



Diversity, Equity & Inclusion Action Planning Workgroup

February 16, 2022

9:00-10:00 am

MEETING SUMMARY

1. Welcome

Co-chairs Keahi McFadden and Tom Fenske welcomed everyone to the meeting. They explained that the group will continue the vision-setting discussion, defining the context for the division's DEI work.

2. Finalize identification of equity in DFA functions and processes

Workgroup members split into small groups to continue discussions about what the division's function and process would look like and feel like when equity is embedded. Each group put their ideas in writing. This information will be summarized and categorized by theme to help members articulate an overall vision of a diverse, equitable and inclusion DFA.

Members shared some of the ideas discussed in groups, including these that highlight onboarding, training, removing barriers and opening up opportunities:

- Recruiting and Onboarding
 - Improve the onboarding process so people feel welcome and get up to speed quickly. People should feel encouraged to contribute, speak their minds and discuss concerns.
 - Establish clear and transparent communication with people even in the recruiting/pre-hire stages. Make resources, guidelines, policies available in different languages and formats.
 - Make sure position descriptions reflect the broader labor pool, rather than have a lot of unique qualifications that limit candidate pools. Consider what qualifications and skills can be taught after someone is hired to allow for a broader candidate pool to be developed.
 - Make basic financial training part of onboarding (perhaps depending on position). Sometimes people don't understand how financial matters work; misunderstandings can lead to disadvantages, inequities and mistakes.
- Procurement and insurance
 - Purchasing can better reflect OSU's values, like encouraging more business with female- and minority-owned vendors/suppliers and sourcing items in ways that reduce OSU's carbon footprint (ecological justice). Sometimes these efforts cost more, but it should be part of the discussion.
 - Make sure contract terms and insurance requirements are inviting, remove barriers that limit participation (like insurers who won't cover hip-hop music acts). Make sure requests-for-proposal and contracting processes are accessible for supplier/vendor diversity.

- Project managers and decision-makers may be able to structure projects to better align with procurement diversity goals.
- Processes
 - Incorporate universal/equitable design when we establish and revise processes and procedures.
- Leadership
 - Regular employee evaluations should be happening, and contributing to diversity, equity and inclusion should be embedded in everyone's work expectations.

Keahi and Tom invited workgroup members to continue adding ideas to the shared documents over the coming week. They asked everyone to review the documents from other groups, as well.

3. Identify DFA's internal and external stakeholders

Part of the DEI Action Planning Workgroup's visioning process includes getting input from stakeholders inside the Division of Finance and Administration and across the OSU community. Workgroup members spent time brainstorming a list of DFA stakeholders to include in the development of the DFA action plan. The group considered:

- Whose voices need to be heard in the diversity action planning process?
- Whose voices do we typically miss?

Ideas were collected in a shared document during the full group's discussion. The workgroup wants to be sure to hear from voices within the division, including underrepresented and minoritized employees, veterans, people who work different shifts, student workers, leadership team members, partners that we work with closely but are not OSU employees (like ABM custodial team).

The workgroup also identified a list of university stakeholders including different student groups, the cultural centers, faculty and student advisors, search advocates and many others. Members suggested getting input from groups outside OSU, like professional affinity groups, NAACP. There were also suggestions to work with other offices and committees at OSU who focus on DEI goals to learn more about their programs and needs.

4. Next steps for the workgroup

Over the next couple of meetings, workgroup members will begin design a process to collect internal and external stakeholder data that will contribute to a vision of DFA's future state, where equity is embedded in units, functions and processes.

Before the next meeting, workgroup members will continue adding ideas to the documents about functions/processes and stakeholders.

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