



# Staff Budget Priorities Survey 2003 Summary

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Staff Senate's mission states that it will "promote and foster the welfare and growth of University staff through a fact-finding, deliberative and consultative body of representatives that makes studies, reports and recommendations to the administration on behalf of its constituency." To fulfill this mission, Staff Senate must communicate with the University staff about their needs and desires.

## Background

To further these communications, Staff Senate conducted an anonymous survey to collect input on what issues staff members feel are most important. The survey was offered to the staff through paper copies and the University web site **August 21-September 9**. During that time, Staff Senate received **315 responses** from SMSU staff members, which translates to **20% response rate** from the Springfield and Mountain Grove full- and part-time staff members.

The survey listed eight issues and asked staff to rate each item as *very important, important, not important or no opinion*. The survey also asked about wellness program participation and the Staff Senate relationship with staff.

## Top issues

After compiling the results from the survey, Staff Senate was able to better determine which issues staff members felt were most important. In the survey, the staff identified four key issues:

- Fund an across-the-board salary increase
- Increase vacation accrual rates
- Establish a summer work schedule
- Allow tuition benefit to be accrued during years of employment

Further, the staff offered several comments that identified other issues not listed on the survey. Common issues include healthcare, parking, salaries, course fees and time off.

## Next steps

Staff Senate plans to use the results from this survey to focus its efforts during the next year and provide input to various University committees. Staff Senate will continue to gather more information, further focus the data and determine underlying themes.

Staff Senate will also continue to work with the University administration to determine the best way to promote and foster the welfare and growth of University staff. Since some survey issues may include a cost that cannot be funded due to University budget constraints, cooperation is key.

Finally, Staff Senate plans to increase the lines of communication with staff members. Not only will Staff Senate continue to let staff know about its activities through its email newsletter, website and senators, but it will continue to encourage staff to provide feedback and suggestions in person, through email and over the phone. Staff Senate also plans to offer another survey next year.



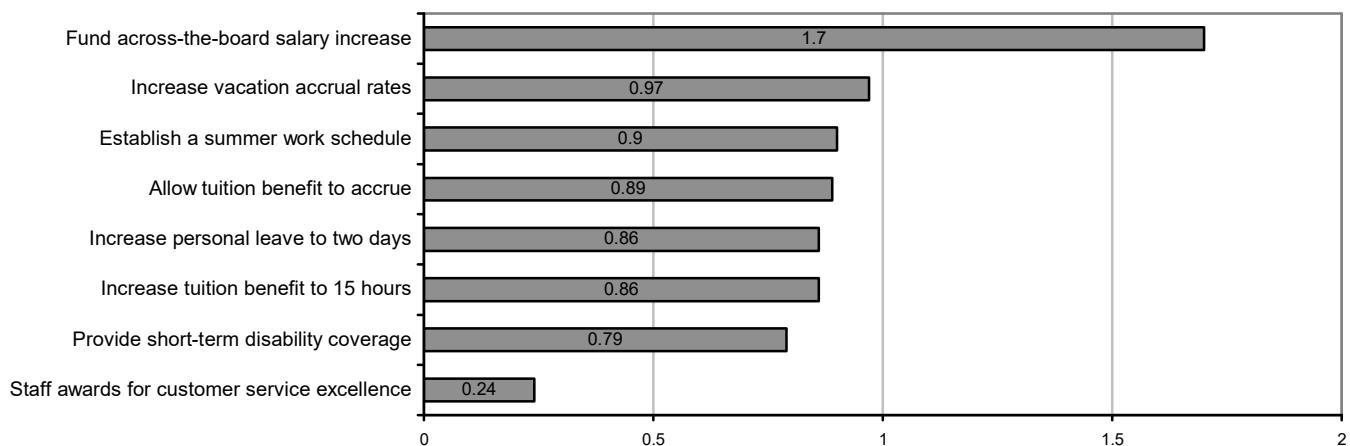
# Staff Budget Priorities Survey 2003 Detailed Results

Staff Senate used four methods to analyze the survey data:

- Averaged the responses for each item
- Totaled the number of responses marked as *very important* for each issue
- Charted the percentages of each response per question
- Reviewed the written comments from each survey

