

Professional Employee Advisory Committee
Meeting on March 11, 2009 at 2:00 p.m.

Present: Amy Barnes, Deborah Caylor, John Jacobs, Mary Katherine Snead, Louise Uffelman, Jonathan Webster, Mike Young

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 administrative and professional staff had the highest participation rate so far.

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

Q) What about confidentiality? The demographic questions get quite specific.

A) Amy explained that answering the demographics is optional. Additionally, ModernThink will only give us reports back if there are more than 5 individuals in any demographic. Therefore, if you are the 'only' one in your group with a demographic, your responses will not be reported if selecting for that demographic.

Q) What kinds of reports will Washington and Lee get?

A) The contract we have with ModernThink gives us about 10 custom reports. What issues they address will depend on what the Campus Climate committee thinks is important to look at. We expect to look at broad issues rather than individual departments. An example might be looking at responses for a given question across the College and comparing to responses from the law school.

Q) Will we do this survey every year?

A) One of the recommendations from the UCICC was to do a longitudinal study on campus climate. At this point, we hope this survey can be that tool and have signed a 3 year contract. That does not mean we will do the survey every 12 months. We have the ability to adjust the time frame (for example to 18 months) if the committee feels that would be useful.

2. Feedback on recent town hall meetings

Feedback seemed to be mostly positive. Several people mentioned that they appreciated being able to view the presentation online since they were unable to attend the live presentation. It was good to hear from the upper administration on a topic like this when people are feeling insecure.

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.

Please send any recommendations for focus group participants to Amy as soon as possible. We're looking for a cross section of the campus, people who will give open honest feedback. There will be an operations group, office staff, etc. 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 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.

7. Miscellaneous Feedback

There has been some feedback that MetLife has been a bit aggressive in their marketing. Amy said that she would follow-up.

Minutes respectfully submitted by Mary Katherine Snead, Human Resources.