The annual WACSS Spring Forum is held in March of every year. This year’s focus was on health and wellness and we received many comments and questions related to this that were addressed from the speakers during the forum. The full recording can be found here: https://adminsv.msu.edu/wacss/spring-forum.html

There were some individual/specific questions that were asked and not addressed directly. Answers to those questions can be found below and have been grouped in the following categories:

- **Health, Exercise, Work/Life Balance**
- **Parental leave**
- **Health Care**
- **Mental Health**
- **Training/Education/Goal Setting**
- **Supervisors/Flexible Schedules/Staffing/Raises**
- **Campus Climate/Sexual Harassment/Discrimination/Martin Luther King (MLK) Day**
- **Enterprise Business Systems (EBS)/Kuali Financial System (KFS)/Student Information Systems (SIS)**

### Specific Questions

**Health, Exercise, Work/Life Balance**

- **Allowing release time for health and wellness activities**
  - This is a discussion and decision to be held between employee and supervisor if work activities will allow. There is no contractual right or process.

- **I would like to see free exercise classes offered to staff that occur right after work.**
  - There are many free health-related classes through Health4u: [http://health4u.msu.edu/focusareas/upcoming_classes.html](http://health4u.msu.edu/focusareas/upcoming_classes.html) Recreation/Sports currently operates on a “fee based system” for all services, classes and activities related to fitness. These fees are charged to faculty, staff, students, and retirees. The challenge is meeting the needs, interest, and demands of stakeholders while balancing the need and competition for financial and space resources. There would need to be a much larger, and broad-based conversation to alter the current funding model. There are many classes held before and after work as reflected here: [www.recsports.msu.edu](http://www.recsports.msu.edu).

- **Has the University considered payroll deductions for memberships for the IM’s?**
  - This has been discussed in the past, but is not a current option. Recreation Sports does have the ability for ACH debit and on-line payments with a credit card for all fee-based systems and services.
  - There is a process in place for establishing university-wide payroll deductions that require the approval of both the University Controller and Payroll Manager. An ‘optional’ payroll deduction must meet certain criteria before being implemented campus-wide.
• Is MSU working on or willing to provide fitbits at a discounted rate or for free, for those employees who may desire to have one?
  o A HCI (Healthy Campus Initiative) sub-group was formed in the fall of 2014 that looked into this as an option; Fitbit, and other makers of activity trackers, did not show much interest in a program to discount the cost of the tracker device.

• Work/Life balance when it seems that other team members are working longer hours and committing to more projects. What is a healthy way to be challenged and committed to work but also set boundaries for maintaining emotional and physical wellness? All while being a great team member and support for others.
  o It’s important to establish boundaries and be in communication with your supervisor and others with regard to your commitments and constraints. You will be the best judge to determine a good balance between workload and emotional/physical wellness. If something sways one way or another, it’s important to speak up and share with the team.

• How will the new WorkLife office address issues specific to women who are not mothers? (i.e. women’s issues as distinct from parenting issues).
  o The WorkLife office is committed to providing support for employee’s work and personal lives regardless of gender, marital, and/or family status. The office is working to help faculty and staff successfully manage professional and personal life.

• I would like to know what resources are available for a MSU employee who are trying to get healthy.
  o Many ideas were shared through the speakers during the forum – recorded here: https://mediaspace.msu.edu/media/2016+WACSS+Spring+Forum/1_c4nlh7uc.
  o All of the services, programs and activities that are offered through Recreational Sports and Fitness Services are available on the web: www.recsports.msu.edu.
  o Health4u has many options as well: http://health4u.msu.edu/focusareas/upcoming_classes.html

• It would be nice if the Kellogg Center would let Kellogg Center employees use their fitness room. We have been told we cannot use it.
  o The fitness room at the Kellogg Center is for guests only; all University employees, including Kellogg Center employees are welcome to use IM facilities on campus and can purchase a membership online: http://recsports.msu.edu/Fitness/Memberships.html

