



## Diversity, Equity & Inclusion Action Planning Workgroup

September 28, 2022

9:00-10:30 am

### MEETING SUMMARY

#### 1. Welcome

Co-chairs welcomed members to the meeting.

#### 2. Discuss workgroup timeline

Co-chairs discussed the group's work plan. The goal is to finalize the FY23-26 action plan with senior leaders' agreement, finalize a transition proposal for senior leaders, and write a final report for stakeholders by December 6. The workgroup will also prepare a set of information, insights and lessons-learned to share with future DEI implementation teams. The vice president plans to share the action plan with DFA employees in his end-of-year message.

A draft transition proposal will be shared with workgroup members for their input and discussion at the next meeting. The suggestion will include a standing committee that continues to advance DEI action ideas, acts as a consultant for DFA project implementation teams, and keeps track of the pace of DEI action implementation across the division. Workgroup members suggested the proposal include:

- Clarity about the standing committee's roles and responsibilities through a formal charge.
- Need continuity on the new committee, so some people from this workgroup should be included.
- A way to provide information, data and reference materials as a self-serve starting point for the next group(s).

#### 3. Update from Vision subcommittee

Co-chairs asked the vision subcommittee to give an update on the workgroup's vision statement and the related stakeholder survey from the beginning of the workgroup's effort. A good response rate was received from DFA employees and they had a lot of feedback to share in essay-type responses. There was more qualitative information than expected to review. The subcommittee categorized the comments using a partner review system to reduce bias, and then worked with DFA IT people on data analysis. This step got a little bogged down due to bandwidth of IT people who can help visualize data, but the most important point was that 80% of the respondents agreed or strongly agreed with the vision. The vision subcommittee will draft an update for the workgroup's final report and the data/analysis will be shared with future DFA groups.

#### 4. Review updated 5-year action plan priorities

At the last meeting, workgroup members in small groups discussed the workgroup's remaining ideas to make them more specific in some cases and suggest priorities for the actions. Co-chairs synthesized the

small group input into a draft “Beyond FY23” Action Plan for review at today’s meeting. The plan is to share this document with senior leaders for input and collaborate on a final FY23-26 DFA Action Plan. Workgroup members were asked to review the document, share any thoughts by next Tuesday.

## **5. Next Steps for the workgroup: Finalize FY23-26 action plan**

Co-chairs asked workgroup members to consider how they want to be involved in the division’s future DEI work—what skills and aptitudes do you want to use and develop going forward? Please reach out to co-chairs about your interests.

### 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