

Introduction

CLC appreciates hearing about the experiences and opinions of its employees. This survey will allow the college to better understand the current climate/culture at the college; identify areas for improvement; develop or revise training programs; and enhance employee satisfaction, motivation, and productivity.

This survey is **anonymous**; the responses you provide cannot be linked back to your individual identity, email address, personnel records, or IP address. Your trust and comfort are vital to our ability to collect true and meaningful feedback. Please refer to the *Protections for Survey Research Participants* document on the IEPR intranet page for more details.

Please click "Begin" to start the survey.

Employee Satisfaction

Please indicate your level of agreement with each of the following statements regarding job satisfaction:

	Strongly Disagree	Disagree	Agree	Strongly Agree	Unsure	Prefer not to respond
I am satisfied with the scope of the work I do	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am satisfied with the volume of work assigned to me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am encouraged to participate in professional development opportunities (e.g. training, conferences, workshops, coursework)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My job is important to the college's mission	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees are encouraged to be creative/innovative at CLC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to use my skills and abilities to the fullest extent in my current position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I receive appropriate recognition for good performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am involved in decisions that affect my work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job pressures interfere with my family or personal life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My job negatively affects my physical or emotional well-being	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My personal beliefs and practices are respected by others at the college	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Morale is high among employees at the college	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the criteria used to determine my pay	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pay criteria are used consistently at the college	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel welcome at the college	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would encourage others to work at CLC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please indicate your level of agreement with each of the following statements regarding relationships with supervisors and colleagues:

	Strongly Disagree	Disagree	Agree	Strongly Agree	Unsure	Prefer not to respond
I have a good working relationship with my supervisor/manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have good working relationships with my coworkers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is cooperation across departments at the college	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conflicts between employees are handled appropriately at the college	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The annual employee review process helps employees improve their performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please indicate your level of agreement with each of the following statements related to workplace safety:

	Strongly Disagree	Disagree	Agree	Strongly Agree	Unsure	Prefer not to respond
The college provides adequate emergency preparedness training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the safety protocols for my work area(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My work area is free from safety hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel safe at work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Benefits

Indicate your level of satisfaction with the following employee benefits:

	Very Dissatisfied	Dissatisfied	Satisfied	Very Satisfied	NA
Salary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dental Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vision Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paid time off (e.g. sick, vacation, and personal time)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Summer schedule	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuition waiver	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fitness center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supplemental retirement plans (i.e. 403B and 457 plans)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Total rewards package (includes all compensation and benefits listed above)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide any comments you may have regarding employee benefits at CLC.

Diversity

The following questions will relate to diversity, discrimination, and harassment at the college.

Please refer to the following definitions when responding to items about discrimination or harassment:

Discrimination is the act of treating someone (a job applicant or employee) less favorably because of personal traits such as race or ethnicity, religion, sex (including pregnancy), age, or disability.

Harassment is unwelcome conduct that is based on the personal traits listed above. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

In the spring of 2015 the college required faculty and staff to participate in training about policies and procedures relating to situations of harassment or discrimination. Please indicate whether you agree or disagree with the following statements regarding the effects of recent mandatory training at CLC:

	Agree	Disagree	Not applicable
Compliance			
I understand how to identify discrimination and harassment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the process for making a formal report of discrimination or harassment at CLC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know who to talk to if I experience or witness discrimination or harassment at CLC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand my rights if I were the <i>victim</i> of harassment or discrimination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand my rights if I were <i>accused</i> of harassment or discrimination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand my responsibilities if I were to <i>witness</i> harassment or discrimination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please select the answer that best expresses your opinion about the college's preparedness to handle employee concerns about discrimination or harassment.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
The college has adequate policies and procedures to address discrimination and harassment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
College policies promote inclusion, equality, and fairness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am confident that cases of discrimination or harassment would be handled appropriately at the college	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The following items will ask you about your experiences with discrimination and/or harassment at the College of Lake County.