• When will we start having CATA pick up employees from their buildings and take them directly to the Commuter Lot?
  o All university employees receive free bus service through CATA with the Spartan Card faculty/staff ID.
  o Depending on your work location, there may be a bus stop right outside of your building, although you may need to transfer to another bus to get to the Commuter Lot. You can plan your trip directly from this site by right clicking “from here” and “to here” to map out your route including pick-up/drop-off times: http://tp.cata.org/hiwire?a=iTripPlanning

• Why doesn’t MSU allow all employees full-access to the IM’s on campus, allowing them the opportunity to use the fitness rooms and fitness classes. A lot of employees can’t afford the cost of a membership. This is a great way for MSU to show that they REALLY do care about employee’s health and wellness.
  o These fees are charged to faculty, staff, students, and retirees. The challenge is meeting the needs, interest and demands of stakeholders while balancing the need and competition for financial and space resources. There would need to be a much larger, and broad based conversation to alter the current funding model.
  o You can spend as little as $3/day to utilize the facilities: http://recsports.msu.edu/Fitness/Memberships.html

• Carpooling options available if you travel long distances to get to MSU and long periods of time spent sitting at a computer desk and health effects associated with that, how to clear your mind and focus when you are
dealing with a lot of stress, how to confront coworkers and supervisors if you have an issue to discuss in a healthy and open manner?

- **Carpooling options** - The Provost’s Healthy Campus Initiative Exploratory Group is working on recommendations for improving the health options on campus and has included a recommendation to create a website that would pool together resources like this along with all the other events, services on campus that help the campus community with healthy movement options.
  - Helpful links:
    - Information regarding carpooling can be found on the web here: [https://www.frc.msu.edu/worklife/commuting.htm](https://www.frc.msu.edu/worklife/commuting.htm) including ride sharing information, parking permits, and biking alternatives.
    - CATA links riders based on their home and work locations including connecting bike commuters – information can be found here: [http://www.cata.org/CATAServices/CleanCommuteOptions/CarpoolVanpool/tabid/209/Default.aspx](http://www.cata.org/CATAServices/CleanCommuteOptions/CarpoolVanpool/tabid/209/Default.aspx)
    - [http://www.vride.com/](http://www.vride.com/)
    - [http://www.michigan.gov/mdot/0,4616,7-151-9615_11228---,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9615_11228---,00.html)

- Long time sitting – Health4u published an email focused on ‘sitting disease” in September of 2013. Contact Bonnie Seaks for a copy and/or more information. One may wish to break up the day of sitting by taking a 5-10 minute movement break every hour, consider a standing desk option/alternative, and or do stretches at your desk.

- Clearing your mind - Motivational Speaker, Lisa Laughman, provided a lot of advice on clearing your mind – see the recording here: [https://mediaspace.msu.edu/media/2016+WACSS+Spring+Forum/1_c4nlh7uc](https://mediaspace.msu.edu/media/2016+WACSS+Spring+Forum/1_c4nlh7uc)

- Discussing issues w/ supervisors - MSU HR offers two great classes each semester to help with difficult conversations. Crucial Conversations helps when you need to resolve an issue with someone who has a different perspective or agenda and Crucial Accountability helps to navigate a conversation with someone who has not followed through or behaved badly. Both apply to conversations with anyone, including direct reports, bosses, peers, and family members. There are also a number of offerings in elevateU related to having difficult conversations; just put “difficult conversations” in the elevateU search bar to find them. Building skills in this area can improve the work environment and make the Performance Excellence Process more effective and productive.

