

Operations Employee Advisory Committee
Meeting of March 10, 2009 at 9:00 a.m.

In Attendance: Amy Barnes, Kelly Brown, Jerry Clark, Eddie Irvine, Cabot Miller, Mary Katherine Snead, Larry Stuart

1. 2009 Campus Climate Survey

Amy thanked everyone who has already completed the Campus Climate Survey (we do not receive the actual responses, but we are able to access a report that shows participation rates). Amy asked committee members to please encourage their coworkers to participate and said that the staff group (which includes both office staff and operations staff) currently has the lowest participation. We need and want feedback from this important group of employees – this is an opportunity for staff to give us feedback.

Mary Katherine said that Leyburn 201 has been reserved with proctors if people want to take the survey there and she provided the hours.

2. Feedback on recent town hall meetings

Feedback from the group was generally positive. Most people appreciated the update and some reported viewing the program on-line since they were not able to attend. Several members said that they realize that in this economic climate things could be much worse at Washington and Lee and added that they are grateful to have a job.

3. Update on the Mercer Project/Recommendations for focus group participants

Amy explained that the design team continues to work with Mercer on new classification/compensation and performance development systems. The next step is to hold focus groups to review the work that has been done so far and get feedback. Each group will be about fifteen people. We are keeping the groups intentionally small so that people will feel more comfortable participating.

We want the groups to be representative of all areas of the University. Amy asked committee members to send nominations for focus group participants to her as soon as possible. We need people who will actively participate. The focus group sessions are scheduled for March 26th.

4. Employee Recognition Banquet

The Banquet has been moved to April 13 at 11:30 rather than the day after commencement. It was moved to encourage more participation by Dining Services and Facilities employees. The week of commencement is one of the busiest of the year for these employees. Additionally, an outside caterer will take care of the food this year so all Dining Services employees can enjoy the banquet.

5. Status of the child care initiative

In accordance with the President's Work/Life Initiatives, the University will grant \$50,000 for afterschool programming and a \$25,000 seed grant for summer programming. These grants were combined into one Request for Proposal (RFP) to make it easier for vendors to submit a proposal for one or both grants [Click here to view the RFP](#). We tried to circulate the RFP widely and contacted not only local agencies and providers, but also non-profit as well as for profit organizations that operate nationally.

Proposals were due March 1 and are currently under review by a committee. Committee members are: Mary Katherine Snead, Assistant Director of Work/Life Initiatives; Elizabeth Knapp, Associate Dean of the College and Chair of the Child Care Task Force; David Leonard, Associate Dean of Students and

member of the Child Care Task Force; Elizabeth Branner, Director of Development for the Law School and member of the Child Care Task Force; Linda Hooks, Professor of Economics; and Valerie Cushman, Executive Assistant to the President. The proposals look promising, and we hope this will be a step in the right direction.

6. Grievance Policy Endorsement

Amy explained that a motion will be presented to the faculty for endorsement at their meeting on Monday, March 16th asking them to endorse the revised University Policy on Prohibited Discrimination, Harassment, Sexual Discrimination and Retaliation. Sidney Evans had discussed the policy and the new procedures with the group at a previous meeting. President Ruscio has asked that the three employee advisory committees consider a similar motion:

On behalf of the Presidential Task Force on Complaint, Grievance & Resolution Systems, I move that the Employee Advisory Committees endorse the revised University Policy on Prohibited Discrimination, Harassment, Sexual Discrimination, and Retaliation, as a statement of their collective commitment to the principles therein.

Those in attendance unanimously endorsed the revised policy.

Minutes respectfully submitted by Mary Katherine Snead, Human Resources.