

UW-Madison Division of Business Services  
 Engagement, Inclusion, and Diversity Committee Charter  
 Last Updated December 2020

|  |                                 |
|--|---------------------------------|
| <b>Committee Name</b>  | Business Services EID Committee |
| <b>Committee Chair(s)</b>  | Megan Williams                  |
| <b>Executive Sponsor(s)</b>  | Dan Langer                      |
| <b>Description</b>   |                                 |
| <p>The Business Services Engagement, Inclusion and Diversity (EID) Committee includes representatives from each of the departments of the Division of Business Services. The Committee reviews results of EID Surveys submitted by staff biennially, which began in 2012. The Committee is a primary resource to make recommendations for a continuing emphasis and plan of action towards Engagement, Inclusion and Diversity as a priority for the Division. The EID Committee supports the Division's commitment for a positive engaged, inclusive, and diverse work environment.</p> <p>Each member shall serve on the Committee for a minimum of a two-year term. The EID Committee will consist of a maximum of 12 individuals from the Division of Business Services, with each department having at least one representative. One member from the EID Committee will also serve on the VCFA EID Council.</p>   |                                 |
| <b>Business Case</b>   |                                 |
| <p><i>Engagement</i> is the feeling of being fully involved in and enthusiastic about work. Engaged employees have a heightened connection to their work, the organization and its mission and their co-workers. Engaged employees find personal meaning in their work and are more likely to go above the minimum and expend "discretionary effort."</p> <p><i>Inclusion</i> refers to a sense of belonging; feeling respected, valued, and seen for who you are and valued as a contributing member of the team, work group, or organization. An inclusive culture is one in which barriers to contribution and negative biases are eliminated, and people are respected and able to give their personal best.</p> <p><i>Diversity</i> is the range of human qualities that impact and influence how people are perceived and how they behave. These qualities include but are not limited to age, gender, race, ethnicity, color, physical and mental attributes, sexual orientation, marital status, geography, location, spirituality, education, and values and beliefs.</p> <p>While each of these terms reflects a discrete body of knowledge and set of practices, they are related and all support and contribute to a high performing work environment.</p> |                                 |
| <b>Goals</b>   |                                 |
| <ul style="list-style-type: none"> <li>• Create opportunities for all levels of divisional staff to learn and engage with others in ways that demonstrate and implement the EID principles.</li> <li>• Contribute toward maintaining a work environment that is welcoming, safe, comfortable and respectful for all.</li> <li>• Collaborate with others (both internal and external to the division) in efforts to implement the EID action plan and principles.</li> </ul>  |                                 |
| <b>Responsibilities</b>  |                                 |
| <ul style="list-style-type: none"> <li>• Review and analyze EID Survey results to clarify themes and better understand both strengths and areas for improvement.</li> <li>• Identify areas to preserve/maintain and areas for improvement.</li> <li>• Participate in developing divisional action plans to enhance employee engagement, inclusion, and diversity.</li> <li>• Make recommendations for implementation of action plan.</li> <li>• Collaborate with other individuals and groups, including but not limited to Divisional Leadership Team, BSCC and Campus resources to demonstrate and implement the EID principles.</li> <li>• Identify learning and engagement opportunities, for all divisional staff, congruent with the action plan and EID principles.</li> <li>• Share resources and host events that will enhance engagement, inclusion and diversity in the division.</li> <li>• Review EID Action Plan periodically to assess progress toward goals.</li> <li>• Committee Chair(s) will provide updates to Executive Sponsor.</li> </ul>   |                                 |
| <b>Decision Authority</b>  |                                 |
| <ul style="list-style-type: none"> <li>• Committee will make recommendations for action plan.</li> <li>• Final decisions and approval will be made by the Executive Sponsor.</li> </ul>  |                                 |
| <b>Timeline</b>  |                                 |

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- Committee will meet once per month for 1.5 hours.
- Work groups (both internal and external to the committee) will be created to work and plan outside of committee meetings. Work will be distributed reasonably and equitably among all committee members.
- Recommendations for implementation of action plan will be on an ongoing basis.

**Coordination**

- Periodic meetings with the Executive Sponsor and the Division Leadership Team to provide updates and solicit input.

