



Research Brief

Results from the 2013 Classified Senate Survey

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Purpose of Brief

The purpose of this brief is to analyze the responses to the 2013 Classified Senate Survey collected in the Fall term. A total of 40 respondents answered the survey.

Summary of Findings

70% or more of the respondents **Strongly Agreed** or **Agreed** with the following statements:

- I would like Classified Senate to provide an orientation or training session on the shared governance structure.
- I would like Classified Senate to host/provide professional development workshops for classified staff.
- I would like Classified Senate to provide an orientation on classified opportunities I could participate in.
- My manager and/or supervisor understand the importance of Classified Senate and promote participation in Classified Senate events.
- I would be willing to assist in college sponsored events to raise college awareness.

Top four reasons why classified staff does not participate in shared governance activities:

1. I have time constraints (20.3%)
2. Not applicable (20.3%)
3. It is not part of my normal job duties (11.6%)
4. My job responsibilities do not allow me time to attend meetings (11.6%)

Overview

During the Fall 2013, the Classified Senate at Crafton Hills College distributed a campus-wide survey and invited all classified staff to submit their opinions. The survey prompted Classified staff to answer statements about their experience, knowledge and involvement with Classified Senate. This brief examines the results of the 40 surveys collected.

Methodology

Respondents completed an online survey and rated ten statements about their experience, involvement and knowledge of the Classified Senate. The survey also offered respondents opportunity to provide their opinions through open-ended questions. Respondents were prompted to provide their opinions about what professional development workshops they would be willing to facilitate, to make suggestions as far as what type of workshops they would like to see offered in the future and to provide any additional comments. Respondents rated the statements utilizing the following rubric four-point scale: 1=Strongly Agree, 2=Agree, 3=Disagree and 4=Strongly Disagree. Individual names mentioned in the open-ended comment tables were replaced with "[Name]" to protect identities.

Findings

The following findings illustrate respondent ratings to statements about Classified Senate found in the survey. Respondents were prompted ten questions and rated each of them (see Figure1 and Table 1).

70% or more of the respondents **Strongly Agreed** or **Agreed** with the following statements:

- I would like Classified Senate to provide an orientation or training session on the shared governance structure.
- I would like Classified Senate to host/provide professional development workshops for classified staff.
- I would like Classified Senate to provide an orientation on classified opportunities I could participate in.
- My manager and/or supervisor understand the importance of Classified Senate and promote participation in Classified Senate events.
- I would be willing to assist in college sponsored events to raise college awareness.

Respondents **agreed the least** with the following statements:

- I would be willing to facilitate a workshop during Classified Professionals Week (17.5%)
- I would be willing to donate one or more dollars per month for senate scholarships and other charitable reasons (52.5%)
- I understand Classified Senate's association to accreditation (62.5%)
- I understand the purpose behind Classified Senate (67.5%)

