

WORKPLACE CLIMATE SURVEY INITIATIVE

## Post-Survey Results Steering Committee Meeting

**Friday, December 18, 2015**

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

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

## SUMMARY/MINUTES

**Present:** Christina Dravis, Amie Hendrix, Amy Guererri, Paula Younger, Stephen Wright, Lisa Holmes, Doug Perine, Tom Knipe, Jannica Moskal, Joe Mareane

1. Christina opened the meeting at 8:30 a.m.
2. Swift 911 information- **Christina Dravis** will present to Public Safety on Monday (12/22/15 *update: this was not actually the case-no meeting currently set to present to the legislature*).
3. Pay stub messages
  - i. **Paula** will get current week's message to Lynda (Happy Holidays).
4. Focus Group Facilitation Discussion-**Paula Younger**
  - a. Facilitators have meet twice and are planning to begin focus groups in February.
  - b. Two posts to employees are planned to provide information to employees about the focus groups.
    - i. General announcement
    - ii. Bios on the facilitators
  - c. Paula posed the question to the steering committee: How should the facilitators present the focus groups? Based on topics/themes or have a specific number of focus groups targeting social or identity groups?
    - i. Steering committee discussion suggested five focus groups targeting specific social or identity groups.
  - d. There will be 2 facilitators per focus group with each focus group scheduled for 1.5 hours.
5. Review of Survey Results-Leadership & Development
  - a. **Amy Guererri** would like to form a workgroup that identifies leadership and training needs. Amy posed the question: Does the steering committee delegate the training team and/or design the training?
    - i. Steering committee suggested that Amy form the workgroup and come up with a strategic plan and share the plan with the steering committee.
  - b. **Lisa Holmes** suggested the committee may want to circle back and discuss the communication piece of the survey results more.
    - i. Where did we leave off with communication?
    - ii. How do we track where we are with the communication plan?
    - iii. Can the committee be more intentional about the WDIC website?
    - iv. **Tom Knipe** will put together a basic framework outline for review.
6. Next meeting-Conversation back to communication, how is it being communicated what is being done? Discuss the timeline; is there a finish point for this committee?
7. Adjourn-10:00 a.m.

*Get involved. Be proactive. Stay engaged.*

*Inclusion through Diversity*

