



**WISCONSIN**  
UNIVERSITY OF WISCONSIN-MADISON

**OVCRGE Equity and Diversity Committee Meeting**

**Date: Thursday, August 10, 2017**

**Start/End Time: 2:00 – 3:30 PM**

**Location: Institute for Aging  
2550 Medical Sci. Ctr, conf. rm**

<b>Members:</b>	<b>PRESENT</b>	<b>ABSENT</b>
Mark Wegener – Arboretum	X	
Anne Moser – Aquatic Sciences Center	X	
TBA – Biotech		O
Jacob Schoville – Biotron	X	
Eileen Callahan – Graduate School	X	
Emily Reynolds – Graduate School		O
Jim Porter – Institute on Aging	X	
Marchel Hill – Molecular Virology, V. Chair	X	
Lauren Weitkamp – Cell & Molecular Bio		O
Darrell Hamilton – PSL	X	
Deborah Hartley – Primate Center		O
Lizz Epp – RARC	X	
BonniJean Zitske – RSP	X	
Maria Vasys – SSEC	X	
Choutae Yang – Waisman		O
Tina Gislason – WIPAC		O
Josh Knackert – WIPAC		O
Kory Breuer – WID		O
Toni Gunnison – UW Press, Chair	X	
Julie Karpelenia – OVCRGE, ex Officio	X	
<b>Scribe:</b>	Institute for Molecular Virology – Marchel Hill	

**----- Minutes ---**

<b>AGENDA</b>	<b>WHO</b>
<b>Welcome:</b> The meeting was called to order at 2:04 pm.	Chair

<p><b>Review and approval of Jun/Jul minutes.</b>  June minutes were reviewed and motion to approved by Marchel Hill with the noted corrections. Check attendance and change the list to reflect Rebekah (alternate) has switched with Lizz (rep). Note that Darrell, Marchel and Jacob were absent. The motion to approve was seconded by Lizz. Voice vote by members to accept Jun minutes with corrections. Ayes carried motion to accept. July minutes were reviewed and motion to approved by Darrell Hamilton with the noted corrections. Correction on page 3 under Future Business: change "Toni will resent.." to "Toni will resend.." The motion to approve was seconded by Maria Voice vote by members to accept July minutes. Ayes carried motion to accept minutes. Corrections will be made and minutes will be posted on committee's website.</p>	<p>All</p>
<p><b>Old Business:</b></p> <p><b>1</b> Question about roster changes on the agenda. See that Bonniejean is listed as part of Vet. School and RSP? Is that correct? No, there was a mix up when Toni sent the agenda items to Marchel. Marchel did not see that there were two roster changes to be noted. One is the addition of Bonniejean because RSP has been placed under the OVCERGE after being moved from VCFA (Vice Chancellor for Finance and Administration). The other roster changed was RARC where Rebekah Franklin is stepping down and her alternate Lizz Epp will be attending the E&amp;D meetings</p>	
<p><b>New Business/Updates:</b></p> <p><b>Equity and Diversity Chairs meeting</b>  NO summer meeting. Nothing to report.</p> <p><b>New Business/Discussion:</b></p> <p><b>1</b> Question to Julie about how does the workshop information disseminate out to the centers? Julie sends out information to center directors and administrators. Marchel wasn't sure how to send it. Sent flyer to all committee members and then gave a copy of the flyer to her center's administrator and asked for it to be sent out to the building staff? Both ways will work. Julie will "cc" committee members when information like this is sent out. That way E&amp;D members will have the information as well. There is an attendance roster and cap for the upcoming workshop. WISELI is hoping for at least 30 attendees. The registrants are at 27 right now. There is room for a couple of more people to sign up. This is a private workshop list, so only people that are sent the link can register for the event. Question by Toni her center director did not send out the info. Toni sent it out to her center and had two people with conflicts for the scheduled WISELI workshop. What are the groups thoughts on this question- Are we going to offer the event again or refer to WISELI? Julie's thoughts –it depends on how many people we have coming to this event. If we only have a few people at the event and if there is a larger number of folks who would like to attend this event. We should reschedule. But, if we</p>	<p>Chair</p>

are only talking about two to five people who are interested in rescheduling we can refer them to WISELI's website. They then can find a session that better fits their schedule.

**2** Question from Toni about permission level for the gmail account. When the permissions for this account was setup everyone was given access. But if you also have a personal gmail account the UW's google account may be looking for your personal account instead of the UW. That is why people are getting denied. As Toni gets request from those who are having problems with this permission issue she is allowing it google docs to see both your personal and UW. At our Sept. meeting Josh (has generously offered) that he will be giving the group a tutorial on how to setup your UW google docs so that this is no longer a problem.