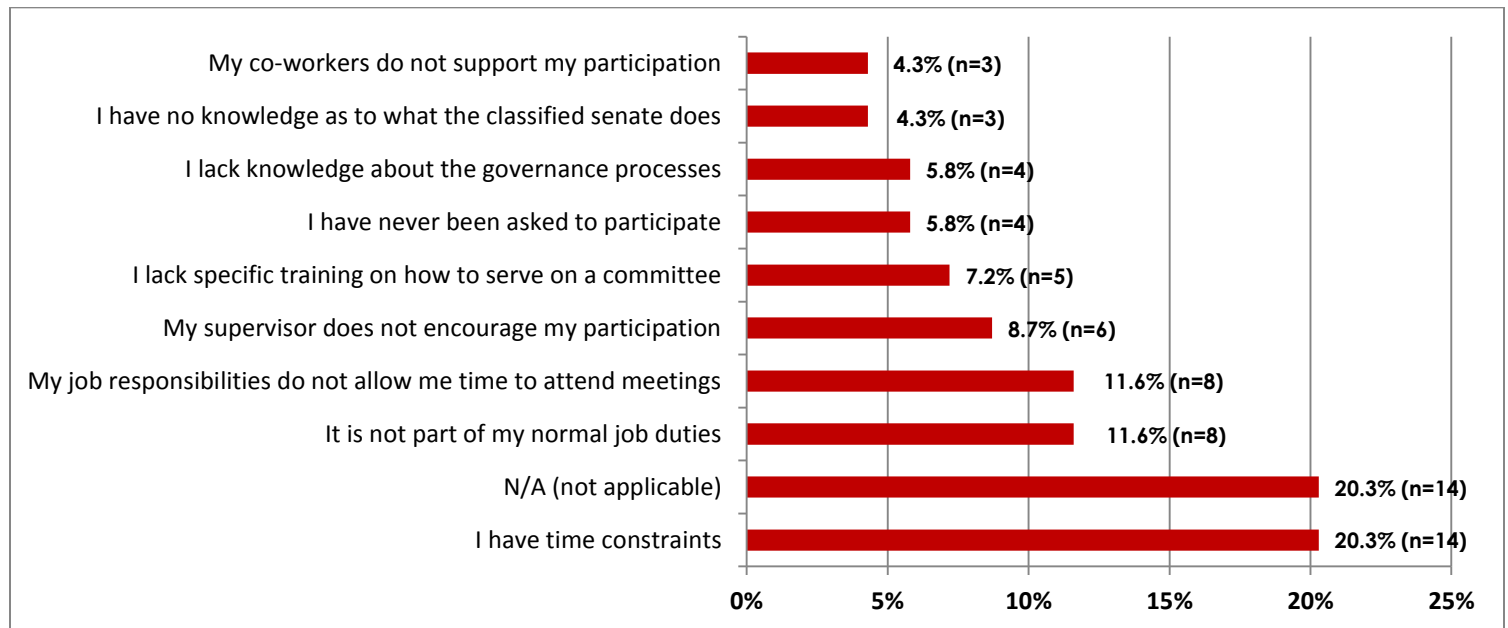
Top four reasons why classified staff does not participate in shared governance activities:

- I have time constraints (20.3%)
- Not applicable (20.3%)
- It is not part of my normal job duties (11.6%)
- My job responsibilities do not allow me time to attend meetings (11.6%)

Table 1. Respondents' ratings to statements about Classified Senate.

I understand the purpose behind Classified Senate.	#	%	I would like Classified Senate to provide an orientation or training session on the shared governance structure.	#	%
Strongly Agree	11	27.5%	Strongly Agree	12	30.0%
Agree	16	40.0%	Agree	22	55.0%
Disagree	10	25.0%	Disagree	4	10.0%
Strongly Disagree	3	7.5%	Strongly Disagree	2	5.0%
Total	40	100.0%	Total	40	100.0%
I understand Classified Senate's association to accreditation.	#	%	I would like Classified Senate to host/provide professional development workshops for classified staff.	#	%
Strongly Agree	10	25.0%	Strongly Agree	18	45.0%
Agree	15	37.5%	Agree	15	37.5%
Disagree	10	25.0%	Disagree	4	10.0%
Strongly Disagree	5	12.5%	Strongly Disagree	3	7.5%
Total	40	100.0%	Total	40	100.0%
My manager and/or supervisor understand the importance of Classified Senate and promote participation in Classified Senate events.	#	%	I would like Classified Senate to provide an orientation on classified opportunities I could participate in.	#	%
Strongly Agree	12	30.0%	Strongly Agree	11	27.5%
Agree	19	47.5%	Agree	22	55.0%
Disagree	5	12.5%	Disagree	4	10.0%
Strongly Disagree	4	10.0%	Strongly Disagree	3	7.5%
Total	40	100.0%	Total	40	100.0%
I would be willing to donate one or more dollars per month for senate scholarships and other charitable reasons.	#	%	I would be willing to facilitate a workshop during Classified Professionals Week.	#	%
Strongly Agree	2	5.0%	Strongly Agree	3	7.5%
Agree	19	47.5%	Agree	4	10.0%
Disagree	10	25.0%	Disagree	23	57.5%
Strongly Disagree	9	22.5%	Strongly Disagree	10	25.0%
Total	40	100.0%	Total	40	100.0%
I would be willing to assist in college sponsored events to raise college awareness.	#	%			
Strongly Agree	8	20.0%			
Agree	20	50.0%			
Disagree	8	20.0%			
Strongly Disagree	4	10.0%			
Total	40	100.0%			

