



Grad School Equity and Diversity Committee Meeting

Date: Thursday, January 12, 2012

Start/End Time: 2:00 – 3:30 PM

Location: 350 Bascom Hall

Attendees

Molly Fifield-Murray, Chair (Arboretum), Wayne Davis (BioTechnology Center), Peter Vanderveer (Biotron), MB Ravneberg (Grad School), Wendy Crone (Graduate School), Julie Karpelenia (Graduate School), Anita Herrick (Ice Cube), Sheila Hessman (Institute on Aging), Michelle Holland (Molecular Biology), Rory Holland (PSL), Joanne Brown (Primate Center), Eric Thompson (SSEC), Toni Gunnison (UW Press), Terri Peck (Waisman)

Guest: Maya Holtzman (Graduate School)

Note Taker:

Wendy Crone (Graduate School)

Minutes

WELCOME, MINUTES, ANNOUNCEMENTS, AGENDA REVIEW

Meeting called to order at 2:05 PM. Minutes of previous meeting were approved after a website discussion with guest Maya Holtzman.

No announcements.

Agenda approved with addition of item on the Graduate School website no changes or additions.

Graduate School Website Discussion (Guest: May Holtzman presenting)

Maya joined us in her role as CODI representative to discuss the redesign of the Graduate School website currently underway. She discussed the new look envisioned for the website which would be more audience-focused. Planned audiences will include prospective students, current students, faculty & staff, and researchers. There is also a plan to present diversity as more broadly defined with diversity-related content woven throughout. Currently the E&D webpage is located under the Administration tab. They are still struggling with question of where CODI will connect. Expect that the E&D web pages will be under the staff tab, but this could be modified if needed.

SUB-COMMITTEE UPDATES

Professional Development: (Report by Michelle Holland) Looking at 2012 PD events. Steve Pearson is retiring and has been requested for one last workshop. Discussion about the HR Design with Julie Karpelenia ensued and she mentioned that there is a communications team for that process and there will be town hall meetings scheduled in Spring. There is also a website in place that will be updated as things move forward. She mentioned that there are currently 11 committees and the Graduate School HR staff are members of several. There was a suggestion that the E&D Committee members should advertise these upcoming events to center staff when more information becomes available. There was also a suggestion that other PD topics like “transitioning through change” and “morale” should be considered.

Communications: No report provided, but it was noted that minor changes relative to last meeting's discussion had been made on the website. Additionally, it was asked that old wespace files be sent to Anne. There was mention of a desire for an access point through the Graduate School website to the shared webspace be created with password protected access.

Ad-Hoc: (Report by Peter Vanderveer) Discussion continued regarding staff equity and diversity needs prompted by the discussion with Vice Provost Damon Williams at a prior committee meeting. Information was sent in the last meeting minutes regarding a discussion Peter had with Heather Daniels chair of ASEC and Peter sent an email listing the various committees on campus involving staff.

Peter noted that Qualtrix is now in a separate folder and one needs to be invited in to initiate the survey. Additionally there are now separate folders to ensure that the original survey is not deleted.

It was asked that members communicate the annual report deadline to their center directors.

Reminders from last meeting minutes:

Annual report timeline recommendation to committee:

August 1 template out to Center Directors from Dean of Graduate School (Martin).

October 1 back to E&D committee from Dean of Graduate School office.

December 1 compiled report back to Dean of Graduate School to be used for January Center reviews conducted by Dean.

This year's report will cover 9/10 to 10/12. The last annual report was dated 11/18/10.

Joanne Brown noted that new center directors may need an introduction to E&D. Website resources are available, but currently there is no training/orientation provided. Especially when a director comes from outside, some awareness of the shared governance structure is needed. Peter mentioned prior discussion of a packet for new committee members that might be repurposed for the center directors. Toni volunteered the Communications subcommittee to put something updated together for the committee as a whole to review.

General Discussion

Next meeting will be a subcommittee meeting rather than the committee as a whole. 350 Bascom will be available.

It was confirmed that the 2nd Thursday of each month is the agreed upon meeting time for the committee moving forward.

It was suggested that the committee hear a presentation on HR Design by Julie Karpelenia in a future meeting.

BRAINSTORMING STAFF EQUITY AND DIVERSITY NEEDS

Brainstorming was revisited. Recall that the committee met with Damon Williams-Vice Provost for Climate and Diversity in September, he asked if our committee would develop three recommendations on staff (classified, unclassified and academic) equity and diversity. The committee

broke this discussion down to three categories in the previous meeting. Additions noted in **bold** below from January discussion and *italics* items integrated from Peter's Discussion with Heather Daniels.

HIRING	CLIMATE	EQUITY
Freeze more work, same pay	Staff morale	Salary
Recruitment, more diversity	UW wide focus or just Grad Sch	Opportunities for promotion
Retention packages for classified	Leadership sensitive to climate	Re-class
so many categories it is confusing	Clear work expectations	Equal benefits
who gets to serve on search committees	Open information	Use of annual reviews and discussion of paths to promotion
<i>diversity numbers for academic staff have not changed for many years other than increase number of Asians</i>	Faculty and students are generally unaware of staff issues	communication and engagement in HR Design is critical
<i>recruitment for mid-lower level academic staff not using recruitment resources, local only</i>	staff are in limbo due to new flexibilities and changes in representation	No enforcement of the rules
<i>many academic staff searches close to fast for comprehensive recruitment</i>	A mechanism for employees to provide feedback regarding their supervisors is needed	<i>as units lose staff, remaining staff expect to do more for same pay</i>
	<i>some students see more academic staff than profs</i>	<i>streamline base adjustment/raises to reward staff</i>
	<i>poor supervisors, lack of respect</i>	

Discussion about casting a broad net to various staff committees on campus to solicit suggestions.

ACTION ITEMS (prior to March meeting):

Joanne – Will bring question to Academic Staff Appeals Committee.

Wendy – Will speak with one of the cochairs of the PPPC.

Sheila – Will connect with a member of the Classified and Nonrepresented Council.

ALL – Should talk to people within your center.

ADJOURNMENT AND NEXT MEETING AGENDA

Meeting adjourned by Molly at 3:15.

Next meeting:

Thursday February 9, 2012

2:00 – 3:30pm

Subcommittees meeting, 350 Bascom available.

TALKING POINTS

- 1) Remind center directors that there will be an annual report this year.
- 2) Talk to colleagues about recommendations on staff (classified, unclassified and academic) equity and diversity.