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**Classified Professionals Week Evaluations Summer 2011  
Research Brief**

**Overview:** Throughout the week of June 13-16, 2011, the Crafton Hills College (CHC) Classified Senate offered events, activities, and workshops during the second annual "Classified Professionals Week". The purpose of Classified Professionals Week is to celebrate the valuable contribution of Classified Staff to CHC. The Classified Senate provides education through a variety of personal and professional development workshops, opportunities for socializing and recognition, and an appreciation luncheon with awards, raffle prizes, and a Keynote address speaker. An online survey was administered to evaluate the perceived value and effectiveness of the 2011 Classified Professionals Week at Crafton.

**Summary of Findings:**

- 43% of the respondents participated in five or more events during Classified Professionals Week.
- Most common reason for not attending events:
  - I was not on campus
- 100% of the respondents anticipate that they will participate in events offered during the 2012 Classified Professionals Week.
- 92% agreed or strongly agreed that their supervisor supported their attendance at all activities they wanted to participate.
- Only half of the respondents felt they have an increased awareness of key issues that shape Crafton Hills College.
- Top rated workshop:
  - Working together facilitated by Cheryl Marshall.
- Workshops attendees would be most likely to attend if offered again:
  - Our Changing Campus facilitated by Mike Strong.
  - What can CSEA do for you? Facilitated by Jody Bell.
- 79% of the respondents attended the Appreciation Luncheon.
- Top rated aspect of the Luncheon:
  - Raffle Prizes
- To improve attendance, respondents recommend more notice is given.
- Respondents agreed that the opportunity to spend time with other Classified Professionals throughout the week is of great benefit.

**Methodology:**

An online survey link was provided via email to all classified employees at Crafton Hills College from June 20, 2011 through June 30, 2011. The survey asked for feedback from respondents to evaluate the effectiveness of the 2011 Classified Professionals Week and to improve future Classified Professional's Weeks. The evaluation included questions about participation in this year's events and activities using multiple choice, Likert-scaled, and open-ended questions. There were 14 anonymous responses received. Respondents were more likely to work in Student Services (36%) and have been an employee at CHC for 1 to 5 years (43%).

**Table 1: Sample**

Number of years employed at CHC	N	%	Area of the college	N	%
1-5 years	6	42.9	Administrative Services	1	7.1
6-10 years	5	35.7	Instruction	4	28.6
11-15 years	2	14.3	President's Area	2	14.3
21 or more years	1	7.1	<b>Student Services</b>	<b>5</b>	<b>35.7</b>
Total	14	100.0	Total	12	85.7

**Findings:**

As illustrated in Table 2, 43% of the respondents participated in five or more events during Classified Professionals Week, and 79% of the respondents attended the Appreciation Luncheon. In addition, 100% of the respondents anticipate that they will participate in events offered during the 2012 Classified Professionals Week.

**Table 2: Participation**

How many events were you able to participate in?	N	%	Did you attend the Appreciation Luncheon?	N	%
1 - 2	4	28.6	Yes	11	78.6
3 - 4	4	28.6	No	3	21.4
5 or more	6	42.9	Total	14	100.0
Total	14	100.0	<b>Do you anticipate that you will participate in events during Classified Professionals Week next year?</b>	<b>N</b>	<b>%</b>
			Yes	14	100.0

When Respondents were asked to select any reasons they may not have participated in the 2011 Classified Professionals Week, the most common reason for not attending was "I was not on campus" (see Table 3). To improve attendance, respondents recommend more notice is given. Specifically, when asked, "How can we encourage your attendance next year?" the following suggestions were provided:

- Allow us to close the offices
- Free food is always good!
- Leaders to be more communicative and not just speak and focus on certain groups
- More Notice.
- A few days before doesn't give us enough time to make the arrangements necessary to be there.
- This is the first luncheon I have missed because I was not on campus for lunch
- Earlier notice
- I did not attend due to having taken vacation for half of the week

**Table 3: Reasons Classified Staff May Not Have Participated**

The reason(s) I did not participate are (please select all that apply)	N	%
There wasn't anyone to cover my desk, so I could not leave	2	14.3
Too short of notice	2	14.3
I was not on campus	3	21.4
None of the topics interested me	1	7.1
The times of events were not conducive to my work schedule	2	14.3
One or more of the topics/activities seems interesting, it's just not feasible for me to attend	1	7.1
It doesn't matter what you offer, I'm just not interested	0	0.0

Table 4 includes statements to evaluate respondents perceived level of agreement with the effectiveness of Classified Professionals Week. Specifically, 92% of the respondents agreed or strongly agreed that their supervisor supported their attendance at all activities they wanted to participate. However, only half of the respondents felt they have an increased awareness of key issues that shape Crafton Hills College.