Figure 1. Reasons why classified staff do not participate in shared governance activities.



Note: Some respondents selected multiple reasons to explain why they do not participate.

Tables 2-4 illustrate open-ended comments to three prompts that asked respondents which workshop topics they were interested in, which workshop topics they were willing to facilitate, and to provide any additional suggestions they had. Respondents provided a variety of professional development workshop topics they were interested in, but few provided topics for workshops they would be willing to facilitate.

Table 2. Professional Development workshop topics classified staff are interested in.
Please, please have a workshop on educating managers on how to be professional with classified staff.
After watching new people be promoted and/or obtain more and more financial gain, I am more interested in promoting classified employees advancement.
Anything that is positive. No more "How to Deal with Difficult People" workshops. No more presentations that won't apply to us. Why not something that celebrates us for what we have already done?
Brush up on purchasing procedures....online. On-line excel training ... Dealing with difficult personalities (student & co-workers) and still be courteous :)...on-line. ON-LINE so that we can refer to them as needed.
Computer information, information about other departments in student services, accreditation info., workshops relating to human interaction in the workplace, etc.
Conference travel and Financial 2000, how they work together. Customer Service; team building.
Fish! and leadership
I would love to see Datatel, Image Now and possibly Word, Excel, Access workshops
Interpersonal and Organizational Communications; Group and Committee Leadership Skills; Project Planning & Management; Establishing Goals, Objectives and Action Plans; Conflict Management; Presentation Skills; Adapting to Change; Critical Thinking and Problem Solving; Career Development & Networking; Projecting a Professional Image.
It would be helpful to offer workshops that focus on what each department does and how they related to student success. I don't think most of us know what different departments do and when to send students to them.
[Name] had a nice workshop on Excel. I could use another refresher. A workshop on the differences between what Senate does versus the Union would probably be beneficial to the campus in general. I know many employees don't really understand which one does what.
MS Office Workshops (Excel, Outlook, OneNote)
Please do a workshop that speaks to the responsibilities of each department and connect classified staff across campus. Not enough of us speak to each other and collaborate; even in the minor of instances.

Please put together an orientation on the complete rights and benefits classified staff have. I would love to have someone from the district present on that topic and also what is the union doing for classified staff?? If we pay a monthly fee to them and they attend all these conferences, I want to know what they are doing for us. Is there any way we can get a union rep to work with the senate?
Team Building, Customer Service, Empathy. MS Office training/refreshers.
Topics: Understanding the stock market, first-time home buyer workshops, debt consolidation workshops, and knowing your rights as a subordinate employee.
Use of latest technology, for instance, Microsoft Office 10 was uploaded to Crafton computers but no training was provided.
Working relationships within the office and between departments. Building communication skills with co-workers, management, and other departments.
Yoga

Table 3. Workshop topics/subjects classified staff would be willing to facilitate.

Budget, Construction, building effective working relationships
Comprehensive workshop on Financial Aid/scholarships, since classified and their old children may be attending college.
I don't feel that Administration and Faculty have high regards towards the Classified Staff. I know they would never say it, but their actions speak very clearly. I'm not going to waste my time, by working with people who would rather replace us with automation processes.
Thank you for sending out this survey. You are already starting to do a great job at making people accountable.

Table 4. Additional feedback classified staff provided in the survey.

All I can say is that transparency will get you more members. So far, great start with this survey!
Keep up the good work!