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| <b>Current EID Committee Member Roles, Responsibilities, &amp; Start Date of Participation</b> |  |  |   |  |
|--|--|--|---|--|
|  | <b>Business Services Unit</b>                      | <b>Committee Role</b>                                  | <b>Responsibilities</b>   | <b>Start Date of EID Committee Participation</b> |
| Megan Williams   | Purchasing Services                                | Co-Chair (previous Member) and VCFA EID Council Member | Attend & participate in meetings. Participate in work groups as needed. | March 2019 (February 2018 – February 2019)       |
| Sarah Demont   | Verona Operations                                  | Member   | Attend & participate in meetings. Participate in workgroups as needed.  | December 2019                                    |
| Ina Dick   | Bursar Office                                      | Member   | Attend & participate in meetings. Participate in workgroups as needed.  | December 2020                                    |
| Michelle Discher   | Risk Management/Worker's Comp                      | Member   | Attend & participate in meetings. Participate in workgroups as needed.  | December 2019                                    |
| Imad Mouchayleh  | Financial Internal Control                         | Member   | Attend & participate in meetings. Participate in workgroups as needed.  | December 2020                                    |
| Laura Rader  | Bursar Office                                      | Member   | Attend & participate in meetings. Participate in workgroups as needed.  | December 2020                                    |
| Dawn Rekoske   | Content Management, Communication, & Training      | Member   | Attend & participate in meetings. Participate in workgroups as needed.  | February 2015                                    |
| Michael Verhagen   | Accounting - Financial Info Mgmt, Property Control | Member   | Attend & participate in meetings. Participate in workgroups as needed.  | July 2020  |
| Andrew Waskow  | Accounting - Disbursements                         | Member   | Attend & participate in meetings. Participate in workgroups as needed.  | September 2020                                   |
| Matthew Wethal   | Verona Operations                                  | Member   | Attend & participate in meetings. Participate in workgroups as needed.  | December 2019                                    |

UW-Madison Division of Business Services  
Engagement, Inclusion, and Diversity Committee Charter  
Last Updated December 2020

| <b>Previous EID Committee Member Roles &amp; Dates of Participation</b> |  |                                  |   |
|---|--|----------------------------------|---|
| <b>Name</b>   | <b>Business Services Unit</b>                        | <b>Committee Role</b>            | <b>Dates of EID Committee Participation</b> |
| Regina Derlein  | Bursar's Office                                      | Member                           | September 2018 - September 2020             |
| Tip Vandall   | Bursar's Office                                      | Co-Chair                         | March 2019 – July 2020                      |
| Alex Grismore   | Verona Operations                                    | Member                           | March 2019 – January 2020                   |
| Sandeepa Lama   | Accounting Services – Property Control               | Member                           | February 2019 – December 2019               |
| Margaret Hoffman  | Risk Management                                      | Member                           | September 2016 – December 2019              |
| Shawo Tashi   | Disbursement Services                                | Member                           | January 2018 – November 2019                |
| Matt Thies  | Verona Operations (SWAP)                             | Member & VCFA EID Council Member | January 2018 – March 2019                   |
| Billy Huang   | Verona Operations (SWAP)                             | Member                           | February 2018 – February 2019               |
| Rochelle Cushman  | Accounting Services – Cash Management                | Chair                            | September 2016 – March 2019                 |
| Katie Graybeal  | Accounting Services-Financial Information Management | Member                           | December 2018 – February 2019               |
| Cathy Stamm   | Bursar's Office                                      | Member                           | September 2018 – January 2019               |
| Simi Ragha  | Accounting Services-Financial Information Management | Member                           | September 2015 – December 2018              |
| Ginger Perkins  | Bursar's Office                                      | Member                           | September 2016 – September 2018             |
| Donnie Finch  | Bursar's Office                                      | Member                           | September 2016 – September 2018             |
| Hartley Murray  | Purchasing Services                                  | Member                           | September 2016 – January 2018               |
| Bradley Thomas  | Content Management, Communications, & Training       | Member & VCFA EID Council Member | February 2015 – December 2017               |
| Martha Kerner   | Business Services                                    | Executive Sponsor                | February 2015 – July 2017                   |
| Robert Johnson  | MDS/SWAP   | Member                           | September 2016 – June 2017                  |
| Ron Machoian  | Risk Management                                      | Chair                            | February 2015 – Fall 2015/Spring 2016       |
| Linda Ande  | Bursar's Office                                      | Member                           | February 2015 – Fall 2015/Spring 2016       |
| Brian Hutchinson  | Purchasing Services                                  | Member                           | February 2015 – Fall 2015/Spring 2016       |
| Marisa Melby  | Internal Audit                                       | Member                           | February 2015 – Fall 2015/Spring 2016       |
| Melisa Perez  | Accounting Services                                  | Member                           | February 2015 – Fall 2015/Spring 2016       |
| Tara Vasby  | Business Services                                    | Member                           | February 2015 – Fall 2015/Spring 2016       |