



**Engagement, Inclusion,  
and Diversity Council**

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION  
UNIVERSITY OF WISCONSIN-MADISON

**DIVISION OF RECREATIONAL SPORTS  
ACTION PLAN**

DATE: 2018-2019

<p><b>INTRODUCTION/ SUMMARY</b></p>	<p>The purpose of the EID Committee within the Division of Recreational Sports is to serve its members, student staff and professionals by identifying Divisional concerns and educating staff through engagement, inclusion and diversity focused initiatives with the goal of creating a culture of mutual respect and understanding. The following plan will assist the committee with addressing the issues identified by professional and student staff through surveys and focus groups, along with those identified by the 2018 VCFA EID Survey results.</p>
<p><b>PROGRESS UPDATE</b> <i>2017-2018 EID Unit Plan</i></p>	<p>Over the past year, the EID Committee has worked on several initiatives, including better tracking and assessment of professional development opportunities and gauging and improving the student employee work environment. These initiatives were driven by results from the 2016 VFCA EID Survey results, along with feedback from professionals and student staff through engagement activities.</p> <p>Most notably, the committee developed a reporting form to streamline professional staff to track development opportunities. After an employee attends an opportunity, they fill out the report with details of the event, how they were developed, and if they thought it would be beneficial for others to attend. This allowed the committee to track the goal of 100% of professional staff attending a professional development opportunity, while also making sure the opportunities are valuable year after year. Professional development for 100% of our employees is now an expectation and will be built into performance evaluations. The committee also continued its work engaging student employees through the 3<sup>rd</sup> annual Student EID survey created with questions from the VCFA EID Survey. Student staff also attended the 3<sup>rd</sup> annual Student Diversity Forum, where they participated in activities about micro-aggressions and identity, and they shared experiences about their current work environment. Working with students to gauge their EID environment will be ongoing work for the committee going forward.</p> <p>Overall, there are two main areas of focus for the 2018-2019 Rec Sports EID plan that will fit into the identified VCFA priorities. Effective communication and prepared leadership fall within Priority 1, 2 and 4. Staff recognition is an ongoing effort for Rec Sports and fall within Priority 3. The following initiatives should help Rec Sports address these areas and move the dial in a positive direction.</p>

	<b>OBJECTIVE(S)/OUTCOME(S):</b> What are measurable targets to address this priority? What outcomes would you like to achieve?	<b>ACTIVITIES:</b> What action steps can be taken to achieve this objective/outcome? What is the expected timeline to complete this activity?	<b>MEASURE(S):</b> How will this objective/outcome be measured? How will progress be measured?
<b>VCFA EID PRIORITY 1:</b> Build capacity and skills for leadership, managers and supervisors to be effective in their roles and to be accessible and accountable to employees	<b>OBJECTIVE(S)/OUTCOME(S):</b> <ul style="list-style-type: none"> <li>● Increase the management and supervision skills of professional staff members to be better leaders.</li> </ul>	<b>ACTIVITIES:</b> <ul style="list-style-type: none"> <li>● The Division will choose two individuals per year from professional staff to attend the Fully Prepared to Lead: Principles of Supervision and Management course at UW-Madison.</li> </ul>	<b>MEASURE(S):</b> <ul style="list-style-type: none"> <li>● After completing the course, staff will report at least one new management skill learned or developed through the Professional Development Tracking form.</li> </ul>
<b>VCFA EID PRIORITY 2:</b> Provide professional development and training opportunities for employees to build their skills and grow in their roles	<b>OBJECTIVE(S)/OUTCOME(S):</b> <ul style="list-style-type: none"> <li>● Identify and provide at least two in-house workshops to address beneficial development opportunities for staff.</li> <li>● Improve the communication climate amongst staff.</li> </ul>	<b>ACTIVITIES:</b> <ul style="list-style-type: none"> <li>● Incorporate one external presenter at a staff meeting or gathering.</li> <li>● Schedule a development workshop with Learning Talent and Development for staff only.</li> <li>● Provide a training specific to email communication to be facilitated by an external presenter.</li> </ul>	<b>MEASURE(S):</b> <ul style="list-style-type: none"> <li>● Every staff member will attend at least one in house development opportunity provided.</li> <li>● After completing a workshop provided, at least 80% of staff will indicate satisfaction by recommending the workshop to someone else.</li> <li>● After completing communication training, staff will be able to identify one effective email communication strategy</li> </ul>
<b>VCFA EID PRIORITY 3:</b> Employees are recognized for their work and are aware of promotional opportunities within their unit	<b>OBJECTIVE(S)/OUTCOME(S):</b> <ul style="list-style-type: none"> <li>● Increase recognition of staff throughout the year.</li> <li>● Participate in the "Wooden Nickel" recognition program through University Housing and Dining.</li> </ul>	<b>ACTIVITIES:</b> <ul style="list-style-type: none"> <li>● Implement the iWards staff recognition presentation at the Winter and Summer retreat so achievements are made aware more timely.</li> <li>● Implement an iWards submission form so staff can readily submit based on the work they see real time.</li> <li>● Distribute wooden nickels to staff for doing exemplary work. Allows staff to redeem for coffee at dining locations</li> </ul>	<b>MEASURE(S):</b> <ul style="list-style-type: none"> <li>● iWard submissions will increase by 10% with the implementation of a submission form.</li> <li>● Distribute all 100 wooden nickels to staff. Each staff member will be recognized for their exemplary work.</li> </ul>

<p><b>VCFA EID PRIORITY 4:</b> Policies are widely known, are accessible and are applied equitably to employees</p>	<p><b>OBJECTIVE(S)/OUTCOME(S):</b></p> <ul style="list-style-type: none"><li>● Establish a baseline experience for all new employees through standardized onboarding.</li></ul>	<p><b>ACTIVITIES:</b></p> <ul style="list-style-type: none"><li>● Create a new onboarding plan for new professional staff members. This will include meeting with each member of the Leadership team for insight into broad level Divisional policies and expectations.</li></ul>	<p><b>MEASURE(S):</b></p> <ul style="list-style-type: none"><li>● Upon completion of the new employee onboarding, professional staff will be able to identify at least one Divisional expectation.</li></ul>
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## CONTACT INFORMATION

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For more information or details about the Employee Engagement, Inclusion & Diversity action plan and initiatives within the Division of Recreational Sports, please contact:

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