**3** Welcome a new member to the E&D committee. Toni introduced our newest unit RSP (Research and Sponsored Programs) Bonniejean Zitske. RSP had been part of the Graduate School till 2009-2010, then moved to VCFA (Vice Chancellor for Finance and Administration). As of July 1, RSP moved back under the Office of the Vice Chancellor of Research and Graduate Education (OVCRGE). She works in the post award grant management section of RSP. She assists the director and accountants that manage the financial side of the university's grants and research awards.

Since 2014 VCFA (Vice Chancellor for Finance and Administration) established the Engagement, Inclusion and Diversity (EID) council where Bonniejean has served as a member. The EID council has a term limit of three years Because of the recent departure of Darrell Bazzell who left VCFA in March 2016. Some of the member's terms were extended to ensure continuity of the committee during the transition. VC Laurent Heller invited RSP, along with the Vet.Diagnostic lab and the State lab of Hygiene who were part of the VCFA. But do to the shifting of units left the VCFA with VC Bazzell's departure. The new Vice Chancellor Laurent Heller asked members from those units to remain on the council. Which helped keep the EID council have to have continuity for another year. However, in July of 2017 came the change of RSP to be under the OVCRGE, the opportunity to serve on the E&D (Equity and Diversity) committee and CASI (Committee on Academic Staff Issues). It seemed natural to leave VCFA's EID council and start work with OVCRGE E&D committee. She is glad to provide overlap with VCFA council member Captain Karen Soley (UW Police dept) who is the current chair for the VCFA EID council. Bonniejean will continue to stay in contact with VCFA council. The hope is when it is appropriate for the committees to share ideas and initiatives that each group has been working on.

This is the fourth time the VCFA has done a EID survey this year for it's units. Will be happy to share with this committee outcomes that are relevant and is not in conflict with EID council. EID council has been working on an EID report for this year and this report been shared with Julie. Julie did not bring the report but asked Bonniejean to share some of the initiatives of the council and things that they worked on in the past.

For background, the EID council is made up of one representative from the 14 departments/divisions within the VCFA, includes housing, police dept., Union services, HR and most of the non-academic units on campus are part of the VCFA. EID council had its own initiatives that the council worked on, such as campus conversations. Where they hosted events for employees from each VCFA unit were invited to come to a table talk that covered structured ideas or thoughts that were related back to the EID survey. Those events were successful, it has happened

twice with good outcomes. Had over 1,000 people come out. They facilitate the events in seven different languages and hosted them during all the work shifts (i.e. 1st, 2nd and 3rd), all employees felt included. The population of workers that the VCFA represents are different from other parts of campus, Examples are many are shift workers from university housing, FP&M, and police dept. Most of the employees are not part of the academic side of the university. Other events, included brown bag conversations on various topics that are part of the EID council's initiative. Put together a toolkit of initiatives that could be put in your office to create a more inclusive environment. EID council also tied in with the VCFA's new strategic initiatives. So VC Laurent Heller has a set of initiatives for the VCFA that included the EID council. Separate from the VCFA EID council, each unit had its own committee devoted to EID initiatives. RSP has a EID committee that with the transition to the OVCRGE will probably be renamed/reshaped but will continue to work on engagement, inclusion and diversity issues. RSP's EID committee has looked at the survey results that were specific to their unit and try to focus on a few areas. An example from the survey results, the committee created a career lattice instead of ladder. This lattice helps employees within RSP, who are interested in a new positions within the same unit know the things you will need to learn to move to another position. So learning about new things may not always be an upward move but could help for a lateral job transfer. Regardless, you are learning new things on your job. This helped people to be more aware of what their opportunities are within RSP.

Another big thing born out of the survey was the wellness initiatives. It has been interesting to see how the VCFA EID wellness initiative parallels the RSP wellness initiative. The VCFA EID is very structured with a charter and sponsors. EID needs to get various approval from higher management before things can be implemented. Whereas, two people in RSP were interested in setting up a wellness program. RSP's EID committee said go for it and the program began. Some of the things that RSP's EID committee started is mediation every Wednesday morning, research lab visits to visualize what really happens at the research bench, extra summer veggies bin, bookshelf to share books, walking and other healthy lifestyle changes.

**4** Darrell had to leave the meeting early. Asked if Jeanne could dump the extra pictures that were taken of the group in July. Are we happy with the one we have? She did take a lot of pictures, but only sent the best one to the group. If we are happy with the group photo, then Jeanne will erase her copies. We agreed that the July picture is great. However, we need to schedule a retake of the group photo to get more of the new members in. Now that some people have moved off the committee. Inquiry, if we have the previous year's pics of committee are they some where on the website. Might be nice to rotate pics on some of our template for workshops/talking points. Toni can make a link to all of the group pics on the website. Yes the pictures are still available on the committee's website. Suggestion that we should try to take a fall photo at the October meeting. We will be meeting out at the Arboretum this will make a nice backdrop for the photo. Darrell does not know Jeanne's school schedule right now. Will check to see if she will be free to come out on the day that we meet. Jim offered to be the backup photographer if Jeanne is not available.

