

NOAA Diversity Council Meeting Minutes  
October 19, 2001  
Silver Spring, Maryland

**Members in Attendance:** Rich Behn, Barbara Marshall-Bailey, Teresa Havel, B. Carzell Cody, Cheryl Malone, Stewart Remer, John Jones, Brian S. Maher, (Ann Georgilas), for Louisa Koch, Lamont Jackson, Michael J. Washington, Rick Jackson, Melanie Fields-Jones, (Paul Greaves) for Ramon Sierra, Lolly Shapero, (Monica Mathews) for Zane Schauer, Sim Aberson, John Oliver, Alfred Corea, Julian Wang, (Charlie Challstrom ) for Jamie Hawkins, Robert Ebaugh, Janice Freeman-Hall, (Warren Hall) for Mary Glackin, (Jim Martin) for Bob Taylor

**Opening Remarks:**

- Rich Behn opened the meeting and before turning it over to Barbara Marshall-Bailey, thanked everyone who provided comments on the survey questionnaire.

**Adopt a School Program**

- Barbara Marshall-Bailey congratulated OMAO for adopting Shepherd Elementary School located in Washington DC. OMAO did this on their own initiative and representatives from OMAO attended the PTA meeting on 10/17/01.

**Survey Feedback Action (SFA)**

- Barbara Marshall-Bailey said that the Council would be discussing SFA, definitions and voting on Action Tracker and turned the meeting over to Mary Berry from Sirota.
- Mary Berry said that she would go through the revised draft page by page to see if it was okay or if anyone had any issues with the questions. She stated that the SFA draft is long and could lose about 20 questions with the help of the Council. She explained that she would be going over the core survey during this meeting and that there are 20 additional supplements to the survey. Mary said that there would be a cover letter for the survey and that she would hold off on a discussion of the instructions for the definitions until after the survey was discussed.
- John Jones raised a concern that employees may not want to complete the survey if they would have to go through NOAA questions before answering line office and local questions. He asked if there was a way to change the order of the questions. Mary Berry replied that the survey will hook people if they deal with their specific questions first, however if the survey were rearranged there would be multiple versions.
- Rich Behn asked the other line offices how they felt about rearranging the questions. It

was stated that this is the opportunity to say we are NOAA employees first and NOAA related questions should come first on the survey. Barbara Marshall-Bailey explained that the purpose of the survey is to get NOAA information first, line offices second, then local information.

- Stu Remer said that there has got to be a way for employees to save information and go back to them later. Mary Berry said this could be done with an additional step in the set up.
- John Jones said it's difficult to generate NOAA wide interest among Weather Service employees who are scattered geographically. Mary Berry said if this is so, they could put something in the instructions saying that NOAA questions will have to be completed first. Ken Tiktin mentioned that in his work with NWS/ WFO's often stated that, employees felt that SFA didn't relate to them, that it related more to other offices.
- Barbara Marshall-Bailey explained that this is a continued result of the stovepipe mentality. She mentioned that Steve Smith of NWS included five questions on the survey to help in this endeavor.
- Steve Smith read the five questions that address this concern:
  - #82 - NOAA has a well-defined corporate culture
  - #83 - I understand the relationships between the NOAA line and staff offices
  - #84 - NOAA upper management helps the NOAA line offices to be more productive
  - #85 - I feel connected to other NOAA employees outside my line or staff office
  - #86 - The upper management of my NOAA line or staff office does a good job at making me feel a part of NOAA corporate culture.
- Rich Behn asked how the web site is going to delineate between line offices. Mary Berry explained that the occupational code, then the organizational codes would be used to build a hierarchal structure. Rich Behn asked John Jones and Mary Berry to put a note or something in the line specific questions.
- John Jones asked how employees would get hard copies of the survey. Barbara Marshall-Bailey said that the Office of Diversity would supply surveys to employees and that LO/SO SFA coordinators would provide Diversity with numbers of hard copies needed..
- Al Corea stated that we need to make up our minds on whether employees can answer questions based on what they know about NOAA or on presumptions.
- Mary Berry then began to go over the survey questions. She explained that the letter "N" stands for normative and signifies items from the Sirota normative database. The letter "T" stands for trend and signifies the items from the 1998 survey. She also added that the dimensions from the prior survey are not the dimensions for this survey. She then asked the Council to let her know the questions that should be eliminated or revised.

