



## Diversity, Equity & Inclusion Action Planning Workgroup

December 14, 2021

8:00-9:00 am

### MEETING SUMMARY

#### 1. Welcome

Co-chairs Tom Fenske and Keahi McFadden convened the DEI Action Planning Workgroup via Zoom, together with Teresita Alvarez-Cortez from OID.

#### 2. Small group share – Why did you volunteer to participate on this workgroup?

Workgroup members split into small groups to discuss their reasons for volunteering for the DEI Action Planning Workgroup. Reasons included:

- Want to learn more about DEI issues, and want to be part of the effort to create positive change at OSU.
- Excited to see this effort happening at the division level, and want to help create actions that everyone can participate in.
- See value in learning from each other's experiences, and have a desire to share information with co-workers in our departments and units.
- Want to address challenges people have seen/experienced related to lack of resources and support for people of color and/or people for whom English is not their primary language.

#### 3. Review workgroup roadmap

Workgroup members reviewed the project roadmap to get oriented around the process. The chairs noted that this is intended to help us stay on track, but it is an estimate that can be adjusted as work progresses. Major aspects of the roadmap are:

- Develop and launch the workgroup (Oct-Dec 2021)
- Engaged in shared learning as workgroup (Dec 2021-Jan 2022)
- Set a vision for the division's culture and climate related to DEI goals (Feb 2022)
- Collect data and input from division employees and stakeholders (Mar-Apr 2022)
- Design a division-wide action plan (May 2022)
- Recommend metrics for measuring progress (June 2022)
- Finalize the action plan and transition to the implementation stage (Summer 2022)

Workgroup members discussed the two data collection points (at the visioning stage, and again in advance of developing the action plan). The visioning segment will help the workgroup establish what the group wants to do, and then in the next stage we gather more information as we determine what we need to accomplish, the priorities for action and how to achieve them. One member suggested the roadmap be clarified to say that the vision could be refined based on stakeholder input and data collection.

Workgroup members will email the chairs any additional suggestions for roadmap edits in advance of the next meeting on Jan. 5.

#### 4. Establish team agreement – How we will communicate and work together?

Workgroup members reviewed a draft list of team agreements, intended to establish group norms for interaction and dialogue. The chairs explained that team agreements allow members to establish a level of trust needed to engage in sensitive conversations and work effectively together.

Members discussed the need to consider the impacts of their words and actions on others, not just their intent. The team agreement allows us to hold ourselves and each other accountable. It was noted that members are accountable for staying up-to-date with the group's work (if they miss a meeting, members are encouraged to reach out to chairs for updates, rather than relying on other members.) Members suggested expanding the language in the agreement to account for remote online meeting formats and written chat comments.

Workgroup chairs emphasized that team agreements are a “living” tool that can be adjusted as needed. Members should refer to it frequently and keep the agreements in mind during meetings.

Workgroup members were asked to continue making suggestions and comments in the shared document in advance of the next meeting.

#### 5. Next steps for the workgroup: Team learning (Organizational Change)

The Jan. 5 meeting will be a class about Organizational Change, led by Teresita Alvarez-Cortez and Jeff Kenney from the Office of Institutional Diversity. Members will receive an email with any pre-work or readings required before the January session.

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