

WORKPLACE CLIMATE SURVEY INITIATIVE

Post-Survey Results Steering Committee Meeting

Friday, December 18, 2015

8:30 a.m.- 10:00 a.m.

Old Jail Conference Room
125 E. Court Street, Ithaca, NY

SUMMARY/MINUTES

Present: Christina Dravis, Amie Hendrix, Amy Guererri, Paula Younger, Stephen Wright, Lisa Holmes, Doug Perine, Tom Knipe, Jannica Moskal, Joe Mareane

1. Christina opened the meeting at 8:30 a.m.
2. Swift 911 information- **Christina Dravis** will present to Public Safety on Monday (12/22/15 *update: this was not actually the case-no meeting currently set to present to the legislature*).
3. Pay stub messages
 - i. **Paula** will get current week's message to Lynda (Happy Holidays).
4. Focus Group Facilitation Discussion-**Paula Younger**
 - a. Facilitators have meet twice and are planning to begin focus groups in February.
 - b. Two posts to employees are planned to provide information to employees about the focus groups.
 - i. General announcement
 - ii. Bios on the facilitators
 - c. Paula posed the question to the steering committee: How should the facilitators present the focus groups? Based on topics/themes or have a specific number of focus groups targeting social or identity groups?
 - i. Steering committee discussion suggested five focus groups targeting specific social or identity groups.
 - d. There will be 2 facilitators per focus group with each focus group scheduled for 1.5 hours.
5. Review of Survey Results-Leadership & Development
 - a. **Amy Guererri** would like to form a workgroup that identifies leadership and training needs. Amy posed the question: Does the steering committee delegate the training team and/or design the training?
 - i. Steering committee suggested that Amy form the workgroup and come up with a strategic plan and share the plan with the steering committee.
 - b. **Lisa Holmes** suggested the committee may want to circle back and discuss the communication piece of the survey results more.
 - i. Where did we leave off with communication?
 - ii. How do we track where we are with the communication plan?
 - iii. Can the committee be more intentional about the WDIC website?
 - iv. **Tom Knipe** will put together a basic framework outline for review.
6. Next meeting-Conversation back to communication, how is it being communicated what is being done? Discuss the timeline; is there a finish point for this committee?
7. Adjourn-10:00 a.m.

Get involved. Be proactive. Stay engaged.

Inclusion through Diversity

