu.skillport.com/skillportfe/main.action#whatshappening>) or log into EBS and look for the "elevateU" tile under the "My Career & Training" tab. You can access elevateU from your computer or through the Skillsoft Learning App for Android and iOS devices. You do not need to complete any forms to access or complete these programs.
- **MSU HR Organization and Professional Development** – MSU offers about 200 in-person courses usually at the Nisbet Building located at 1407 S. Harrison Rd., MSU, East Lansing, 48824.
- **Broad Executive Development Programs** – These programs are typically held at the Henry Center and led by faculty at the Broad College of Business. Click [here](https://execed.broad.msu.edu/) (<https://execed.broad.msu.edu/>) to access classes.
- **Coursera** – Coursera is one of the world's largest massive open online course (MOOC) platforms. MSU offers four specializations and four project-based courses on the Coursera platform. The following link will take you to the entire MSU/Coursera portfolio: <https://www.coursera.org/michstate>
- **MSU School of Human Resources and Labor Relations** – click [here](#) to access classes.
- **IT Services Technology Training** – Visit this website to see all of the training opportunities, tools, and resource videos regarding platforms and tools available to MSU. Click [here](https://tech.msu.edu/technology/) (<https://tech.msu.edu/technology/>) for more information.
- **Diversity and Inclusion opportunities** – click [here](https://inclusion.msu.edu/education/index.html) (<https://inclusion.msu.edu/education/index.html>) to learn more.
- **FADP** – The Financial Administrator Development Program has provided MSU financial administrators a comprehensive program to sharpen skills and responsibilities in a manner that benefits the university, the unit and the individual. New cohorts (~30 participants) are established annually by the end of May. The program begins in October and ends the follow June. This program is free but the class is by application and invitation. Click [here](http://foresource.msu.edu/fadp/index.html) (<http://foresource.msu.edu/fadp/index.html>) for more information.
- **Health4U** – Is focused on helping the MSU community explore the fundamentals of a health -promoting lifestyle. They offer health and wellness courses, coaching services and departmental services. Click [here](https://health4u.msu.edu) (<https://health4u.msu.edu>) for more information.
- **WorkLife Office** – The WorkLife office offers many webinars and trainings that can be found on their [events](https://worklife.msu.edu/calendar) (<https://worklife.msu.edu/calendar>) calendar. These courses are typically free.
- **WNA** – The Women's Networking Association's mission is to connect professional women across campus through meaningful and empowering relationships. WNA hosts monthly seminars which focus on professional development and leadership building. For more information about the Women's Networking Association or to be added to the WNA Listserv, click [here](#)

Release Time

Note that release time may be granted for up to five (5) hours per week for those enrolled in educational assistance or approved professional development, however it is up to the supervisor to approve and should not be unreasonably denied. Employees should confirm this detail within their bargaining contract.

Approval Process

- Professional development - Employees should obtain manager/supervisor approval at least 30 days prior to the start of any non-credit program. Forms must be completed within the EBS portal. Once complete, the forms, are then routed to the employee's supervisor and/or department/unit administrator for approval, and finally to MSU Human Resource Development (MSU Human Resources).
 - Process for non-credit **MSU HR Professional Development** courses:
 - Login to [EBS](#)
 - Access 'my career & training' option
 - Choose 'courses for employees at MSU'

- Under course catalog in the lower left-hand corner, choose 'professional development services'
- Search for the course you would like to attend
- Once the desired course is selected, you will see the general description and details
- Under 'course dates', click 'to registration' on the right-hand side of the screen
- On the next screen, scroll to the bottom and select 'book this course'
- Under payment options, select 'educational assistance' and enter your departmental account number
- Success! You have registered utilizing your educational assistance allowance
- See notes below regarding supervisor approval. No further action is required following the supervisor's approval and attendance of the class.
- Process for non-credit non-MSU HR Professional Development courses:
 - Login to [EBS](#)
 - Access 'my career & training' option
 - Choose 'educational assistant system'
 - Under the 'apply' tab on the next screen, select 'non credit course'
 - Complete all information on the non-credit course application: class start date, institution name (i.e. Athena WIN), course title, non-credit course cost (i.e. conference registration fee), course description (using the +add button to upload a PDF describing the content and/or agenda, job related/select yes; professional/career related/select yes; release time requested in hours, read both statement and check the box, click submit
- MSU Credit Courses
 - Process for MSU tuition waiver
 - Login to [EBS](#)
 - Access 'my career & training' option
 - Choose 'educational assistant system'
 - Under the 'apply' tab on the next screen, select 'credit course'
 - Complete all information for the credit course application: term year, institution name, course title, course id, course level, payment option, fee per credit, number or credits, job, degree, professional related, release time request, read both statement and check the box, click submit.