- **Can we put a policy in place to protect employees against MCS (see below)?** This is an ongoing issue causing many people issues both physically and mentally as they are sometimes placed in awkward positions by supervisors who don’t know how or won’t tackle this issues. Multiple chemical sensitivity (MCS) is also called "environmental illness" or "sick building syndrome." It refers to a variety of non-specific symptoms reported by some people after possible exposure to chemical, biologic, or physical agents. The symptoms people report are wide-ranging. They include headache, fatigue, dizziness, nausea, congestion, itching, sneezing, sore throat, chest pain, changes in heart rhythm, breathing problems, muscle pain or stiffness, skin rash, diarrhea, bloating, gas, confusion, trouble concentrating, memory problems, and mood changes. People who have the symptoms may blame them on a major event, such as a chemical spill. Or some may link their symptoms to contact with low levels of chemicals at work, perhaps while working in an office with poor ventilation. Reported triggers include tobacco smoke, auto exhaust, perfume, insecticide, new carpet, chlorine, and countless others. Some say that levels of exposure generally considered safe for most people can have an effect on a few.
  - University policies applicable to both faculty and staff can be found on the HR website: [https://www.hr.msu.edu/documents/supportstaffpolproc/index.htm](https://www.hr.msu.edu/documents/supportstaffpolproc/index.htm)
  - Should you wish to pursue this, new policies typically begin in Human Resources/Employee Relations and require the input of various constituents to determine the necessity and impact to campus. You can also work with Employee Relations to obtain advice on handling your personal MCS situation with your supervisor.
• I know that there have been multiple groups on campus that spent considerable time to give information to the top dogs at MSU concerning health and wellness. I was a member of one of these groups more than five years ago. There were more than 100 support staff who met multiple times to compile the recommendations. I question whether the recommendations were ever seen by Administrators. I have heard rumors that this type of input has been going on ever since. As the age (and health problems) of the MSU support staff population increases, MSU should be feeling a real need to encourage health and wellness among employees. I have not seen any change in MSU policy in this regard in the last five years. The Intermural Buildings need a major upgrade. Check out Iowa State Universities facilities http://www.recservices.iastate.edu/facilities/ for some ideas. All of MSU’s facilities are overcrowded and dated. There has been much talk over the years of adding a climbing wall area on campus. I would like to see MSU think outside of the fitness box to add some exciting elements that will get faculty/staff/students moving and thinking about their long-term health. I think that a real commitment to health and wellness of our community would ripple across the U’s metrics of health costs, prescription costs and productivity and stress-reduction. This has to be supported from the top with a mandate and funding. The UPhys office or any of the other groups represented at this conference cannot make big changes without this support. What is the plan for increasing the health and fitness of the MSU community? What do the President and Board say about health and fitness? How is the program being funded currently? Is there any plan for additional funding in the near future? Does MSU have a real commitment to health and wellness? Is this commitment being supported financially? What would convince MSU that this issue impacts the bottom line? The studies are surely available. How can I help?

Thank you for your feedback which has been shared w/ the MSU’s leadership. Please find President Simon addressed this during her opening remarks: https://mediaspace.msu.edu/media/2016+WACSS+Spring+Forum/1_c4nlh7uc

• In the wake of Flint’s water crisis, what can MSU do to ensure that the water at MSU is safe to drink? This refers to drinking fountains, tap water, water used in cooking at the various dining facilities, and to make coffee?

Thank you for your feedback which has been shared w/ the MSU’s leadership. Please find President Simon addressed this during her opening remarks:

Water monitoring is performed regularly. MSU’s water meets or exceeds all State of Michigan and EPA standards. More information regarding water quality can be found here:

http://ipf.msu.edu/green/water/index.html

• With the trend of walking staff meetings, has anyone tried this and how did it work?

Unfortunately, we do not have any information regarding this, although it’s a great idea!

