

WORKPLACE CLIMATE SURVEY INITIATIVE

Post-Survey Results Steering Committee Meeting

Friday, January 8, 2016

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

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

SUMMARY/MINUTES

Present: Christina Dravis, Amy Guererri, Paula Younger, Stephen Wright, Doug Perine, Tom Knipe, Jannica Moskal, Joe Mareane, Leslyn McBean-Clairbone

1. Christina opened the meeting at 8:30 a.m.
2. Pay stub message
 - i. Next paystub message: (Speak up, Be heard!)
3. Focus Group Facilitation Update-**Paula Younger**
 - a. Paula brought a working draft of the invite for staff to join a focus group to serve as one of 2-3 announcements that will go out to staff. Paula posed the question to the steering committee: Should the invite come from the steering committee?
 - b. Wording in the letter was discussed, as well as potential alternatives to current phrasing. Paula asked that committee members get her any changes they would like to see in the letter by the end of day on Monday.
4. Review of Communications Action Item List:
 - a. **Tom Knipe** provided a list of action items from previous steering committee meetings.
 - i. How can the committee start acting on the things that have been discussed so far?
 - b. Minutes-it was discussed that the minutes should be posted on the website after every meeting-Jannica can do this.
 - c. Cup of Joe with Joe-it is time to get this up and running. Scheduling dates and times when Joe can meet with employees over coffee in their setting.
 - d. **Amy** discussed a few things personnel is doing to act on communication items
 - i. Management 360 program
 - ii. Promote leadership programs through the EAP
 - iii. Establishing a workgroup
 - e. Potential topic for Department Head meeting: Best Practices for Staff Meetings
5. Next meeting-Continuing to review the action item grid. Moving on from communication to other parts of the survey review.
6. Adjourn-10:00 a.m.

Get involved. Be proactive. Stay engaged.

