

WORKPLACE CLIMATE SURVEY INITIATIVE

Post-Survey Results Steering Committee Meeting

Friday, November 6, 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, Thomas Knipe, Doug Perine, Paula Younger, Steve Wright
Excused: Amie Hendrix, Lisa Holmes, Joe Mareane, Jannica Moskal, Leslyn McBean-Clairborne

1. Christina opened the meeting at 8:30 a.m.
2. Review of Proposed Timeline - **Christina will continue to update as goals are added**
 - a. Due dates don't have to be specific, they can be general such as "January-February" or "By May 1st".
 - b. One priority at a time
 - i. Rearrange priorities to Communication, Leadership Development, Employee Engagement and Recognition, Diversity and Inclusion Infusion
3. Inventory of Communication Tools
 - a. Survey of what Department Heads are currently doing
 - i. **Joe will send out a survey to all Department Heads and have results in time for next meeting.**
 - ii. Known methods: Legislative Committees, Department Head meetings, Staff meetings (vary by department), Email, County Corridors, Union gatherings.
 - iii. Monthly EAP flyer can be included in County Corridors - **Amy**
 - iv. Not all employees have access to County Corridors webpage. **Christina will mention this at the County Corridors planning meeting on 11/18.**
 - b. What messages do we want to deliver?
 - i. Not all employees are informed about events, such as Benefits Day
 - ii. Relay to employees that some issues identified by the Survey have already been addressed by Personnel and the departments
 - iii. Department Heads need to be onboard with Communication.
 - iv. Review of current culture and values, how we build relationships
4. Review Draft Email to Employees
 - a. Initial draft email is a good start. **Tom has revisions he will send out to the group.**
5. Review of Survey Results Related to Communications
 - a. Everyone should have received packet with answers to open-ended questions
6. Keeping Meeting Productive
 - a. One hour is not long enough for meetings, so increase to 90 minutes.
7. Meeting adjourned at 9:40 a.m.

Get involved. Be proactive. Stay engaged.

