



## Diversity, Equity & Inclusion Action Planning Workgroup

March 2, 2022  
9:00-10:00 am

### MEETING SUMMARY

#### 1. Welcome

Co-chairs Tom Fenske and Keahi McFadden thanked workgroup members for a great discussion last week about the DFA's ideal future state for diversity, equity and inclusion. At that time, they committed to synthesizing everyone's contributions into a draft vision statement for the group to discuss and edit. More time was needed to get that work done, so discussion about the draft vision will be postponed to next week.

#### 2. Begin designing stakeholder input about draft vision

At this meeting, the workgroup focused on designing an approach to collecting stakeholder input about the draft vision statement. The group previously developed a list of stakeholders; they need to determine which will be targeted specifically for input on the vision. The group needed to design a short list of standardized questions that will be asked of stakeholders, as well as determine how best to engage with different groups of stakeholders to receive feedback.

Co-chairs started by sharing a matrix that included stakeholders and different outreach types. They opened a discussion among workgroup members about the stakeholder input process, which covered these considerations:

##### Identifying stakeholder groups

- When seeking input from demographic/identity groups, invite people to self-identify into those groups

##### Input collection methods

- Online survey with demographic and identity categories for people to choose from
- A range of focus groups that people can opt into (example: veterans, employees of color)
  - Need to design appropriate protocols for running and facilitating small focus groups in order to create a safe and trusting environment for sharing
- Conversations at staff meetings and with individuals
- Open listening sessions
- For all input methods, provide context about the workgroup's goals, how the draft vision statement was developed and a bit about the workgroup's overall approach, so people can participate in ways that work best for them
  - Include links to workgroup charge and membership
  - Include a link to the document the workgroup prepared about equity in DFA functions and processes document

### Questions for Stakeholders

- Need to be clear about why we are reaching out to different stakeholder groups, and ask different types of questions accordingly
- Ask questions that help capture whether groups are having differential experiences with DFA policies, processes, actions

The workgroup decided to start with a survey of all Division of Finance and Administration employees. The survey will include demographic/identity questions that will help the workgroup determine how to design focus groups and input methods for additional feedback opportunities. Co-chairs will determine a short list of external stakeholders who will receive a similar survey. After the visioning stage, the workgroup will seek additional stakeholder input that will inform the DEI action plan.

For the initial DFA survey:

- Division leadership will help to promote employee interest in completing the survey
- Will include a few open-ended prompts similar to the questions the workgroup has been discussing, as well as provide a draft vision statement for reaction
- Workgroup members may need to do additional outreach to employees to increase the survey response rate – people who work different shifts, student workers, those who don't have a lot of access to computers, etc.

Co-chairs Tom and Keahi, together with Teresita and Melanie, will develop a draft survey and vision statement for the workgroup to review in advance of the next meeting. They asked workgroup members to consider ways they may want to contribute to data collection – helping develop the online survey, conducting outreach with DFA employees, participating in input collection with stakeholders.

### 3. Next steps for the workgroup

At the next meeting, workgroup members will review the draft vision statement and finalize an approach to collecting stakeholder input about the vision.

In advance of the next meeting, co-chairs asked workgroup members to complete a 30-minute training session on LinkedIn Learning: *Fostering Belonging as a Leader*. They noted that all workgroup members are leaders in the DEI space and should think of themselves as such. Everyone can demonstrate leadership qualities regardless of position. The division senior leadership team will also participate in this training separately.

### 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