Reminder: Your responses are anonymous and cannot be traced back to your individual identity.

Have you witnessed or personally experienced discrimination or harassment at CLC?

Note: Your response to this survey is for research purposes only and cannot be treated as a formal report of discrimination or harassment. To report a case of discrimination or harassment please either notify your direct supervisor, or call the Human Resources department at (847) 543-2065. You may also refer to the CLC Policy Manual.

	Yes	No
Personally experienced	<input type="radio"/>	<input type="radio"/>
Witnessed	<input type="radio"/>	<input type="radio"/>

When was the most recent time you personally experienced discrimination or harassment at CLC?

- In the last month
- In the last 6 months
- In the last year
- In the last 2 years
- More than 2 years ago
- Don't remember

When was the most recent time you witnessed discrimination or harassment at CLC?

- In the last month
- In the last 6 months
- In the last year
- In the last 2 years
- More than 2 years ago
- Don't remember

Please indicate whether the discrimination or harassment you personally experienced resulted in any of the following (please check all that apply):

	check all that apply
Physical assault, violence, unwanted touching	<input type="checkbox"/>
Threats of physical assault, or violence	<input type="checkbox"/>
Verbal or written comments	<input type="checkbox"/>
Being ignored or avoided	<input type="checkbox"/>
Denied opportunity for career advancement	<input type="checkbox"/>
Denied opportunity to attend conferences, or learning opportunities	<input type="checkbox"/>
Receiving an unfair performance review	<input type="checkbox"/>
Staring, glances	<input type="checkbox"/>
Loss of job or promotion	<input type="checkbox"/>
Unfair workload	<input type="checkbox"/>
Unfair criticism of work	<input type="checkbox"/>
Denied opportunity to participate on campus committees or commissions	<input type="checkbox"/>
Embarrassment	<input type="checkbox"/>
Other, please specify	<input type="checkbox"/>

Please indicate whether the discrimination or harassment you witnessed resulted in any of the following (please check all that apply):

	check all that apply
Physical assault, violence, unwanted touching	<input type="checkbox"/>
Threats of physical assault, or violence	<input type="checkbox"/>
Verbal or written comments	<input type="checkbox"/>
Being ignored or avoided	<input type="checkbox"/>
Denied opportunity for career advancement	<input type="checkbox"/>
Denied opportunity to attend conferences, or learning opportunities	<input type="checkbox"/>
Unfair performance review	<input type="checkbox"/>
Staring, glances	<input type="checkbox"/>
Loss of job or promotion	<input type="checkbox"/>
Unfair workload	<input type="checkbox"/>
Unfair criticism of work	<input type="checkbox"/>
Denied opportunity to participate on campus committees or commissions	<input type="checkbox"/>
Embarrassment	<input type="checkbox"/>
Other, please specify	<input type="checkbox"/>

Your survey response indicated that you experienced unwanted touching, had been threatened, or even experienced physical violence by someone at CLC. Your response to this survey is for research purposes only and cannot be investigated by police. To report a threat or an assault please contact the Police Department at (847) 543-2081. For emergencies please call 911.

Did you take any of the following actions as a result of witnessing or experiencing discrimination or harassment at CLC? (Please check all that apply.)

- Made a formal report of the discrimination/harassment to HR or a superior (i.e. supervisor, manager, director, VP, dean)
- Had an informal discussion about the discrimination/harassment with HR or a superior (i.e. supervisor, manager, director, VP, dean)
- Made a formal report to the CLC police
- Had an informal discussion with the CLC police
- Directly confronted the person/people involved in the discrimination/harassment
- Other (please specify)

- I did not act

There are many reasons why a person may not take action after witnessing or experiencing discrimination or harassment. Please help us understand the factors that may have led you to not act on the incident(s) you indicated previously. Please check the reason(s) below that apply to your situation.