Once the application has been submitted, it will route to the employee's supervisor for approval. The supervisor will receive an email at their MSU email address (not their departmental address) from MSU Forms Tracking with a subject line of "MSU HR Educational Assistance Notification – Please Review". The supervisor will need to click on the link provided in the email, where they will be directed to "Pending Actions". The app type (educational assistance) will be listed under "Title" with the employee's last name. Once the employee name is selected, the supervisor will click "approve" and then "confirm" to successfully approve. THE SUPERVISOR MUST APPROVE THIS WITHIN 14 DAYS OF APPLICATION SUBMISSION. The supervisor-approved application will then route to MSU HR for final approval. If approved by MSU HR, the employee will receive an email confirmation.

For non-credit courses and conferences that were paid for in advance - once approved by MSU HR, and AFTER the employee has attended, the proof of payment and proof of completion (such as a certificate indicating attendance/completion) needs to be submitted in EBS. If the department paid for the registration cost using a P-card, proof of payment such as a KFS document is required in addition to a receipt. If payment was made directly by the employee, a PDF of the receipt is needed.

- The employee will need to login to EBS again and access the educational assistance application that was submitted for the course in the same manner they did when they applied.

- Once on the Welcome to the Educational Assistance Application screen, click on "Search" at the top, followed by the yellow "Search" button on the next screen; this will bring up the applications previously submitted by the employee.
- The employee will then click on the correct course title, which will bring up the application for this course.
- Scroll down to "Supporting Documents".
- Upload Fee Payment Receipt - click the +Add button and upload proof of payment (PDF format).
- Other Documents - click the +Add button and upload proof of successful training/class completion (PDF format).

Checking Educational Assistance Fund Balances:

Employees can check their non-credit course balance and credit course eligibility by logging into EBS and selecting educational assistance or link directly here: <https://edassist.hr.msu.edu/application/summary/EdAssistBalance.jsf>.

Course Fee Courtesy

Course Fee Courtesy is a benefit extended to the dependents of an MSU employee and cannot be used by the employee. It is a waiver for the amount equal to one-half of the applicable Michigan resident undergraduate tuition at MSU for eligible dependents for a first bachelor's degree up to 120 credits. It does not cover fees and other expenses.

Note: If a family member's child is dual enrolled in high school and takes college courses, there is a 50% surcharge (not discount) because they aren't enrolled at MSU with a high school diploma completed.

For more information see <https://hr.msu.edu/professional-development/ed-assist/index.html>

- Process for Course Fee Courtesy:
 - Apply online at <https://coursefeecourtesy.hr.msu.edu> in accordance with established deadlines (fall semester - June 1, spring semester - October 1, summer semester - March 1).
 - MSU HR verifies eligibility and then forwards the electronic application to the Office of Financial Aid for verification of the student-applicant's eligibility.
 - Employee and student will both receive e-mail notification of their application's approval or disapproval. Note that the supervisor will need to approve this for their employee but not the eligible dependent.

Questions about Education Assistance or other Professional Development Opportunities?

Specific questions regarding these programs should be directed to Julie Rorick, MSU Human Resources, 517-884-0177 or rorick@hr.msu.edu.