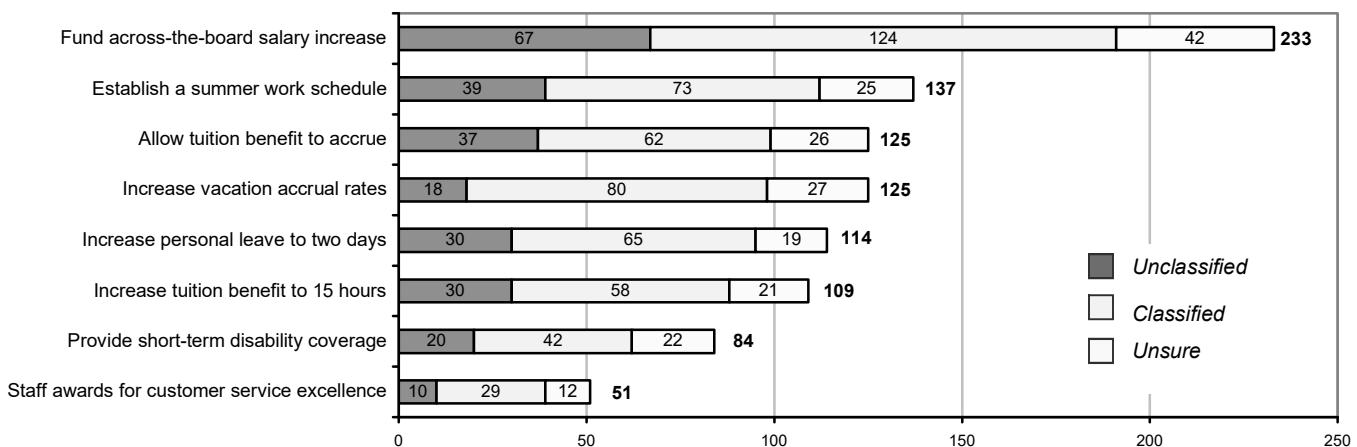
## Average response for each issue

The survey asked staff to rate each issue as *very important* (2), *important* (1), *not important* (-1), or *no opinion* (0). Using these value assignments, Staff Senate added each issue's ratings and determined the total response value for each issue. Then Staff Senate divided the total response value by the number of responses, which yielded the average response shown below.



## Responses marked very important by all staff

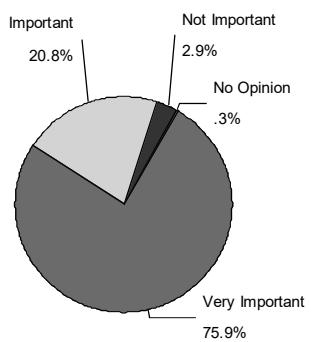
Staff Senate compiled the number of responses rated as *very important* for each issue, displayed in the chart below. The survey had a total of 315 responses.



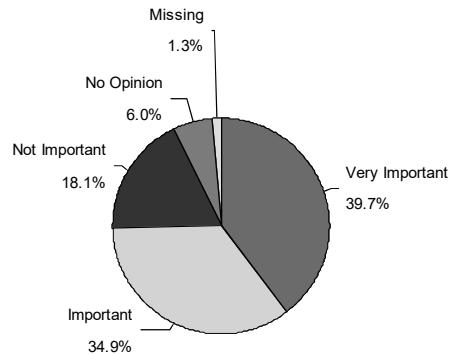
## Responses per question

For each question, the frequency of each response was tallied. These tallies are shown in the following pie charts.

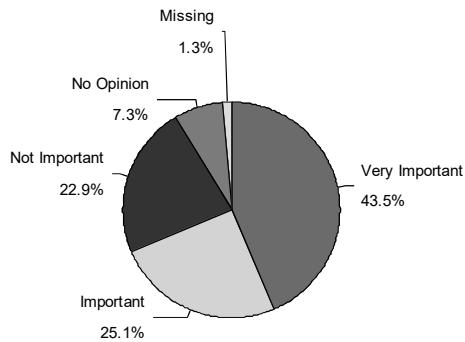
**Fund across-the-board salary increase**



