



Diversity, Equity & Inclusion Action Planning Workgroup

February 9, 2022
9:00-10:00 am

MEETING SUMMARY

1. Welcome

Tom Fenske and Keahi McFadden welcomed group members.

They thanked everyone for sharing feedback about the workgroup communication plan. Melanie will incorporate suggested edits. This is a living document, so please continue to add your ideas as they arise.

We also added a “Parking Lot” document to the Box folder as a place where group members can record ideas related to future stages of our work.

2. Context for the visioning stage

Last week, the workgroup discussed envisioning a culture of inclusive excellence for the division, where people feel welcomed and their contributions are valued. The DFA is large and the outcomes from this workgroup could have a lot of influence on the organization’s culture.

Co-chairs explained that we are not doing this work in a vacuum... There is existing context that guides our work and our group’s outcomes must be in alignment with them:

- The university’s mission, vision and core values.
- The Office of Institutional Diversity’s strategic plan.
- The Division of Finance and Administration’s new vision and Framework for Success guiding principles.

Before the workgroup starts creating an equitable and inclusive vision, we need to keep this context in mind along with a couple of other elements:

- The functions and processes that we as a division have control over; and
- The needs, challenges and desires of our stakeholders.

The workgroup will spend some time over the next two meetings talking about all of this, including:

- What would each 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?

3. Identify DFA Functions and Processes – Brainstorm

Workgroup members split into small groups to identify the major functions and processes of DFA units. They also began discussing what DFA functions and processes could look like when equity is embedded. In advance of the next meeting, workgroup members will continue to add ideas to the DFA functions and processes document.

4. Next steps for the workgroup
- a. Identify DFA's internal and external stakeholders
 - b. Continue vision discussion – what diverse and inclusive future are we heading for?

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