Parental Leave

• More and more research is coming out regarding the economic benefits to both the employee and employer of paid family leave during major life events such as the birth of a child or the serious illness of a family member. The most paramount benefit of paid leave as opposed to unpaid leave is the freedom from financial burden to experience the myriad physical and emotional benefits to both mother and child or to caregiver and the recipient of the care during a major life event. The economic benefits, research is showing, are proving to be significant, also. These benefits include increased likelihood to return to the same employer following leave and the likelihood to return with no change in pay or hours worked. For the employer, offering employees paid leave means more loyal employees and avoidance of losing employees and training new ones, something the American Management Association says can cost as much as five times an employee’s annual salary. My question: Is MSU willing to engage in a conversation around paid family leave as a long-term strategy to foster strong families within its very dedicated community?

Thank you for your feedback which has been shared w/ the MSU’s leadership. Please find President Simon addressed this during her opening remarks:

The WorkLife Office understands the importance of worklife balance and the benefits associated with programs such as paid leave, flexible arrangements, etc. They will be reviewing policies and practices as it relates to this comment.

• What is being done at the University level to offer paid parental leave after a child is born/adopted?

Thank you for your feedback which has been shared w/ the MSU’s leadership. Please find President Simon addressed this during her opening remarks:

The University currently offers up to 12 weeks paid leave for support staff as outlined in FMLA:
https://www.hr.msu.edu/documents/supportstaffpolproc/FMLA.htm. The WorkLife Office will be
reviewing these policies and practices and how they differ for different collective agreements and employee groups for both childbirth and adoption.

- **MSU’s attempt to accommodate working parents- especially those with children not yet in school (aka affordable on-site daycare options)**
  - MSU continues to empathize with working families on campus, and understands the frustration of finding affordable, quality child care. The long-range strategic plan has included an additional child care facility yet there is no immediate plan to build another center on campus. The mission of Work/Life Office will present future opportunities for continued conversations, and exploration of options to enhance child care in the vicinity of campus.

**Health Care/Benefits**

- **Future Health Care Changes**
  - Prescription drug trends, especially specialty medications given they are so expensive, will continue to be monitored

- **New Health Care Laws**
  - Nothing new on the horizon.

- **Health care benefits and costs during retirement**
  - We do not anticipate any changes at this time.

- **How can support staff retire earlier if they have health issues?**
  - A 2-year leave to retirement may be an option; Long-term disability may also be an option for serious health conditions.

**Mental Health**

- **Dealing with students and staff that have mental /emotional health issues due to injury, disease, life events**
  - Registered students can access the Counseling Center on a daily, walk-in basis and receive an initial appointment. Most students will then receive ongoing, time-limited individual or group counseling at the Counseling Center, and some students receive appropriate referrals to on- and off-campus resources, including Student Health Services, the Psychological Clinic, the Couples and Family Therapy Clinic, and off-campus providers. Staff have access to the Employee Assistance Program, which provides time-limited counseling and referrals to off-campus providers.

- **Would like to learn more about the Employee Assistance Office and what it offers.**
  - Please visit their website to learn more: [http://eap.msu.edu/](http://eap.msu.edu/) for more information.

- **Mental health needs of students, staff and all persons engaged in university activities seems to be minimal and hard to access. In recent years I have hired students and witnessed a host of mental health issues come up and I do use referrals to on campus and off campus resources but time lags are significant, often less than needed services are available if any services at all. When does the university start training staff on how to deal with the issues and concerns of fellow employees and students we encounter or work with that find they are in mental distress, or conflict due to mental health issues?**
  - At a national level, the mental health needs of undergraduate and graduate students have significantly increased during the past several years. In response to these trends, the MSU Counseling Center has added eight new positions over the past seven years, including four new positions in the Sexual Assault Program. In addition, during the 2014-2015 academic year, MSU began a formal review of mental health resources for students, including increased integration and coordination of services between the
Counseling Center and Student Health Services. One outcome of this review is an expanded partnership between the Counseling Center and REHS to develop mental health positions embedded in the Neighborhood Engagement Centers. With regarding to gatekeeper training, the Counseling Center has an existing model that includes extensive training of Residence Education staff and academic advisors, as well as suicide-prevention training (Question, Persuade, Refer, or QPR) for any interested unit.

