

WORKPLACE CLIMATE SURVEY INITIATIVE

Post-Survey Results Steering Committee Meeting

Wednesday, October 23, 2015

8:30 a.m. - 9:30 a.m.

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

SUMMARY/MINUTES

Present: Christina Dravis, Amy Guererri, Amie Hendrix, Leslyn McBean-Clairborne, Lisa Holmes, Thomas Knipe, Joe Mareane, Jannica Moskal, Doug Perine, Paula Younger

1. Christina opened the meeting at 8:30 a.m.
2. Working Agreements, Ground Rules, Confidentiality - **Thomas Knipe**
 - a. Ground rules about how we think about confidentiality
 - i. Things discussed should not leave the meeting room
 - ii. Use an identifiable abbreviation for emails "SCM"
 - b. Decision Making Process
 - i. Agreed that "consensus" style would be used.
 - c. Ground Rules for discussion
 - i. One priority at a time
 - ii. Respectful of others opinions
 - iii. Stick to the agenda
3. Establishing Timeline & Communicating with Employees- **Christina Dravis**
 - a. List off actions assigned with logical dates- **Christina will organize**
 - b. 1st step-Communicating to employees what the charge is
 - i. Committee make-up: employee driven, cross section, diverse group
 - ii. Send out an email to employee email list, print and post for employees to see, along with survey results summary. **-Christina and Thomas will come together to work on the email.**
4. Plan for Reviewing Survey Results- **All**
 - a. Acquiring data from the 2 open-ended questions as well as data organized by demographics.
 - i. **Above information will be distributed to members to be read by next meeting**
5. Priority #1 Communication- **All**
 - a. Amy G. brought a few ideas on understanding communication styles
 - b. Leslyn suggested looking at more of a macro level of communication at this point.
 - i. How do we disseminate information, what information is shared? What means of communication already exist?
 - c. **Bring to the next meeting: How do we inventory communication? What tools do we use, or have used? Share communication questions.**
6. Adjourn-9:40 a.m.

Get involved· Be proactive· Stay engaged·

Inclusion through Diversity