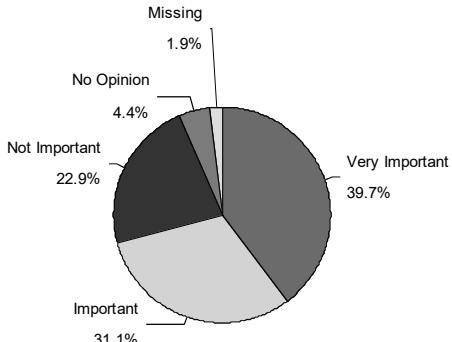
**Increase vacation accrual rates**



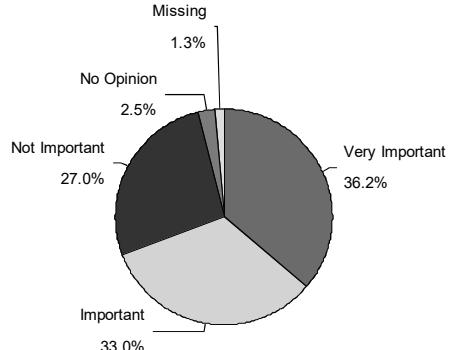
**Establish summer work schedule**



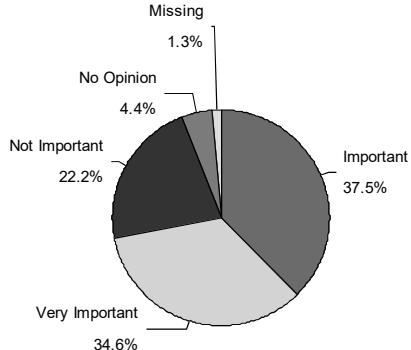
**Allow tuition benefit to accrue**



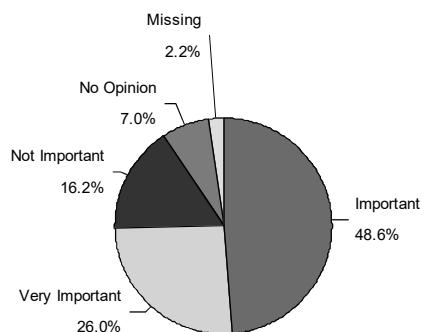
**Increase personal leave to two days**



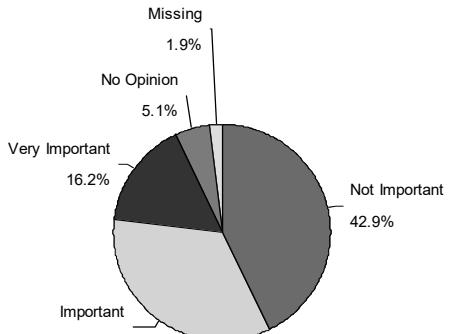
**Increase tuition benefit to 15 hours**



**Provide short-term disability coverage**



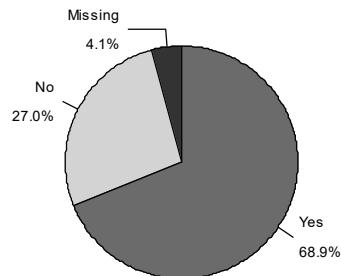
**Staff awards for customer service excellence**



## Wellness incentives

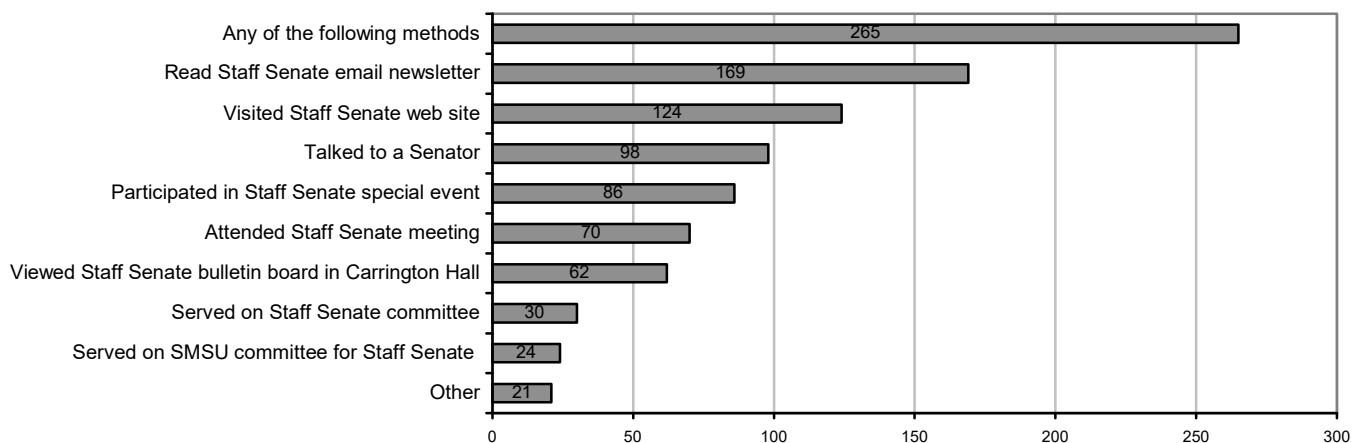
The survey also asked a question about whether incentives would lead to participation in wellness programs:

### Participate in incentive-based wellness program



## Staff Senate relationship with employees

The survey included a section about the communication and relationships with employees. The results are shown below.



The survey also asked two open-ended questions. Below are common comments. The number in parenthesis after each item indicates the number of people who expressed that comment.