Training/Education/Goal Setting

- **Online learning isn’t for everyone, why have we turned almost all the computer training into online classes?**
  - Online training has become more popular because individuals can learn at their own pace as their schedules permit, however instructor-led classes are still available. IT Services offers a variety of non-credit courses, workshops, and seminars designed to help participants stay competitive in today’s technology-dependent environment and you can find more information here: [https://tech.msu.edu/support/training/](https://tech.msu.edu/support/training/).

- **Skills Training for Current Employees**
  - MSU HR and IT Services offer a number of different instructor led and online programs covering a wide range of skill areas, including leadership, desktop, communication, MSU business operations and much more. You can find a catalog of their combined offerings at [www.spartanslearn.msu.edu](http://www.spartanslearn.msu.edu).
  - ElevateU provides 24/7 access to books, videos, simulations and other resources. Access to elevateU can be found through EBS.

- **More excel/pivot table classes on campus that use data from the data warehouse and live examples of what reporting could look like. Maybe use folks around campus that can share what they set up and why.**
  - Excel/pivot training can be found through IT Services, New Horizons, and Lynda.com through this site: [https://tech.msu.edu/support/training/](https://tech.msu.edu/support/training/). You can also set up one-on-one help with running data reports in Cognos with the Enterprise Information Stewardship department of EBS here: [https://tech.msu.edu/itservices/enterprise-info-stewardship/](https://tech.msu.edu/itservices/enterprise-info-stewardship/). Users that wish to do this can contact the help desk to request assistance at [ithelp@msu.edu](mailto:ithelp@msu.edu) or call 432-6200.

- **What is the MSU leadership’s philosophy on goal setting for support staff?**
  - Goals are essential for all employees in a high performing organization, regardless of skill or performance level. This is part of the process in the new Performance Excellence Program/annual review. Setting goals helps assure that supervisors and employees are on the same page in regard to priorities for the coming year and allows for the tracking of measurable results. This may be new to some departments at MSU, but it is considered best practice for leading organizations across the globe. As much as possible, individual goals should be connected to organizational goals and priorities. Along with goal setting, all employees must be continual learners and identify a professional development plan for each year. This skill building should relate to their job responsibilities and/or career goals. The supervisor and employee should work together to find learning time that also is considerate of unit coverage needs.

- **Highlight innovation being led by staff and the impact they contribute to the overall success of MSU.**
  - There are many great ideas and innovations that contribute to the overall success of MSU. These are shared in newsletters, communications, and websites throughout MSU. Many supervisors do a great job of highlighting these accomplishments with the team and beyond. If you’re aware of contributions that have not been recognized and deserve to be, please share with your Vice President and/or Dean.

Supervisors/Flexible Schedules/Staffing/Raises

- **How can staff hold supervisors more accountable without being disciplined? When will MSU be more flexible with work hours to make for a better work/life balance?**
- Use/create formal and informal discussions with supervisor to discuss individual needs, understanding of major projects and issues at work. Use performance excellence process to explain individual/unit needs. Use meetings to list barriers to meeting performance goals. Implement team development goals.

- MSU has long supported the concept of flexible work schedules when it is a win/win for the unit and the employees. Research has proven that there are many benefits to the workplace and employees when flexibility is implemented well. The Human Resources website [https://www.hr.msu.edu/flex/](https://www.hr.msu.edu/flex/) provides guidance, sample letters, tips and ideas, evaluation and an E-course for supervisors and employees. The site offers suggestions regarding the arrangements, benefits and strategies for flexibility and telecommuting.

- The newly established WorkLife Office will be reviewing these guidelines and practices and would welcome information from employees with questions or situations related to flexibility, so we can work together with other campus partners and/or departments to explore enhanced strategies together.

