

UW-Madison Conference Centers and Mail Services
Engagement, Inclusion and Diversity Committee Charter
(Last Updated: 6/25/2019)

Committee Name	Conference Centers and Mail Services EID Committee
Committee Chair	Josh Goldman
Executive Sponsor(s)	CCMS Director - Bill Mann
Description	
<p>The Conference Centers and Mail Services’ (CCMS) Engagement, Inclusion and Diversity (EID) Committee includes representatives from each department within Conference Centers and Mail Services. The Committee will review the results of EID surveys, which are completed by staff every two years. The Committee will develop CCMS’s EID plan, then review it annually.</p> <p>The EID committee for CCMS will set the pace and direction of CCMS’s engagement, inclusion and diversity initiatives by developing concrete recommendations and programs to implement for CCMS staff. These recommendations will be presented to the CCMS director for approval, and progress toward committee goals will be reported to the Vice Chancellor for Finance and Administration. Recommendations will be based on the following EID principles, which aim to</p> <ul style="list-style-type: none"> • Promote shared responsibility and accountability • Promote, enhance, and leverage diversity • Create an inclusive culture and community • Foster communication and mutual understanding • Provide and foster growth and development <p>The committee will apply these principles specifically to CCMS and its operations in order to provide clear, actionable recommendations that will improve CCMS’s work environment and business.</p>	
Business Case	
<p>As a part of the UW-Madison campus and a division of the VCFA, CCMS is committed to the Engagement, Inclusion and Diversity initiative, which was developed to address the recruitment and retention of the best faculty and staff and to contribute to a campus environment that is diverse, inclusive, safe, and respectful.</p> <p>As a customer focused organization, CCMS’s employees are fundamental to the organization’s success, and creating a work environment in which employees can flourish is critical to CCMS’s business. It has been shown that work environments that embody EID principles help attract and retain talent, and create a work environment that enables employees to do their best work. Moreover, it is clear that an engaged, inclusive, and diverse work environment is linked to increased morale, lower turnover, and reduced absenteeism, which has a direct, positive impact on customer service.</p>	

Committee Goals

- Review biennial survey data and report findings to CCMS Director.
- Review and revise CCMS EID plan annually
- Provide clearly defined deliverables and actionable strategies that recommend ways to infuse EID principles into CCMS’s work environments.
- Implement EID plan by forming and leading subgroups.
- Communicate EID initiatives to staff and serve as a source of information on EID initiatives and principles
- Solicit feedback from CCMS staff on effectiveness of EID initiatives to ensure continuous improvement and to generate ideas for future EID initiatives.
- Work with other organizations within the EID council in order to incorporate best practices and other successful initiatives where applicable, and to contribute to campus wide EID goals.

Decision Authority and Coordination with Executive Sponsor

The EID committee will make recommendations for an EID action plan to the CCMS Director, who will make final decisions and approval regarding the implementation of the EID plan. The EID committee will meet periodically to provide status updates on EID initiatives within CCMS, solicit input, and develop strategies for implementation in consultation with the CCMS Director.

Time Commitment

The committee will meet at least once a month for one hour, with additional meetings as necessary to be agreed upon by committee. This time commitment may be revised as necessary. Meeting dates and times will be respectful of business needs, and will accommodate committee member work schedules to ensure that there are no barriers for CCMS employees to contribute to this work.

Subgroups may be created, which will have time obligations outside of regular committee meetings.

Team Composition

CCMS’s EID committee will have representatives from each CCMS department. Team members will serve an initial appointment of two years, after which they may make a request to renew for a second two year term (renewals are automatic). The EID committee will work to ensure that there is broad representation from CCMS work areas on the committee, including student employees.

When a vacancy on the team needs to be filled, a general call for nominations will be sent to CCMS employees. Employees may nominate themselves or others. Team members must have the support of their immediate supervisor or manager. In the event that there are no nominations to fill a vacancy or the committee membership does not effectively represent the diversity of CCMS, the EID committee will solicit additional members.

In addition to the roles of committee Chair and VCFA Liaison, the committee may decide to define other roles for committee members such as “facilitator” or “event coordinator” for example, and this charter will be updated to include them at that time.