Annual Report

2009-2010

Submitted by Lisa J. Reed, Chairperson
July 2010
The committee met in August of 2009 to Develop a plan for new academic year. One primary focus was to become an advisory committee and resource for all MSU women.

*Valuing that two of the three Vice President’s Boldness by Design initiatives for the stewardship of human capital (Participatory Management and Computer Access and Training) are a result of WACFO’s concern for building more proactive and inclusive work environments, the committee worked diligently throughout 2009-2010 to ensure that the recommendations were ongoing.*

**Focus Areas 2009 – 2010**

The committee’s focus areas for the academic year were on website redesign to become an e-resource for all MSU women; continue examining issues of health and safety on campus, by building on previous WACFO recommendations; and, enhance the success of the WACFO forum in participation and resources provided.

In addition to the focus areas, and on-going work on the Vice President’s Boldness by Design Strategic Initiatives, each sub-committee Chair has submitted a year-end report, which has highlighted the key activities and accomplishments of WACFO over the past year.

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July 2010
WACFO
Benefits / Work Climate / Health & Safety Sub-Committee
09-10 Year in Review

Committee Members: Rebecca Kegler - Chair, Joyce Brennan, Gloria Capetillo, Sharon Potter, Janice Thompson

The Health and Safety Subcommittee met monthly to discuss issues and take action in moving towards recommendations on those issues. The following bullet points were set at the beginning of the year followed by the actions of the committee (in green).

• EAP – Employee Assistance Program
  o An increasing number of faculty / staff are in need of services offered by the University due to the current economic situation
  o The WACFO website needs to promote services offered (those already available with no intention of duplicating services)
  o The intention is to become a ‘Clearing House of Information’ on services available and sent to women across campus via email or print

  This task was shifted to the Training & Development/Communications subcommittee chaired by Megan Hirschman. This committee has successfully moved forward with this effort with the full support of the Health and Safety Subcommittee.

• Hand Washing Education
  o Determine University Physician Recommendations
  o Housing and Food Services: Main Floor Bathroom changeover to touch-free system of hand washing / drying
  o Determine cost savings of touch-less system with staff time and supply resource savings

  This issue was not heartily pursued in light of the push by the University Physician’s office, Student Housing, and the MSU community as a whole to encourage frequent hand washing in conjunction with the increase in individually purchased containers of hand sanitizer. It was noted by Jeff Kacos of Campus Planning that as facilities undergo renovation, touch-less systems for hand washing, flushing, and hand drying are being installed. This is a systematic and prudent effort in the light of the economic challenges facing the university compared to deliberate replacement of current hand washing systems.
• Fall Walk Around

- Every WACFO Committee Member will engage in a walk-around assessment of their own office building this fall and the building next to them next Spring
- Targeted for later in the fall when outside lights are visible
- Photos with digital cameras and notes are most helpful
- Notes to include overgrown shrubs/trees, lights not working, parking lot visibility, sidewalk unevenness / cracks, pedestrian pathways to/from parking lots, etc.
- Will engage Kathy Lindahl’s Office for specific areas of interest / issues

The Fall 2009 Walk Around focusing on exterior safety issues was successful as participants walked around their own building plus one neighboring building. Over 30 digital photos with notations were submitted and forwarded to Kathy Lindahl’s office for action including one new sidewalk installed between the Wharton Center parking ramp towards the northeast where foot traffic is heavy.

The committee also met with Denis Zeitlow from DPPS in regards to building interior safety. The committee has developed a checklist geared towards stairwell safety (and includes other general safety items) which has been in development for the past three months. This new direction for the committee is a positive step in watching after safety issues for our interior work spaces in addition to the exterior walk-around already performed by the committee.

• AED Placement on Campus

- IM East’s new AED was used this past June for a 14 yr old basketball player who collapsed
- Re-evaluation of response times of EMS in relation to survival rate of on-site AED’s
- Need to formulate and recommend a plan for CPR and First Aid Training for all university faculty / staff regardless of the AED issue
- Changing State of Michigan regulations may compel compliance for more AED units on campus

The committee met with the University Physician in September of 2009. Dr. Alexander outlined and reviewed the AED policy (and AED committee) for the campus and was adamant that no additional units be placed on campus despite the litigious atmosphere taken by the public on the issue. This committee is not in agreement with the stance taken by the University Physician’s office. CPR Training is a requirement for buildings on campus that have AED’s with each building responsible for arrangements for that training. Documentation by each department is required in addition to reporting to ORCBS for record keeping.
The year began as a challenging one for our committee as we could not discern what direction we were heading. Past accomplishments proved the sub-committee had done extensive, positive and rewarding work for WACFO, however, it seemed apparent to us that we should revisit our mission and understand what we were actually about in 2009.

As the committee year began, there were no outstanding issues on the table, nor had any of our sub-committee members been approached with concerns from our colleagues. We approached the new WACFO year by focusing on communication; what can we give the support staff that would be beneficial to them in a work and personal aspect. What we knew was that we wanted to share information to women (and men) support staff of MSU and we no longer felt the need to focus just on diversity, but needed to focus on inclusion.

Our goals for the year became clear; to redevelop the resources page off the WACFO web site into a comprehensive informational site where even the obscure and the obvious resource information would be available to our visitors. In order to achieve this goal we needed too;

- Develop in a format that would fit within the existing site but also be dynamic and new
- Create with the intention that it can be easily maintained
- Determine the content of the site/deciding on what key words would be used as reference with navigation
- Develop using one of our own committee members or hire it out by a student

The committee met each month to review, evaluate and collaborate on the content of the site, to review and determine key words that would be associated with the links and to determine how this would be finally accomplished. Faye Watson, one of our sub-committee members, readily volunteered to perform this task. We are very excited to see the results soon.

Committee Members: Brenda Brown, Shannon Cunningham, Ellen Maher and Faye Watson
committee members has experience in Dream Weaver and was able to take our ideas and make them functional. As of the writing of this report, that file has been sent to Christine Carter who will be maintaining this WACFO site for the committee. It is our intention that this page will be published in June 2010.

There will be additional training as Christine will educate a member of our sub-committee on how to add, delete and understand this functionality as a resource to Christine.

I want to thank the entire sub-committee for all of their hard work and collaboration. It was a good year and I was proud to be a part of this team.
Training and Development Sub-Committee
09-10 Year in Review

Committee Members: Megan Hirschman, Chair, Cheryl Luick, Kathy Smith, Cherie Shorman, Margie Amery, Bethany Phillips

Committee Charge:

The Training, Professional Development & Communications Committee’s primary responsibility was to strategically plan and organize a successful annual Spring Forum held on March 29, 2010. To ensure a successful and relevant annual Forum, a view of internal resources and skills set was conducted to determine how each member of the Committee as well as the general WACFO membership could contribute as some tasks formerly performed by external support staff was reassigned to the Committee. The following efforts were made to expand participation & inclusion and enhance the experience:

- Email confirmations and reminders were sent out
- Evaluation forms were available immediately following the event, with a 162 response count. Of the 162 that responded: 74.4% felt that promoting the event by email was “excellent”, 73.8% responded found the registration process “excellent”, and 25.9% of those responding attended the forum for the first time.
Focus Areas for 2010-11:

- Review the mission of WACFO and align committees, and duties to meet that mission.
- Continue to build upon the success of the WACFO Resource Fair and Forum
- Identify opportunities to create a collaboration with other women’s groups on campus to promote professionalism and the development of leadership skills.

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