- Does an employee ever have a chance to evaluate their supervisor(s), especially those supervisors whose bosses aren’t in the office in which they work?
  - The new Performance Excellence Program and the former Performance Development Program provide an opportunity to give feedback to your supervisor. Some units conduct 360 degree evaluations requesting feedback from all constituents. Regardless of physical location, evaluations and feedback (going both ways) should be occurring. If you have feedback to share regarding your supervisor, you should speak up rather than waiting to be asked by their supervisor.

- How to deal with staff shortages
  - HR is available to consult with unit personnel on a variety of issues related to staffing shortages. We would need to understand the specific challenges facing the unit to provide the best guidance. For example, are the shortages temporary? Long-term? Due to staff vacancies or retirement? Is there a recruitment strategy in place? Is it a budget issue? If this is a recruitment issue, a recruitment plan may be helpful, for example, are you advertising vacancies in relevant publications, on social media, i.e. LinkedIn, etc.

- Workplace bullying, supervisor accountability; who verifies/approves supervisor's time off in EBS?
  - Workplace bullying – Helpful information regarding this can be found here: [http://msue.anr.msu.edu/news/how_to_deal_with_workplace_bullying](http://msue.anr.msu.edu/news/how_to_deal_with_workplace_bullying). There is also an on-demand webinar available here: [http://hrlr.msu.edu/hr_executive_education/programs/workplace_bullying.php](http://hrlr.msu.edu/hr_executive_education/programs/workplace_bullying.php). Should you need to speak with someone directly regarding this, we suggest enlisting the help of an EAP counselor: [http://eap.msu.edu/](http://eap.msu.edu/)
  - Supervisor accountability – if there are concerns with supervisors being accountable, you should speak to that person directly or that person’s supervisor.
  - Verifying time in EBS - Every employee is assigned a supervisor in EBS who is responsible for approving and verifying time off. The supervisor who approves your time has their time approved by their supervisor.

- How do merit raises work, and can an employee request a merit raise
  - Merit pay is part of the annual raise process and depends on the labor contract. Special merit salary increases may be granted during the year with appropriate approvals. More information can be found here: [https://hr.msu.edu/recognition/supportstaff/index.htm](https://hr.msu.edu/recognition/supportstaff/index.htm)
I would like to know more about what the strategy is for dealing with campus climate issues surrounding race.

Creating a campus climate that is welcoming and supportive of the campus community is a shared responsibility, which includes not only senior leadership, but each of us taking responsibility for creating and maintaining a campus climate that lives our core value of inclusiveness—yet there are a number of offices that have specific policy and programmatic responsibility for equity, diversity, and inclusion, including the Office for Inclusion and the Office of Institutional Equity. In response to the more recent racial climate concerns expressed by students towards the end of the fall semester, several initiatives are being taken to address the issues, including: A student climate survey that will be completed this semester; a diversity eLearning that will be launched in fall 2016 for all students, with similar opportunities for eLearning scaled up and made available for employees (Office for Inclusion responsible for the development of the eLearning); implicit bias workshops that are being offered and conducted by the Office for Inclusion, e.g., since December 2015, over 300 MSU employees and other invited outside MSU personnel have participated in bias and microaggression workshops, including MSU PD, surrounding law enforcement agencies, MSU administrators, faculty, and staff. The Office of Institutional Equity has clarified bias reporting protocols, enhanced MSU’s response to complaints of discrimination, including allegations of race discrimination, and provides training with respect to these issues. The MSU Police Department implemented the use of body cameras by MSU police officers, and created a police unit (Inclusion and Anti-Bias Unit) that will address bias, profiling, police and community training coordination, recruitment and related issues.

In addition to the various efforts described above, all employees are welcome to provide input on ways to improve the racial climate at MSU by contacting the Office for Inclusion & Intercultural Initiatives (www.inclusion.msu.edu).

Why is race and sexual harassment still an issue at MSU? And, what besides holding town hall meetings, are we doing about it? And, in instances, where wrongdoing is found whether staff, faculty, or student who is held accountable and who is the enforcer?

