



## Diversity, Equity & Inclusion Action Planning Workgroup

November 30, 2021

2:00-3:00 pm

### MEETING SUMMARY

#### 1. Welcome and introductions

The DEI Action Planning Workgroup met via Zoom. Co-chairs Tom Fenske and Keahi McFadden invited members to share information about themselves, where they work and how long they have been with OSU.

#### 2. Vice President's charge for workgroup

Vice President Mike Green charged the committee with developing a slate of diversity, equity and inclusion actions for Division of Finance and Administration units to participate in over the coming years. The workgroup should consider ways to remove barriers to access in our units' policies and processes, to increase diversity through recruitment and retention, and to expand equity and a sense of belonging among division employees. He asked workgroup members to recognize that each of us is in a different place on our learning journey, so we should give each other grace and help educate one another and ourselves.

Mike explained that he and the senior leadership team do not have preconceived ideas about what the DEI actions should look like—this workgroup has the freedom to be creative in imagining the specific outcomes. It will be very important to go through a process of learning, listening, and engaging in dialogue with community members. Workgroup co-chairs will meet regularly with Mike and DFA senior leaders to keep everyone in alignment throughout this planning process. Our collective goal is to have an action plan ready for implementation by fall 2022. Mike expressed his appreciation to everyone for helping lead our division in advancing diversity, equity and inclusion goals.

#### 3. Role of Office of Institutional Diversity

Teresita Alvarez-Cortez, Acting AVP for Strategic Diversity Initiatives with the Office of Institutional Diversity, has committed to serving as the workgroup's consultant and advisor. Teresita's 10-year career at OSU has focused on advancing DEI goals. She assured workgroup members that we have all the tools we need to do this work. It's understandable if people are feeling a bit intimidated at the beginning – this can be complex work, but it is fun, too. We will engage in shared learning together so we have a strong foundation to build on. The workgroup is utilizing OID's Adaptive Strategic Planning model, which is flexible and can be adjusted to fit DFA's specific needs. Teresita explained that we will have a lot of valuable conversations as part of this process. She is confident this workgroup will come up with a set of meaningful actions for our division, and then we will learn how to keep iterating ideas and actions.

#### 4. Review draft workgroup charge

The initial workgroup charge was developed by the DFA senior leadership team. It was intentionally left in draft form so that workgroup members could provide suggestions. In discussing the charge, the co-chairs clarified that workgroup members are not expected to do the work of things like reviewing division policies, instead we are creating ideas for others to implement—for example, guidelines for units to use when reviewing policies through a DEI lens. The draft charge states that after the DEI action planning workgroup develops a slate of actions, it will be ended and a steering/implementation committee will be created—one member suggested that this language be softened, as it may be beneficial to have the action planning workgroup continue for a longer time. Another member suggested the charge refer more clearly to creating a culture where DFA employees have a sense of belonging, as Mike referenced in his opening comments.

Workgroup members asked for clarity about whether the action plan should focus on internal-to-DFA or university-wide impacts. The answer is both, since DFA has responsibilities in both spheres. We as a group should be flexible in our thinking, for example, we may have a chance to model or pilot some actions that could later be recommended for university-wide implementation. Many DFA employees can also contribute to university-wide inclusion and accessibility efforts in the context of their day-to-day work.

One member suggested the workgroup may want to limit our recommendations to a handful of significant efforts – if we identify too many priorities, it can be hard to make progress on any of them.

#### 5. Establish meeting calendar for workgroup

Andrea in the vice president's office recently sent members an email about scheduling. We anticipate having one meeting in December and then we will establish a regular weekly cadence starting in January.

#### 6. Next steps

At the next meeting, Tom and Keahi will ask members to share a bit about why they chose to volunteer for this workgroup. We will also start building a team agreement about how members will communicate and work together respectfully—please consider suggestions to add to the discussion. Tom and Keahi also invited members to share feedback if they have ideas for how workgroup meetings are conducted.

#### 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  
**Carolyn Warfield**, Director of HR Strategic Partners, University Human Resources  
**Ben Wessel**, Director, DFA Information Technology