1. Welcome

Co-chairs Keahi McFadden and Tom Fenske welcomed workgroup members to the meeting. Keahi reminded everyone that last week’s regular meeting was cancelled to give co-chairs time to finalize materials for the workgroup’s review today. Workgroup members were asked to take a LinkedIn Learning training on their own and meet separately in small groups to discuss related matters. Co-chairs acknowledged some confusion, appreciated feedback and committed to providing clearer guidance in the future. Co-chairs encouraged workgroup members to share with co-workers and teams the information and learnings we discuss within these meetings.

2. Discuss input from DEI Workgroup survey

Two weeks ago, co-chairs sent workgroup members a brief survey to gauge how things are going. A brief summary of feedback included:

- Need more clarity about the big-picture goals for the workgroup
  - Co-chairs briefly reviewed the group’s charge from the VPFA. They will refer back to this and the group’s broad roadmap more frequently to orient the group about where we are in the process and what is coming next.

- Concern that the workgroup’s action plan will not be accepted by DFA leaders and colleagues
  - Co-chairs reminded the group that we are charged with developing a list of recommendations for the division. Co-chairs meet regularly with DFA senior leaders and receive feedback, so there will not be surprises at the end of our process.
  - Regular communication from the workgroup to DFA employees will help create awareness and buy-in over the coming weeks and months. There will also be more opportunities for people across the division to get involved.

- Unclear at what level the workgroup should be focusing its efforts (university-wide, division-wide, DFA unit level?)
  - The workgroup needs to consider all levels, depending on the context and situation. We are creating a division-wide action plan, so it needs to be broad enough for all units to fit within. Some of the work of our division is at the university-wide level.

- Need more accurate communication from the workgroup to the division
  - Some members suggested the need for increased communication out from the workgroup to division colleagues. Co-chairs will consider increased communication, and more communication will come naturally at different stages of our work. We have a website where workgroup meeting summaries are posted.
  - Some members suggested the language in the meeting summaries doesn’t fully represent the emotion and urgency of some workgroup conversations. Co-chairs
welcomed everyone to raise concerns if they feel a meeting summary inaccurately represents a discussion.

- Question about whether the workgroup itself is diverse enough
  - Co-chairs noted that diversity goes beyond ethnic differences, and pointed out the various types of diversity represented among the current workgroup members. They noted that we did a division-wide call for interest and expanded the workgroup to allow everyone who wanted to participate.
  - Co-chairs asked workgroup members to consider how to expand workgroup diversity in the upcoming stages of the process.

- Need to consider changing the workgroup’s meeting cadence
  - Members suggested that it is difficult to have in-depth conversations in one hour per week. Some suggested meeting for 1.5 hours every other week. Co-chairs noted this change would require more work to be done outside of meetings.
  - Co-chairs also asked about cancelling the meeting during spring break, and asked if members are interested in meeting in person in the future.

Co-chairs invited additional feedback about the meeting cadence by email. They are working to incorporate the group’s feedback into the workplan.

3. React to draft vision statement

Co-chairs took time over the last week to consolidate all the information shared and discussed by workgroup members about a diversity, equity and inclusion vision statement for the division. The vision statement is intended to guide this group’s work as we develop a DEI action plan (it is not replacing or updating the DFA vision.) The workgroup will seek stakeholder input about the DEI vision.

Workgroup members received the vision statement in advance and co-chairs asked for their feedback about how it can be improved, if anything is missing and if it fully reflects prior conversations. Members split into small groups and shared their feedback. Co-chairs will incorporate everyone’s feedback before the statement is shared with stakeholders for input.

4. React to stakeholder survey questions

At the last meeting, workgroup members decided to send stakeholders a simple survey to collect input about the DEI vision. Co-chairs prepared draft survey questions for the workgroup’s review – one for DFA employees and one for selected stakeholders in units that are similar in size and complexity to the DFA. Ideally, the surveys will be distributed by March 18 and remain open through March 31.

Workgroup members had suggestions for refining some of the questions. Co-chairs invited additional feedback in writing by workgroup members through March 17.

5. React to stakeholder vision input comm plan

Co-chairs prepared a communication plan that explains the messages that will go to stakeholders and division leaders about the workgroup’s request for feedback about the vision. Co-chairs invited additional feedback in writing by workgroup members through March 17.
6. Volunteer for subcommittees

Co-chairs asked for volunteers to assist with collecting and analyzing stakeholder feedback about the vision. While this work is being completed, the full workgroup will advance to the next stage in the planning process, where we will gather and assess additional information that will inform the action plan.

Subcommittees were formed to create the Qualtrics surveys, analyze and summarize stakeholder input, and draft edits to the vision statement using stakeholder input data.

7. Next steps for the workgroup
   a. Incorporate stakeholder input into vision
   b. Draft message to DFA employees sharing the vision and explaining how they can have input into the action plan
   c. Move to the assessment and input stage to inform action plan

Co-chairs invited members to provide additional feedback about today’s discussion via email.

**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