**5** Mark was asked if he could host the October 12th meeting. He believes he can. He will check the room schedule. Lizz has reserved a room for our Sept. 14th meeting at WIMR (Wisconsin Institute for Medical Research) it will be in room

5001B. Directions on how to get there will come with next month's minutes and agenda. Toni ask Lizz if the room had a projector available. If Josh is back, he will do his tutorial on google docs. Toni will send him an email to confirm. Lizz says the conference room should be set with a projector.

**6** Julie asked since this is Bonniejean's first committee meeting would we mind going around the table and introducing ourselves. Just a brief intro of where you work and what you do.

**7** Toni reported that as of August, Rebekah Franklin is alternate and Lizz Epp will be the representative for RARC. Josh Knakert (WIPAC) at the July meeting asked to be a member instead of an alternate on the committee.

**8** Marchel gave an update on workshop from WISELI, on Aug 22nd. The Eve Fine and Jen Sheridan will do the presentation. Because the workshop is scheduled for three hours, we have shifted the serving of food from a lunch to snacks during the break. Eileen and Marchel will make sure the food is catered by University housing. So delivery and pickup should be included.

**9** Julie has the emails for the listserv for the directors, administrators and committee members. She will make sure that information on any event that is sent to her will get sent out to the center directors as well. Julie will remind them to send it to all the folks in each center.

**10** Aaron Bird Bear Walking Tour - Choutae is not at the meeting. Toni let the group know that there has been doodle poll for the Walking tour, has been sent out by email to the group. Many in the group had not seen that email with the poll. Please check your email when you get back. The date with the most votes will be chosen for the tour. Julie has done the walking tour and recommends it to everyone in the group. Gave a brief overview of the tour.

**11** Julie let the group know that not everyone has the ability to send an email to the listserv group. You must be added as administrator to initiate an email using all the committee members' emails. Anyone can respond to the whole group from an email that they have received, using reply all and it will go to everyone. Just so that everyone is aware if they need to send something out send it to Julie or Toni.

**12** Toni asks to table the agenda items that relates to what we are going to be working on as a committee for the next year. Will wait till there are more members present so that we can have feedback from everyone.

**13** Equity and diversity resource document has a new version that only has some minor edits. She has also incorporated Julie and Natasha's comments into this new document. She has had the document proofed by someone in her office. She will forward this version to Natasha, who will give it to VC Marsh Mailick. Marsha will then put a cover letter on it and send out to all the center directors. Julie wanted the committee to know that Marsha really appreciates the hard work that has gone into making this document.

Toni has a couple of question about the resource document. One of the links that was listed in the document could not be verified by Natasha or Toni. She is asking the committee, if she should remove the paragraph from the document. It was the paragraph on "Equity processes for addressing inequities in university programs and units". It can be found on page 9 of the document, in the middle of the page. Julie

asked if someone could reach out to her and see if this still exists. Toni's question is do we need to look into that now? Losing one from the list does not change the overall content of the document. Jacob's comment that maybe this first version will bring things we might have missed to light. People will notice that their group isn't in this resource document and will reach out to have it added. That is hope that we all have. The consensus was to move the document out of revision status and make this the final version. We all agreed to delete that paragraph and send document on to Marsha.

The second question on page 6, second to the last bullet. Has to do with people being able to email suggestions. Natasha after reading this thought that someone might be bringing up sensitive issues in an email format that should not be discussed on that platform. Once you send an email it becomes part of the open record and that may not be the best place to handle this request/suggestion. These are important topics to be discussed we should encourage face to face conversations. The portion that mentions email will be removed. We all agreed to the deletion.

The third question-the last page of the document. There is the statement that says we love feedback, please contact us at "blank". Toni does not want to put her email address in this spot. What should go here? Question, does the committee have an email address. No, there is not one setup for E&D. Mark suggested that DoIT could make a role base email account. We make the decision on who gets that message and if the chair changes we can just change to who the messages is sent. Lizz suggested that the chair and the communication subcommittee have access to this account. That way there is continuity and it's not just one person's job. Toni will contact DoIT and set up an account that will have address that we can put into the document to finish it.

Julie asked a question. Is it the intent of this document that we will revisit it yearly? Yes, that would be a good idea to keep it current and make sure that as things change we update the resource. The group agreed, we should revisit the document as part of our yearly duties.