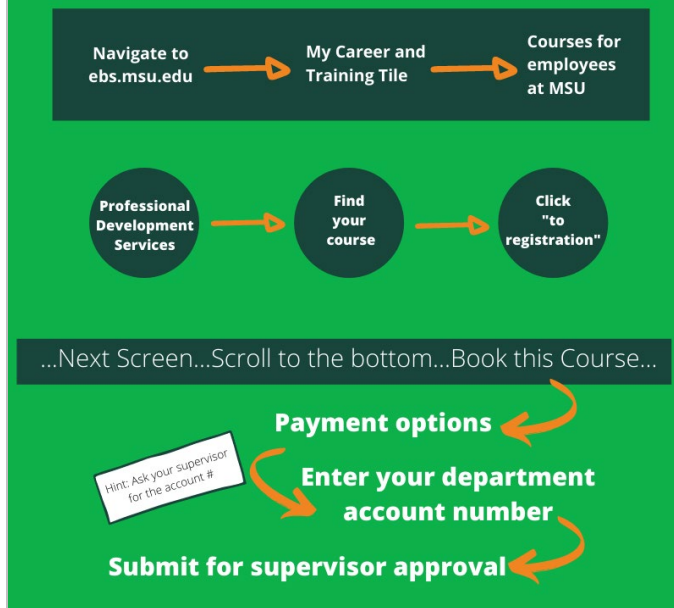
NOTE: This document was created by the Women's Advisory Committee for Support Staff and would like to credit the Benefits/Work Climate/Health & Safety subcommittee and specific contributors including: Kathy Dorshimer, Shannon McGaughey, Christine Leese, Crissy Hodges-Chakrani, Amanda Jones and Lisa Desprez. If you have edits or suggestions for this document, please email wacss@msu.edu

Adopted: 12/29/2020

Apply for Ed Assist



Enroll in HR Courses



B. Zero Tolerance Policy Update Proposal



Women's Advisory Committee
for Support Staff
MICHIGAN STATE UNIVERSITY

MSU TOLERANCE AND CIVILITY POLICY UPDATE PROPOSAL

OVERVIEW

The Michigan State University (MSU) Women's Advisory Committee for Support Staff (WACSS) is pleased to submit this proposal to update the University-wide Tolerance and Civility policy to support efforts in achieving a more inclusive campus community. As we know, policy influences behavior, supports accountability efforts, and brings clarity to behavioral norms and expectations, creating a unified and aligned campus culture. A best practice is to review and update policies and procedures regularly. The University-wide Tolerance and Civility policy was last updated on April 4, 2010 and presents us an opportunity to review and update. We plan to partner with necessary campus stakeholders to update the policy, providing a comprehensive understanding of what behavior is acceptable at MSU, regardless of affiliation. WACSS supports continuous improvement and a culture of equality, equity, engagement, and inclusion; and is committed to supporting the diversity, equity and inclusion efforts of the institution in any manner possible.

The Opportunity

Results from the [2018 MSU Campus Climate Survey](#) provides an opportunity to implement a comprehensive, robust, and unit-wide policy for faculty, staff, students, registered student organizations, student governing bodies, colleges, departments, major administrative units, and to the University's contractors in the execution of their University contracts or engagements that advances MSU's focus on diversity, equity and inclusion and commitment to fostering a more inclusive campus community.

The Objective

In collaboration, deliver an updated University-wide Tolerance and Civility policy to the MSU campus community that reflects the vision and ongoing commitment to diversity, equity, and inclusion; and provides a comprehensive understanding of campus behavioral norms and expectations regardless of campus affiliation that strengthens community and accountability efforts. Objectives include the following:


- Update policy and policy title
- Ensure a detailed and comprehensive policy
- Directly address outcomes of the 2018 MSU Campus Climate Survey
- Increase awareness, understanding, alignment and accountability to MSU's values and behavioral norms.
- Demonstrate zero-tolerance of behaviors that do not contribute to an inclusive community

C. Recruitment Post Samples




Submit Your WACSS Membership App
by 3/26/21 at tinyurl.com/WACSSapp
Membership interviews will be scheduled in April for highest-ranked candidates

Lindsey Rose (she/her)




APSA Member, 2020 - 2022
How long have you been with MSU?
5 years

Why did you join WACSS?
I was looking to get more connected with the University and expand my networking on campus.

Where is your favorite place on campus?
The MSU Dairy Store or the Breslin Center.

Where's the next place on your travel bucket list, and why?
Anywhere warm! My honeymoon was cancelled so I'm excited to go anywhere with my husband once we're able.

Tell us about your pets/"new co-workers"?
I'm still working on campus, so my co-workers are of the human variety, but my fur-children are 2 wild boxers!




When making a PB&J, which goes on the bread first?
The peanut butter.