Although the university is working hard to address and prevent harassment and discrimination related to race, gender, and other protected categories, we continue to face the many challenges that present themselves when a very large and diverse group of individuals come together to work and learn. The people who make up the MSU community come from very different backgrounds and experiences, and learning to work together and respect one another is a continuous learning process. In fact, a point of pride for the MSU community, as an active and vibrant learning environment, is the fact that that our campus is a place where diverse individuals can come and learn new and more inclusive ways to interact with one another.

MSU has taken on numerous initiatives to address safety and inclusivity concerns in our community. With regard to policy and enforcement, MSU completely rewrote its old Sexual Harassment Policy and created a new Policy on Relationship Violence and Sexual Misconduct, implemented on January 1, 2015. The changes to the Policy are too substantial to summarize briefly, but include such things as specifically adding domestic violence, stalking, and sexual exploitation as prohibited types of sexual harassment; articulating more clearly a number of important definitions; and providing clarity on mandatory reporting requirements and ensuring consent. MSU also created the new Office of Institutional Equity in July 2015, where a new director, a new Title IX Coordinator, and seven investigators review all concerns related to discrimination and harassment for MSU. OIE implemented new policies and procedures to ensure that concerns are addressed promptly and thoroughly. The impact on campus may not yet be fully felt by all constituents, but the changes in the way the university handles complaints have been significant.

When an investigation into an alleged violation of the Policy on Relationship Violence and Sexual Misconduct or the Anti-Discrimination Policy is completed by OIE, the case is then referred to the appropriate campus unit for appropriate next steps, which can include discipline or sanctions, and which
allow an opportunity to challenge OIE’s finding. When the respondent, or the person who is alleged to have violated the policy, is a student, the report is referred to the Student Conduct and Conflict Resolution Office, located in the Department of Student Affairs and Services. When the respondent is a faculty member, the report is referred to the Office of the Associate Provost and Associate Vice President for Academic Human Resources. And when the respondent is a staff member, the report is referred to Employee Relations. The individual is held accountable by the appropriate unit, and the sanctions or discipline can range from a warning or probation to suspension, dismissal, or termination, depending on the severity of the allegations. The previously mentioned units are responsible for enforcing the sanction imposed.

With regard to other initiatives on campus, the University is in the process of creating a bias e-learning program to address bias, discrimination, and harassment, and is revamping both its SAFE e-learning and the SARV Prevention Program related to sexual misconduct and relationship violence related issues. MSU conducted a survey this past spring of the student body to determine what issues remained most pressing and help inform the bias e-learning program. OIE also provides regular education and training programs for faculty, staff, and student groups on the policy issues and each individual group’s obligations under the policy.

- What does one do when you know you’re being treated differently because of race? You’ve contacted all suggested and appropriate departments and you still feel that nothing changes.
  - If you feel that you are being treated differently because of your race, MSU takes that concern very seriously. If you have contacted all appropriate departments about the concern, make sure you have followed up on responding to any communications from the units you have contacted. MSU will not be able to investigate and address your concern if we don’t have all the information we need, and often, we need more information than what is presented in an initial email or voicemail message. If you have reached out to the appropriate units and followed up in responding to communications from those departments, but still feel your concerns are not being addressed, you can contact the appropriate dean, director, or chair to voice your concerns. Finally, all MSU community members always have the option of seeking assistance outside the university to address their concerns. There are several state and federal offices which are available to help address these issues, including:

  - For employment-related discrimination complaints:
    The Equal Employment Opportunity Commission
    Phone:(800)669-4000
    TTY: (800) 669-6820
    www.eeoc.gov
    The Michigan Department of Civil Rights
    Phone:(517)241-6300
    Fax:(517)335-3882
    TTY: (517) 335-3881
    www.michigan.gov/mdcr

