

WORKPLACE CLIMATE SURVEY INITIATIVE

Post-Survey Results Steering Committee Meeting

Thursday, November 3, 2016

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

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

SUMMARY/MINUTES

Present: Joe Mareane, Amie Hendrix, Thomas Knipe, Doug Perine, Paula Younger, Lisa Holmes, Amy Guerreri

1. Tom opened the meeting at 8:35 a.m.
2. Pay stub message
 - a. Next paystub message: *Happy Thanksgiving!*
3. County Corridors
 - a. Personnel suggested to include 529 College Savings Plan, EAP and Student Loan resources.
4. All Employee Letter Update – Doug
 - a. In Process
 - b. To be distributed through Department Heads
 - c. We discussed use of automated process (through ITS) to distribute this letter to all employees, but confirmed that a paper letter distributed through department heads would be better for this.
5. Communications
 - a. Working on a contract and scope of work with the BRC team. Meetings coming up.
6. Next Steps for Steering Committee
 - a. Next Climate Survey. Paula gave some feedback about the process last time. It is a 10 month effort; even though we will use that last survey as a benchmark, some modifications will still need to be made (instructions, addressing difficulty separating department from organization in answering, modifying ranking question for issues). February 2018 to administer survey. Need to begin planning in 2017. We decided that the Employer of Choice Survey should remain a separate effort, and that we should not do them both in one year.
 - b. We established as a future agenda item for this committee to provide feedback to the WDIC and others about the process for the next survey. Also, representatives from our committee to attend a future WDIC committee meeting to report out on how we used the survey results, etc.
 - c. Review of our charge. We will dive into this at the next meeting.
 - i. What have we accomplished?
 - ii. What more is there to do?
 - iii. Does our committee continue to meet or end
 - iv. Process for evaluating actions.
 - v. Recalibrate the charge if there is benefit in continuing to meet.
7. Meeting Adjourned at 9:58 a.m.