



Diversity, Equity & Inclusion Action Planning Workgroup

May 25, 2022
9:00-10:30 am

MEETING SUMMARY

1. Welcome

Co-chairs Keahi McFadden and Tom Fenske welcomed the group.

2. Update from vision stakeholder input subcommittee

A subcommittee was previously formed to analyze the data received from a stakeholder survey about the workgroup's DEI vision statement. Justin Schaffer reported for the group (also including Mary Macy, Sudie Swader, Melissa Medina and Machel Bamberger), noting 210 responses were received. The overall response was strong, but the Spanish-language survey had very few responses. The group is working through a qualitative analysis of the short-answer responses. Alejandro Henriques from DFA IT is assisting with data analysis. The subcommittee will bring a final report to the next meeting, and the workgroup will use the feedback to determine whether the DEI vision statement should be updated. The data will also be used to inform communication and outreach plans within the division.

3. Prioritizing the road ahead: scaling and staging plans for FY23

Co-chairs noted that over the last couple of meetings, the workgroup has been exploring areas for investigation around possible action items, based on the vision statement. Each area has a number of specific topics that could be considered for action. Part of this workgroup's role is to scale all that needs to be done into a manageable list for the next year, and beyond. Since it is impossible to complete everything in the first year, the co-chairs suggest that we should recommend a list of first-year actions that are achievable, so DFA employees can have a sense of success and motivation to continue.

They asked the workgroup to prioritize the action lists. There are some basic things that should happen first, to set a strong foundation, and there are certainly items that other university groups have already identified for action. The co-chairs will create a short-list of priority items arising from today's discussion, and validate it with the senior leadership team at their June 7 meeting.

4. Small group discussions: Focusing on a FY23 work plan recommendation

- a. What is most important? What can be built on?

Workgroup members broke into small groups to prioritize items on their lists. Most of the meeting time was spent in small group discussion.

5. Report-out to Workgroup: Thoughts about prioritizing FY23 actions

When the full workgroup reconvened, members discussed some of the priorities they suggest for fiscal year 2023. Ideas included:

- People need a foundational education, similar to the classes the workgroup participated in. Developing a DFA equity education plan is a possible action item, and there are a lot of great existing resources. Consider making certain trainings mandatory.
- It is important to identify and acknowledge where things are at, so that we can move forward. It will require a culture shift within the division. One member used an analogy to describe what needs to happen with DEI work: Thirty-plus years ago, workplace safety was given “lip service” but people continued to get hurt. Over time, a culture shift happened and today, everyone pays attention to safe practices, and training and funding for equipment are provided; this is now normal and expected. DFA needs to make diversity, equity and inclusion a cultural norm that people regularly consider in their day-to-day work.
- People need to feel included, and it might help to identify (unintentional?) actions and behaviors that make people feel that they don’t belong.
- Supervisors and managers need more training, education and support. They don’t always have enough time and guidance to plan and lead meaningful change and actions toward DEI goals. The DFA could identify existing expert recommendations about what supervisors need to learn to better manage and care for people—are there higher education institutions that do this well that we can study?
- There could more time for conversation around DEI topics at team meetings—people will get better with practice.
- The division could utilize more types of communication. More in-person outreach, more ways to reach different groups of employees – those not often on email, those for whom English is not a primary language, etc.
- Discussing additional data that may need to be collect to facilitate building the action plan, members talked about finding out if there are peer institutions or other groups that have already collected relevant data, identified best practices or implemented workable solutions, which we can model our approach on.

6. Next Steps for the workgroup

Co-chairs asked workgroup members to continue the small group discussions as necessary, so that priorities are identified by June 1.

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