**Table 4: Effectiveness of Classified Professionals Week**

Please rate the extent to which you agree or disagree with the following statements at events during Classified Professionals Week:	Strongly Agree		Agree		Disagree		Strongly Disagree		Not Applicable No Opinion	
	N	%	N	%	N	%	N	%	N	%
My Supervisor supported my attendance at all activities that I wanted to participate.	10	71.4	3	21.4	0	0.0	0	0.0	1	7.1
I had discussions with others that I would not normally have had the opportunity.	7	50.0	5	35.7	0	0.0	0	0.0	2	14.3
I have increased awareness of key issues that shape Crafton Hills College.	1	7.1	6	42.9	3	21.4	1	7.1	3	21.4
Attending these events fostered a culture of teamwork.	3	21.4	8	57.1	1	7.1	0	0.0	2	14.3
What I learned was useful for my personal development.	4	28.6	8	57.1	2	14.3	0	0.0	0	0.0
What I learned was useful for my professional development.	4	28.6	9	64.3	1	7.1	0	0.0	0	0.0

As illustrated in Table 5, respondents rated the workshop, “working together” facilitated by Cheryl Marshall most favorably. The workshops attendees would be most likely to attend if offered again were “Our Changing Campus facilitated by Mike Strong”, and “What can CSEA do for you?” Facilitated by Jody Bell.

**Table 5: Participants Evaluation of Workshops and Events**

Please rate the workshops/events:	Strong		Average		Disappointing		Not Applicable		I would attend if offered next year	
	N	%	N	%	N	%	N	%	N	%
Kick Off Breakfast	3	21.4	4	28.6	1	7.1	2	14.3	4	28.6
Working Together	6	42.9	0	0.0	0	0.0	6	42.9	3	21.4
College Fair	2	14.3	0	0.0	0	0.0	9	64.3	3	21.4
What can CSEA do for you?	4	28.6	2	14.3	1	7.1	4	28.6	5	35.7
Color Stretching	2	14.3	2	14.3	0	0.0	8	57.1	2	14.3
Topical Television	2	14.3	2	14.3	0	0.0	8	57.1	2	14.3
Our Changing Campus	2	14.3	1	7.1	0	0.0	7	50.0	6	42.9
Working with Distressed Students	3	21.4	1	7.1	0	0.0	8	57.1	4	28.6
StresSolutions	4	28.6	1	7.1	0	0.0	7	50.0	4	28.6
You, Too, Can be the Next bobby Fischer	2	14.3	0	0.0	0	0.0	10	71.4	2	14.3
How to Communicate with Others	0	0.0	0	0.0	0	0.0	3	21.4	2	14.3
The Classified Workshops and Events - Overall	4	28.6	3	21.4	0	0.0	2	14.3	4	28.6

Overall, respondents were pleased with all aspects of the Appreciation Luncheon (see table 6). In the open-ended comments that follow, respondents agreed that the opportunity to spend time with other Classified Professionals throughout the week is of great benefit.

**Table 6: Participants Evaluation of Appreciation Luncheon**

Please rate this year's:	Strong		Average		Disap- pointing		Not Applicable	
	N	%	N	%	N	%	N	%
	Keynote Address Speaker – Eva Rose	7	50.0	3	21.4	0	0.0	4
Quality of the food	7	50.0	5	35.7	0	0.0	2	14.3
Raffle prizes	<b>8</b>	<b>57.1</b>	3	21.4	0	0.0	3	21.4
Presentation of Awards	6	42.9	4	28.6	0	0.0	4	28.6
The Classified Appreciation Luncheon - Overall	6	42.9	6	42.9	0	0.0	2	14.3

The following comments are in response to the question, “What did you enjoy most during Classified Professionals Week?”

- Getting to know staff whom I don't usually get to see.
- Getting to see and work with the other employees that I normally don't interact with on a regular basis
- Meeting and talking with colleagues I don't normally see on campus.
- Participating in the workshops and the sharing of ideas with Classified Professionals from across campus that I don't see on a regular basis.
- The camaraderie.
- The opportunity to get to know other employees across campus. Our culture is so isolated - we need more events like these! Just to spend a little time getting to know each other makes us better able to communicate, work as a team, and is a huge morale boost.
- The workshops, networking / socializing with colleagues that I normally do not get to spend time with.
- The chess seminar was a lot of fun. Good chance to unwind with coworkers.
- I attended Rick Hogrefe's workshop. He did an excellent job, seeing Rick in the actual "teaching" position was very impressive for me.
- I enjoy the diversity of topics.
- The Keynote speaker and her concepts.

Suggestions to improve the planning of future classified Professionals Weeks:

- Give us more notice. The breakfast was first thing Monday and we didn't know about it until late Thursday.
- The luncheon should have been included on the schedule.
- Have us RSVP to attend events through an Outlook Invitation or something automated.
- We need to include Managers/Faculty too. If we want to feel inclusive, we should encourage everyone to attend. Maybe joining forces with the Academic Senate and putting on joint events throughout the year would be a good idea.
- I'd like to see more real training. We could use this week for the fire extinguisher training. Maybe a CPR and first aid class. I would like more training workshops that provide me with real skills besides the information ones
- More notice Good job including personal development workshops - keep those up
- The two years you've done it have been great.
- Would like to see something done on the different organizations on campus for students.

Additional Comments:

- Job well done to the classified senate committee members.
- The raffle prizes were better this year. Too bad I didn't win anything.