### What would motivate you to become involved in Staff Senate?

- More time/lighter workload (10)
- Belief that time invested would make a difference (7)
- Publicized meeting times (3)

### How can Staff Senate better represent your needs?

- Already doing a good job (10)
- Continue with surveys (5)
- Publicize meeting times (4)
- Resolve issues and report results (6)

## **Abbreviated written comments from survey**

The survey comments below were abbreviated and categorized into groups. The number in parenthesis after some items indicates the number of people who expressed that comment.

<b>Issue</b>	<b>Comments</b>
<b>Healthcare</b>	<ul style="list-style-type: none"><li>• Vision care (3)</li><li>• Lower deductible (2)</li><li>• Better prescription drug coverage (2)</li><li>• Equitable drug testing procedures for faculty and staff (2)</li><li>• Higher maximum on dental care</li><li>• Affordable insurance after retiring</li></ul>
<b>Parking</b>	<ul style="list-style-type: none"><li>• Free or lower fees (9)</li><li>• Carpool assistance</li></ul>
<b>Salaries</b>	<ul style="list-style-type: none"><li>• Better/more equitable salary increases for classified staff who have completed all steps (6)</li><li>• Equitable salaries (4)</li><li>• Increase salaries for secretaries and clerks</li></ul>
<b>Time off</b>	<ul style="list-style-type: none"><li>• More vacation for classified staff after 25 years of service</li></ul>
<b>Course fees</b>	<ul style="list-style-type: none"><li>• Fee waiver benefit for all children of staff, not just legal dependents (2)</li><li>• Greenwood fee waiver benefit (2)</li><li>• Reciprocal agreement with other Missouri institutions</li></ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"><li>• Matching 403(b) contributions (2)</li><li>• Provide promotion avenues for all staff (2)</li><li>• Improve professionalism among staff</li><li>• Affordable, on-site and year-round child care</li></ul>



# Staff Budget Priorities Survey 2003 Sample

Staff Senate has worked hard to represent the staff--see a list of accomplishments and activities. We're again seeking input on what budgetary issues staff members feel are most important so we can continue in our efforts. We're also planning to do a separate morale survey in the future to cover non-budgetary issues. We realize that some of these questions are repeated from previous surveys, but we need to be able to rank ongoing issues with new issues.

Last year when the results of the survey were presented to the Board of Governors, Governor Michael Franks expressed surprise that more staff did not respond to the survey and wanted us to let the staff know that the Board does read the results and pays attention to staff concerns. So with this in mind, please review and rate the items below, then click the *Submit Form* button. Please note that all links open in a new window.

What type of staff position do you hold?

Classified    Unclassified    Unsure    Not a staff member

## Section I: Ranking of Issues

Issue	Very important	Important	Not important	No opinion
<u>Increase vacation accrual rates</u> so classified staff receive extra vacation days after completing five/ten years rather than after completing seven/fourteen years	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0	<input type="radio"/> NA
<u>Increase free tuition benefit</u> from 12 to 15 hours per year	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0	<input type="radio"/> NA
<u>Allow tuition benefit to be accrued during years of employment</u>	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0	<input type="radio"/> NA
Fund a across-the-board salary increase	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0	<input type="radio"/> NA
Provide <u>short-term disability coverage</u>	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0	<input type="radio"/> NA
Fund a <u>staff awards program</u> where staff providing superior customer service would receive a monetary reward	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0	<input type="radio"/> NA
<u>Increase personal leave</u> from one to two days per calendar year	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0	<input type="radio"/> NA
Establish a <u>summer work schedule</u>	<input type="radio"/> 2	<input type="radio"/> 1	<input type="radio"/> 0	<input type="radio"/> NA
If incentives or release time were available, would you participate in a <u>wellness program</u> ?	<input type="radio"/> Yes	<input type="radio"/> No		

Are there any other issues that you would like Staff Senate to review?

*(over)*

## Section II: Staff Senate and You

How have you learned about Staff Senate activities (please check all that apply)?

<input type="checkbox"/> Visited Staff Senate web site	<input type="checkbox"/> Attended meeting	<input type="checkbox"/> Talked to senator
<input type="checkbox"/> Viewed Staff Senate bulletin board in Carrington	<input type="checkbox"/> Read Staff Senate email newsletter	<input type="checkbox"/> Served on a Staff Senate Committee
<input type="checkbox"/> Participated in Staff Senate special events (such as Lee Denim Day, Veterans Recognition Breakfast or Flag Ceremony)	<input type="checkbox"/> Served as a Staff Senate representative on a University committee	Other: <input type="text"/>

How can Staff Senate better represent your needs?

What would motivate you to become involved in Staff Senate?