



Diversity, Equity & Inclusion Action Planning Workgroup

September 14, 2022

9:00-10:30 am

MEETING SUMMARY

1. Welcome

Co-chairs welcomed workgroup members to the meeting. They noted that, as we transition to a new academic year, one member had to drop off for workload reasons.

Co-chairs reminded the group that the original commitment was to be finished by the end of FY22, and that was extended through the end of fall term (calendar year 2022). It was hard to estimate at the beginning how long this work would take. At this point, the workgroup is on track to deliver the final multi-year action plan and will recommend a structure for the division to maintain a focus on DEI work going forward. The workgroup will also write a final report for senior leaders and DFA employees.

Co-chairs asked workgroup members to consider how they would like to participate in the division's DEI work going forward as units begin to implement projects related to the DEI action plan. Workgroup members talked about how this work needs align with and be supported by the Framework for Success and performance metrics.

2. Discuss 5-year action plan priorities

At previous meetings, the workgroup developed a draft list of division actions for beyond FY23. At this meeting, members broke into small groups to develop more specificity and scope, and prioritize the remaining actions. The actions fit within the four larger goals identified previously by the workgroup:

- Embed equity and inclusion in everyday DFA work experiences
- Establish inclusive and equitable DFA hiring practices
- Foster a welcoming DFA climate that increases employees' sense of belonging and inclusion
- Eliminate/reduce structural bias in DFA

Workgroup members shared their thoughts about the "Beyond FY23" action list, including:

- As actions are implemented, the division needs to identify necessary resources, personnel and knowledge. It needs to be clear about who is responsible for doing what.
- Sponsoring leaders for specific actions do not necessarily need to be subject matter experts on the action, but they need the ability to collaborate across the division to effectively implement them.
- It is important to be financially responsible and also not cut corners on something so important. We can do this by not wasting time, identifying experts, providing adequate budgets, and getting input/best practices from groups who have done things well before us.
- It is important to make sure supervisors, employees and new staff members are all aware of the division's DEI goals, priorities and shared language.

- Consider trials and pilot programs as we roll out programs and projects. Solicit volunteers to participate first to help reduce resistance. Conduct focus groups and gather feedback to make it better for future participants.
- Consider how we can support supervisors in making DEI conversations and resources a regular part of people's daily work. Can we utilize cultural centers-events, conversations and community with them. Lunch-and-learn events to share education and excitement around cultural events like Chinese New Year. (Events with food tend to bring people together.) These are ways to foster trust and feelings of goodwill.
- DFA can coordinate with Faculty Senate to participate in and support other efforts to increase faculty diversity.
- Help supervisors practice fostering an open and inclusive environment so all employees feel like valued team members whose input is important. Offer training that helps supervisors solicit and incorporate employee ideas and contributions.
- DFA units need to have clear onboarding programs for employees, and units need guidance that offers them onboarding ideas without being prescriptive. Many things are unique among DFA units, but all of them need employees who understand how to fully engage and participate in the operations.
- DFA can make a case about the business benefits of diversity, equity and inclusion efforts.
- DFA should be collecting DEI-related data and making it available to leaders and project teams. Greater access to data and more thinking about what drives metrics and why could spark new ideas that improve diversity, equity and inclusion in the division. There are ways to collect and utilize data that protect individual identities.
- Consider ways to expand vendor diversity programs like mentorship, and ways to use OSU's locations around the state to engage with diverse vendors.
- Consider how to use bonding and insurance terms to advance inclusivity goals with OSU vendors.

3. Next Steps for the workgroup: Continue development of 5-year DEI Action list for the division

At the next meeting, workgroup members will complete recommendations of the action plan for senior leaders' input.

Co-chairs asked workgroup members to provide testimonials for use by the division. Short statements about why people volunteered to join the DEI Action Planning Workgroup will be used to motivate DFA employee engagement in future DEI efforts.

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

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***)
Stephanie Smith, Fiscal Coordinator 2 / Travel Administrator, Controller's Unit
Sudie Swader, Fiscal Coordinator 1 (AMBC), Controller's Unit