Why should someone consider applying to be on WACSS?
Make new connections and learn what is happening on campus outside of our "bubble."

WACSS Join WACSS:
wacss.msu.edu/members

Jonne' McCoy White (she/her)



APA Member, 2017-2021
Why did you join WACSS?
I wanted to learn about how to spread what is going on from the main campus to the off campus sites. I also wanted to help women at MSU have a voice and advocate for change.

What WACSS initiative or project are you most proud of?
The hiring brochure, to help diversify the workforce at MSU.

Where's the next place on your travel bucket list, and why?
Northern Michigan on the lake. I want my entire family to enjoy the outdoors together.

What originally got you interested in your current field of work?
I am one who likes to help other get to their goals.

Why should someone consider applying to be on WACSS?
You get to learn all the different things that is going on with MSU. You have the opportunity to help others.

WACSS Join WACSS:
wacss.msu.edu/members

WACSS

HAVE YOUR voice HEARD

MAKE A difference

EMPOWER support staff

Submit Your WACSS Membership App
by 3/26/21 at tinyurl.com/WACSSapp
Membership interviews will be scheduled in April for highest-ranked candidates

D. MSU Committee Formation Memo

MICHIGAN STATE UNIVERSITY

January, 21, 2021

MEMORANDUM

To: Samuel L. Stanley Jr, M.D.
President, Michigan State University

From: Women's Advisory Committee for Support Staff (WACSS)

Subject: Improving the composition of committees at MSU

Purpose and Intent:

WACSS has observed that the composition of University-wide committees, while including Support Staff, frequently uses the same person(s) to represent our constituency. In order to support MSU's commitment to Diversity, Equity, and Inclusion (DEI), we would expect that the support staff positions are filled by different representatives who are each qualified candidates from across the support staff population.

One of the biggest obstacles to DEI is limiting opportunities to be at the table. If the same person is always in the seat, we do not have diversity. WACSS believes that by implementing the following recommendations, it would create a more inclusive and diverse representation.

Recommendation 1: Create guidelines for a committee's application and/or appointment process.

- Establish limits on length and frequency of terms served.
- Expand the pool of potential committee members through an open application process.

Recommendation 2: Improve opportunities and channels for dialogue.

- Consider the needs, schedules, and resources available to MSU Support Staff.
- Commit to consistent and transparent communication strategies using existing groups, networks, and offices.

Our committee would appreciate an opportunity to discuss these possibilities with you. Thank you in advance for your time and consideration.

Kind regards,

Women's Advisory Committee for Support Staff (WACSS)

cc: Jabbar Bennett, Sharon Butler, Barbara Roberts, Melissa Woo



**Women's Advisory
Committee for
Support Staff**

Michigan State University
Hannah Administration Building
426 Auditorium Road, Room 412
East Lansing, Michigan
48824

Phone 517.355.5014
Fax 517.353.6772
www.admnsv.msu.edu

MSU is an affirmative-action,
equal-opportunity employer.

E. Member “Get To Know You” Survey

Tell Us About Yourself

1. What is your name?
2. How long have you served on WACSS?
3. How long have you been with MSU?
4. Why did you join WACSS and what are you hoping to accomplish?
5. Do you volunteer somewhere? Where, and why do you give your time there?
6. What WACSS initiative or project are you most proud of?
7. What originally got you interested in your current field of work?

Fun Questions

8. Where is your favorite place on campus?
9. Fill in the blank: I'd never admit it, but I secretly love...
10. What was the last TV show you watched?
11. Where's the next place on your travel bucket list, and why?
12. Where do you go for your favorite hot beverage and what do you order there?
13. Tell us about your pets/"new co-workers"?
14. If you'd like to, please share a photo of your pet(s) so we can recognize them on Zoom.
15. Tell us who your hero is and why.
16. When making a PB&J which goes on the bread first?

Wrapping Up

17. Why should someone consider applying to be on WACSS?
18. Upload a preferred photo that we can use with our social media posts. (If I don't upload a photo, I give permission to WACSS to find a photo elsewhere--while retaining veto power.)
19. We will be compiling information from your answers to use in social media post to get to know WACSS. Do you have preferred pronouns you'd like us to be sure to use?

F. Updated Committee Structure