Any other issues in the document that anyone is aware of. Toni was happy to have Natasha look at it and glad she made corrections. The resource document now looks to be in great shape. Does the committee need to vote on this version? Yes. Lizz made a motion to accept the Equity Resource document with the revisions that we have agreed on at this meeting. Maria, second the motion. Voice vote by members to accept motion. Ayes carried motion to accept document with noted revisions. Anne will upload the final version of the document to the website.

**14** Julie thinks that we should ask Natasha about the OVCRGE's email address. Natasha might have one already established. Maybe instead of having DoIT make a role email we could use the OVCRGE's email. Natasha is responsible for the messages that come to that account. Toni is wondering if Julie is offering to volunteer Natasha to be the contact for the resource document. Julie said no, but Natasha's office is only a few doors down and it might be possible to have her oversee the email part. Julie will talk with her and see what her thoughts are on how to best handle this for the group. Julie knows that the OVCRGE already has a few emails so maybe we could use one that we have. Julie will look in to this and report back.

**15** Marchel wanted to know what happens with the twitter feed posts. Does the information from this committee go out on the general UW twitter feed? What happens with the talking points? Talking points are sent to Julie on a E&D template. Julie sends it out to directors and admin, then it is sent to Natasha who puts them on the twitter account. #OVCRGE\_EAD@UWresearch

FYI, Toni does has a history spreadsheet for all the different hashtags that have been used. Toni will followup with an email that has all of this information,

**16** Toni asked Lizz that as Rebakah's replacement, if she was willing to do the talking points after each meeting. Liza agreed to take it over.

**17** Anne has a question, about not receiving the talking points. Not sure if director is passing it on. Many others agree that we never see the talking points sent out to each center. Julie will make sure that when she sends out the talking points the committee members will be copied. This will be helpful for all us. We should get them at the same time as the director. That way will we know when the director of our center was notified.

**18** Anne wants the committee's permission to update the knowledge base. Move the two sections legacy/old items from the front page and just clean it up. Website is not very pretty, would like the OVCRGE to let us make a new site. Knowledge base looks silly. Wondering if the committee will be able to have one page for our content if the Grad school will let us do that. Anne will in the next few weeks make these changes to our existing website. The site will just have three items- minutes, roster list and toolkit. Marchel made motion to reorganize the committee's knowledge base website by the communication subcomm to make it more streamline and up-to-date. Jim second the motion. Voice vote by members to accept motion. Yes, vote carried motion to accept Anne will have this completed by Sept's meeting.

**19** Toni's next month's things to followup on-

- Walking tour to send email with poll to everyone.
- Fall agenda items for committee to work on
- Start working on center survey

(Julie noted that Don Schutt's Office of Talent Management's director is retiring in Sept.). Not sure if we are going to be able to get his input when we are ready to do the center survey. Also who will be his replacement is not clear either. Bonniejean noted that she has been asked to be part of the search and screen process to fill the Nai Fen's position at Talent Management. Nai Fen's position will now be made into two positions. One will be to focus on the program involving engagement, inclusion and diversity with delivery to interested groups and units. The other position will be more data analysis position and help to develop survey questions. Both position are available to the university to help with the development of surveys.

**20** Book club - Anne is wondering if we are doing the same schedule for this go big read. We will get the books out to everyone by October and have the facilitator come sometime in Jan or Feb. Anne will get copies of the book for anyone who is interested. Please let her know by email if you are interested in a copy. This year the book is "Hillbilly Elegy" by J.D. Vance.

**21** Eileen wanted to express how much she enjoyed attending the Bias workshop. The graduate school had their workshop in August, she really learned quite a bit.

<p><b>22</b> Maria's sent out an article by Erick Marin-Spiotta who is an associate professor of geography. Just received a grant funding from NSF to increase the participation and advancement of women in academic science and engineering careers. Highlighting harassment as a problem and their goal is to improve work climate conditions. The group should think about bringing her in to talk about this study. Anne will send a link to NPR's On Point podcast by Tom Ashbrook, he talks about the Google Memo on Aug 9th. Will send the link.</p>	
<p><b>Talking Points</b>  Workshop reminder for Breaking the Bias Habit  Coming this fall Mindfulness workshop  Equity Resource document finished  Walking Tour</p>	
<p><b>Adjourned at 3:37 pm</b></p>	
<p><b>NEXT MEETING: Sept. 14, 2017, Room 5001B WIMER</b></p>	<p>All</p>
<p><b>Future minutes: Jim Porter (Institute for Aging)</b>  <b>Reminder: check agenda for minute takers for each month.</b></p>	