



Diversity, Equity & Inclusion Action Planning Workgroup

February 2, 2022

9:00-10:00 am

MEETING SUMMARY

1. Welcome

Co-chairs Keahi McFadden and Tom Fenske welcomed the workgroup members. Tom invited everyone to review the weekly meeting summaries and let us know if something was misstated, misinterpreted or just missed. The meeting summaries are intended to be a transparent record of the group's discussions. In response to last week's discussion about people's different styles of processing information, co-chairs noted that they are trying to provide more time for members to digest and respond to information in advance of meetings.

2. Completing the Shared Learning Stage

Co-chairs shared the group's roadmap document for the group's review. We are finishing the shared learning stage. While we all would like to spend more time understanding and mastering skills, the point of this segment was to help develop some common language and expose members to theories and concepts that we will use later in the action plan development process. Co-chairs assured workgroup members that we do not need to be DEI experts and it is okay to feel uncomfortable... we will have more time to practice skills on real-world examples soon. Co-chairs reminded everyone that the learning materials will continue to be available on Canvas and that LinkedIn Learning has a wide range of DEI-related training resources that we can take advantage of individually.

3. Discuss DEI Action Planning Workgroup Communication Plan

Workgroup members reviewed a draft communication plan prepared in advance with input from co-chairs. It outlines the DEI workgroup's audiences, stakeholders, communication modalities and planned frequencies for sharing information out from the workgroup. Members are invited to contribute comments and ideas over the next week. Members also discussed stakeholders and methods for collecting data and ideas, which will be useful in the coming stages.

The communication plan calls for regular reports on the DFA's new Inclusive Excellence webpages and in the VPFA Quarterly News Update. Co-chairs invited members to review the content on the webpages (feedback due before the next meeting) and to make suggestions about what information should be included in the first quarterly report (due by Feb. 3).

Workgroup ideas and suggestions around communication included:

- Questions around when and how the workgroup will engage with the entire division. The workgroup will collect input from DFA employees in the coming stages. Workgroup members suggested using a variety of engagement and input methods including surveys, focus groups and one-on-one conversations with colleagues.

- The workgroup should provide a regular avenue for DFA employees to submit written comments and feedback. It was suggested that we can have a button to click on websites and include a link for providing feedback in written reports and updates.
- The communication plan lists stakeholders; we should make sure that we have a way to reach different kinds of audience groups. It was suggested that the workgroup partner with unit-level supervisors to identify opportunities to engage with teams who may not have regular access to a computer, for example.
- We should make information available in many different formats, not just email messages and websites. Many people pay closer attention to messages from people they know—like their supervisors—so it would be good to design a communication plan that includes talking points/meeting agendas for supervisors and other ways to share info from the workgroup and collect input from employees.
- The workgroup should investigate what other DEI-focused groups have done around engagement and input—what has worked well? The co-chairs also plan to tap into the expertise of the DFA's project portfolio management team, as they use a range of methods to collect stakeholder input. It was suggested we can use the ADA31 Task Force as a model for organizing listening sessions and offering different avenues for participation.
- How do we make sure the workgroup hears from voices we don't always reach? We should go out to them, make it easy for them to participate. Provide enough time and space for trust and openness to develop. Can we offer one-on-one opportunities? How do we keep remote workers engaged? We should consider language barriers when soliciting feedback.

Co-chairs thanked everyone for a robust discussion about communication. They are capturing ideas from workgroup members that will be useful in future stages of our process.

4. Transition to the DEI Vision Setting Stage

Teresita Alvarez-Cortez, the workgroup's advisor from the Office of Institutional Diversity, explained that the workgroup will now begin the deliberation stage of our planning. This involves starting to develop a vision about where we want to go as a division. She suggested that members prepare for the next meeting by reviewing the visioning section on pages 15 and 16 in the Adaptive Strategic Planning Guidelines document in the shared Box folder. It gives context about the path we are on, which at a high level involves (1) orienting the group around DEI basics; (2) visioning, data-collection/assessment and designing action recommendations; and (3) implementation and iteration of the actions we build.

The deliberation stage we are entering is a two-step process. First, we reflect on who we are as a division—what are the functions and processes that we own, what expertise do we hold, what are we responsible for delivering? Today's agenda includes a link to the division-wide organization chart for reference. Second, we create a vision of what the DFA would look like if we centered equity and inclusion in our work, in a way that encompasses all the functions and responsibilities of the DFA. We will collect stakeholder input during this process to inform the vision. Later, we will figure out how to close the gap between our vision and reality – what will it take to get to the desired outcome?

To prepare for the visioning stage, Teresita and the co-chairs asked members to spend time over the next week considering their answers to these deliberative questions:

- What would each DFA function and process look like and feel like when equity is embedded?
- Unburdened by resource and time constraints, how would equity be centered in each function and process of the unit?
- What will an observer notice about the organization in ten years if the organizational vision is realized?
- How can the unit's functions and processes center the needs of the most marginalized stakeholders?

Members will be prepared to discuss these questions in small groups at the next meeting.

5. Next steps for the workgroup

- a. Begin to establish a visioning process that incorporates all the functions of DFA units.
- b. Review Inclusive Excellence webpages and the draft communication plan, and share suggestions before the next meeting

DFA DEI Action Planning Workgroup Members

Teresita Alvarez-Cortez, Acting Assistant Vice President, Strategic Diversity Initiatives, Office of Institutional Diversity (*workgroup advisor*)

Christine Atwood, Administrative & Diversity Manager; Procurement, Contracts & Materials Management

Machelle Bamberger, Hazardous Waste Safety Officer, Environmental Health & Safety

Kirsten Bradley, Project Manager, Enterprise Project Portfolio Management Office

Jonathan Champney, Buyer 2, Facilities Services

Kim Cholewinski, Academic Human Resources Officer, University Human Resources

Todd Cross, Trades Maintenance Coordinator, Facilities Services

Tracy Elmshaeuser, Executive Assistant to the Senior Associate Vice President for Administration

Tom Fenske, Business Center Manager (HSBC, BEBC), Controller's Unit (*workgroup co-chair*)

Keith Foster, Insurance Contract Specialist, Insurance & Risk Management

Anne Gillies, Search Advocate Program Director, University Human Resources

Jessica King, Travel & Expense Support Specialist, Controller's Unit

Mary Macy, Fiscal Coordinator 1 (HSBC), Controller's Unit

Daniel Mahoney, Academic Liaison, University Human Resources

Melissa Medina, Retirement Officer, University Human Resources

Keahi McFadden, Executive Assistant to AVP of University Facilities, Infrastructure & Operations (*workgroup co-chair*)

Christina McKnight, Director, Insurance & Risk Management

Stephen Nelson, Chief Procurement Officer; Procurement, Contracts & Materials Management

Bob Richardson, University Land Use Planning Manager, Capital Planning & Development

Aviva Rivera, Business Center Manager (FOBC, CEOAS), Controller's Unit

Melanie Rose, Manager of DFA Strategic Initiatives (*workgroup administrator*)

Justin Schaffer, Accountant 2 (FOBC), Controller's Unit

Stephanie Smith, Fiscal Coordinator 2 / Travel Administrator, Controller's Unit

Sudie Swader, Fiscal Coordinator 1 (AMBC), Controller's Unit

Jane Waite, Social Justice Education Initiative Director, University Human Resources

Ben Wessel, Director, DFA Information Technology