- The deletions and revisions are as follows:

DELETE ITEMS: Q. 13, 15, 16, 18, 20, 23, 33, 34, 35, 58, 60, 65, 67, 69, 72, 76, 80, 85, 88, 91, 96, 101, 103, 104, 107 (107 combined with 106), 119, 124, 126, 130, 132, 134, 148-151, 160, 163, 174 (174 combined with 173)

CHANGED "MANAGER/SUPERVISOR" TO "SUPERVISOR" THROUGHOUT

1. Revise definitions of Workgroup and NOAA Line/Staff Office
2. Insert heading at start: "First, some questions about NOAA overall:"
3. Change next heading and section lead-in to read "at NOAA" instead of "here"
4. Revise Q.9 to include parenthetical definition
5. Move Q.10 to after Q.32
6. Move section starting with Q.118 (through 139) to follow Q.12; revised section heading to "About Your Job and Career in Your Line/Staff Office"
7. Add sentence to section lead-in before Q.13: "(If you feel you do not know enough about NOAA to respond to any of these items, please indicate '6. Don't Know/Not Applicable')"
8. Move Q.141, Q.82-84, 86 to follow Q.21
9. Add definition to Q.82 (same as Q.27)
10. Delete phrase from Q.25
11. Revise Q.26 to add "and effective planning"
12. Move Q.140 to follow Q.40
13. Add definitions to Q.43, 44
14. Revise Q.45 to read "a technically competent professional"
15. Add "sufficient, timely" to Q.49
16. Move Q.97 to follow Q.50
17. Move Q.66 to follow Q.53

18. Move Q.171 to start Customer Focus section (before Q.54)
19. Move Q.61, 62 to before Q.54
20. Divide Q.62 into 3 items (workgroup, Line/Staff Office, NOAA overall)
21. Revise "employees" to "I", and "their" to "my" in Q.54-57
22. Revise Q.57 to include "that I provide"
23. Revise section heading to "About Change" (before Q.63)
24. Revise Q.152 and moved to after Q.68 (now asks about "in my workgroup")
25. Add new item to parallel Q.152 (but about "in NOAA overall") after Q.68
26. Revise Q.73 to add "the operations of my NOAA Line/Staff Office" and added "outsourcing" to the list of examples
27. Revise Q.74 "here" to "in my NOAA Line/Staff Office"
28. Revise Q.75 "field offices" to "my workgroup"
29. Replace Q.76 with new item
30. Revise Q.78 "team" to "workgroup"
31. Revise Q.79 "in my office" to "where I work"
32. Revise Q.81 to use Agree/Disagree scale
33. Revise Q.87 to include "individual" and deleted parenthetical phrase
34. Add new item after Q.87 (rewarded for team accomplishments)
35. Revise Q.90 to "My" instead of "In my office"; added "my" before "substantive and measurable accomplishments"
36. Revise section heading to delete "More"
37. Revise Q.95 to "I" instead of "Employees"; added "opportunities"
38. Revise Q.98 to "I" instead of "Employees"; revised wording to "am encouraged to seek" instead of "receive"

39. Move Q.100 to after Q.108
40. Revise Q.102 to add "and security"
41. Combine Q.107 into Q.106
42. Revise Q.109 to add "in my Line/Staff Office"
43. Revise Q.110 to "understood and accepted" instead of "respected"; revise "e.g." to "i.e."; deleted "cultural background", added "color"
44. Revise Q.112 to add "and selections"; deleted "cultural background", added "color"
45. Revise Q.113 to add "in my Line/Staff Office"
46. Revise Q.127 to delete "at NOAA"
47. Revise Q.133 wording to "grievances" instead of "complaints"
48. Revise Q.137 into 2 items (competitive promotion, and for rating performance)
49. Revise Q.146, 147 into 4 items (women, minorities, the disabled, White males) and numbered as a, b, c, d
50. Add new item after Q.153 (satisfaction with your Line/Staff Office)
51. Revise Q.154 to include only the first four response categories, deleted the fifth
52. Change sequence of demographic items so that all "personal" items come first, followed by all "job-related" items
53. Number demographic items as a, b, c, d, etc.
54. Revise Q.157 and divided into 2 items to reflect Census response categories
55. Q.165 and Q.166 to be combined into Occupation Codes -- STILL TO BE FINALIZED
56. Combine Q.174 into Q.173 and added response category for "Rotating"

Meeting adjourned at 1:30

**SUMMARY OF COUNCIL MEETING ACTIONS:**

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**Each line office would define the terms and give to Barbara within the week.**

**Proposed survey administration is January 23 - February 15**

**The DAA's would vote on whether or not facilitators would be used during the next DAA meeting**