  - For education-related discrimination complaints:
    The Office of Civil Rights, Division of the Department of Education
    Phone: (800) 421-3481
    Fax: (202) 245-6840
    TDD: (877) 521-2172
    Email: OCR@ed.gov

- Not sure if this is the place to ask this question or not. Has MSU looked at adding Martin Luther King as a Reserved Paid Holiday?
  - In February 1998, the MSU Board of Trustees approved to only suspend classes on the day of the national holiday honoring the birthday of Dr. Martin Luther King, Jr., and not close the university: “It was recommended that the University honor Dr. Martin Luther King, Jr., in a manner that reflects the universality of the King legacy for all people. The Board directs the Provost to adjust the academic calendar for spring semester by canceling the regular class schedule on the designated national holiday and adjusting the academic calendar so that the number of class days is maintained. Further, the University administration should promote programs designed to explore the origins and the applications
of the legacy for the entire University community. On a motion by Mr. Ferguson, supported by Ms. Gonzales, THE BOARD VOTED to approve the recommendation.”

- Over the years, MSU has encouraged supervisors to allow employees, especially staff, an opportunity to take time off from work to participate in programs that are “designed to explore the origins and the applications of the legacy for the entire University community.” The campus march which begins at 3 pm and community dinner are just two examples of programs that are intended to make accessible to staff an opportunity to participate in community events on the national holiday. It should be noted that the Dr. King holiday is not the only national holiday that is not recognized by MSU with the closing of the university. They include: Presidents Day in February, Columbus Day in October, and Veterans Day in November.


- KFS updates, especially Business Intelligence and SAP (what is the goal/schedule); HR is a burden to support staff that work with personnel, the recent changes did not help, what can be done; KC estimate of go-live date (what is the holdup); centralization of support staff on campus, where is it being anticipated, how has it been working, what is the dream
  - We continue to look for ways to create a high performing organization. Academic and administrative units are focused on becoming more effective, efficient and creative. The goal is to become the model for a high performing top research university with a focus on its land grant mission.
  - The Enterprise Business Systems (EBS) portal was introduced in December 2010 and has had no significant updates since that time. Much has changed in technology and design in five years. Regular minor KFS updates are completed monthly. SAP updates are done semi-annually. IBM Cognos updates are done periodically as needed. Major updates are done every couple of years. Beginning in summer 2016, MSU Human Resources will be launching a refreshed EBS portal – go2gateway. This refreshed EBS portal uses a new technology platform that better positions the system for future improvements. This is the start of more improvements to come.
  - The Kuali Coeus Research Administration system plan was rationalized by MSU IT; this has resulted in an achievable plan. The first phase will go live for central units at the end of the summer and will be delivered to the rest of campus in the Spring of 2017. A full description of the project and its components can be found on the MSU web site at [http://ra-project.vprgs.msu.edu/](http://ra-project.vprgs.msu.edu/)

- Any plans to update SIS?
  - The Student Information System upgrade is going to be completed in a number of steps with various sub-systems being upgraded or replaced on a priority basis. Last year MSU conducted a comprehensive SIS legacy institutional risk assessment and also reviewed the student information system marketplace. Based on the data and findings from that analysis, the University will continue to iteratively replace functionality based on factors including risk, opportunity, and logical cadence of investment. The initial major projects are: 1) Financial Aid, based on risk and 2) Student Success/Analytics, based on opportunity. Both these projects are sponsored by the Office of the Provost and the Office of the CIO.

- When do you predict that the new Computer Center will be built? How much of IT Services will reside there?
  - The new data center will strengthen MSU’s technology environment for academic, administrative, and high performance computing. The MSU Board of Trustees provided authorization to start the planning and approved hiring a construction management and architectural engineering team. MSU IT, IPF and OPB have been working with construction and architectural partners to put together a plan that would go forward for approval in Fall 2016. The new data center’s primary purpose is to house compute; only minimal staff will be in the building. Note: IT Services is now MSU Information Technology.