- I did not view the incident as offensive at the time
- I was not comfortable discussing the incident with another person at the college
- I did not know how to report it
- I was not confident that the incident would be handled appropriately
- I was afraid someone would retaliate against me
- I didn't want to get someone else in trouble
- I could not identify the person, or people, involved
- I had no witnesses or proof. It was my word against theirs
- The one(s) who offended me was/were too powerful, influential
- I didn't think it was intentional
- Someone talked me out of it
- I didn't think anything would change
- Reporting would disrupt work relationships
- The victim(s) asked me not to make a report
- Other (please specify)

What positive changes have you noticed at CLC as a result of the last employee diversity survey (conducted in fall 2013)?

What other issues related to inclusion, equality, or diversity do you think the institution should address in the next 24 months?

Sustainability

Sustainability is an important part of the college's strategic goals and objectives. At CLC, *sustainability* refers to how we balance the environmental, economic, and societal effects of our decisions for ourselves and for future generations.

The following questions relate to environmental sustainability practices at the college.

Please indicate your level of agreement with each of the following statements related to environmental sustainability at CLC:

	Strongly Disagree	Disagree	Agree	Strongly Agree	Unsure	Prefer not to respond
The college clearly demonstrates its commitment to environmental sustainability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It is important for CLC to continue its efforts related to environmental sustainability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmental efforts at CLC have made my job more difficult	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmental efforts at CLC have made me proud to work here	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmental efforts at CLC have made me more conscious of sustainable practices outside of work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please indicate how well you, your department, and the college in general do in regard to the following sustainability practices:

	Myself						My Department						CLC in General					
	Poor	Fair	Good	Very Good	Unsure	NA	Poor	Fair	Good	Very Good	Unsure	NA	Poor	Fair	Good	Very Good	Unsure	
Recycling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Reducing waste	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Reducing electricity use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Reducing water consumption	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Purchasing environmentally friendly products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Providing locally sourced and organic foods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Please provide any comments you may have regarding sustainability at the college.

What should the college focus on in the next 24 months related to sustainability?

Demographics

The following demographic questions are being asked to:

1. Collect information about the diversity of CLC's employee population.
2. Help ensure that the survey responses properly reflect the college community.
3. Compile the results for comparative purposes to provide a better understanding of the experiences of specific groups on campus.

Please remember that the results of the survey will be presented in aggregate and that your responses will be anonymous; any information that could potentially identify an individual will not be reported.

You may skip any item(s) you do not want to answer.

What is your primary job classification?

- Administrative
- Professional
- Specialist
- Classified
- Full Time Faculty (teaching and non-teaching)
- Adjunct Faculty (teaching and non-teaching)
- Other, please specify

Please indicate your primary racial/ethnic classification:

- Asian
- American Indian or Alaskan Native
- Black or African American
- Hispanic-Latino
- Native Hawaiian or Other Pacific Islander
- White
- More than one, multi-racial
- Other, please specify

Please indicate your age group:

- 18-24 years old
- 25-30 years old
- 31-40 years old
- 41-50 years old
- 51-60 years old
- 61 or more years old

Do you consider yourself to be:

- Gay or lesbian
- Bisexual
- Straight or heterosexual
- Other, please specify

Do you consider yourself:

- Female
- Male
- Transgender or transitioning
- Questioning
- Other, please specify

Are you a member of the Armed Forces, Reserves, National Guard, or a veteran of the military?

- Yes
- No

Do you consider yourself:

- Very religious
- Somewhat religious
- Slightly religious
- Atheist
- Agnostic
- Spiritual but not religious
- Other, please specify

Do you have a physical disability that requires accommodations in order for you to do your job?

- Yes
- No

Are there areas of the college campus that are inaccessible to you due to your physical disability?

- Yes
- No

Please indicate whether the following areas of the college campus are inaccessible to you due to your disability (select all that apply).

- Bathrooms
- Fitness facilities
- Cafeteria
- Bookstore
- Library
- Testing Center
- Classrooms
- Board Room
- Staff lounge
- Other (please specify)

END

Thank you for your participation. Please click "finish" to submit your responses.