



## Engagement, Inclusion, and Diversity Council

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION  
UNIVERSITY OF WISCONSIN-MADISON

## Office of the VCFA ACTION PLAN

DATE: November 1, 2018

<p><b>INTRODUCTION/ SUMMARY</b></p>	<p>The Office of the Vice Chancellor for Finance and Administration includes the Vice Chancellor's support staff, Auxiliary Operations Analysis, Madison Budget Office and the Secretary of the University Staff. These offices are committed to providing the tools and opportunities for ensuring an engaged, inclusive and diverse staff/workplace. Priorities to help us fulfill our commitment to EID in 2018-19 include enhanced professional development opportunities, strengthened networking and information sharing, a robust onboarding process and a renewed commitment to employee wellness.</p>
<p><b>PROGRESS UPDATE</b> <i>(SINCE LAST EID ACTION PLAN)</i></p>	<p>This update focuses on goals that were established in the 2017-18 Office of the VCFA EID Annual Plan and progress toward achieving those goals. Each of these goals and the actions to achieve the goals are part of the Finance and Administration strategies to (1.) improve campus life by delivering expectations for a diverse, inclusive and respectful campus and (2.) be a best place to work through developing a culture that positions employees to excel and achieve career aspirations.</p> <p><b>Goal:</b> Continue and improve the EID Networking Luncheons, which have been a successful forum for welcoming new employees and sharing information with staff about ongoing activities in our offices as well as the EID Initiative.</p> <p><b>2017-18 outcome:</b> The Networking Luncheons continued to be the signature event for the Office's EID efforts. Due to scheduling issues, we were able to have only two luncheons during the past year. However, they provided excellent information-sharing opportunities. Information covered at the luncheons included communications relating to the EID Survey and survey results, introductions of new staff, updates on the Partners in Giving program and Q&amp;As with the Vice Chancellor.</p> <p><b>Goal:</b> Strengthen and improve promotion of the VCFA EID Team email account: <a href="mailto:eidteam@vcfa.wisc.edu">eidteam@vcfa.wisc.edu</a>. While campus internal communications have improved substantially in recent years, this email account provides an opportunity to tailor important information to the needs of Office of the VCFA staff in areas such as professional development, employee benefits, EID activities and other areas.</p> <p><b>2017-18 outcome:</b> VCFA EID Team email messages supplemented other internal communications channels for Office of the VCFA staff, including the Working at UW e-newsletter. Information in the emails included news about professional development opportunities, the Campus Diversity Forum, employee flu shot clinics, Office of the Secretary of the University Staff culture and heritage events, staff networking luncheons and the EID Survey.</p> <p><b>Goal:</b> 2018 EID Survey – communication plan, survey follow-up.</p> <p><b>2017-18 outcome:</b> The Office of the VCFA had a robust plan for communicating about the 2018 EID Survey. Efforts included targeted messages to staff from Vice Chancellor Heller (including an embedded video in which the Vice Chancellor discussed the survey and EID initiative in general), announcements through the VCFA EID Team email, and announcements at Office of the VCFA networking luncheons. We would like to note that the survey response rate for Office of the VCFA staff was 100 percent.</p> <p><b>Goal:</b> Strengthen collaboration between the Office of the VCFA EID Team and the VCFA EID Council by inviting the new co-chairs of the EID Council and new EID coordinator to meet with the Office team.</p> <p><b>2017-18 outcome:</b> Collaboration between our EID Team and the VCFA EID Council improved with the appointment of team member Linda Thao to the Council. However, our collaborative efforts were hindered due to the EID coordinator vacancy.</p> <p><b>Goal:</b> Encourage directors to explore student-employment/internship opportunities for first-generation university students or students from under-represented groups. This effort would have immediate benefits for students and could lead to enhanced diversity recruiting for Office of the VCFA units and the campus at large.</p> <p><b>2017-18 outcome:</b> This has been an unmet goal for the Office of the VCFA. It will be addressed in our recommendations for 2018-19.</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?
<p><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</p>	<p><b>OBJECTIVE(S)/OUTCOME(S):</b></p> <ul style="list-style-type: none"> <li>● Increase capacity of leaders, managers and supervisors to be effective in their roles.</li> <li>● Increase accessibility of leaders, managers and supervisors to their employees or direct reports.</li> <li>● Increase awareness and knowledge of EID competencies among leaders, managers and supervisors.</li> </ul>	<p><b>ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>● Develop regular trainings that focus on managerial and relationship-building skills for managers and supervisors.</li> <li>● Develop a consistent process for managers and supervisors to meet and check in with their employees on a regular basis.</li> <li>● Develop mechanisms for employees to share their feedback or voice their concerns throughout the year.</li> <li>● Embed EID competencies into performance management programs.</li> </ul>	<p><b>MEASURE(S):</b></p> <ul style="list-style-type: none"> <li>● Leaders, managers and supervisors understand and are able to articulate their role as it relates to the employees they supervise.</li> <li>● Leaders, managers and supervisors are meeting and checking in with their staff regularly to ensure that employees are supported in their work.</li> <li>● Progress can be measured via performance evaluations or regular conversations with unit leaders.</li> </ul>
<p><b>VCFA EID PRIORITY 2:</b> Provide professional development and training opportunities for employees to build their skills and grow in their roles</p>	<p><b>OBJECTIVE(S)/OUTCOME(S):</b></p> <ul style="list-style-type: none"> <li>● Provide professional development opportunities to improve employees' competencies in their current positions and also prepare them for promotional opportunities.</li> <li>● Ensure that professional development is a shared responsibility of staff and supervisors</li> <li>● Provide professional development opportunities to enhance staff competencies in the areas of engagement, inclusion and diversity.</li> </ul>	<p><b>ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>● Identify competencies that should be addressed and opportunities for doing so in all performance reviews.</li> <li>● Make resources available for staff to access professional development opportunities.</li> <li>● Inform staff of availability of professional development opportunities.</li> <li>● Provide cross-training opportunities on finance, budget and other special topics.</li> </ul>	<p><b>MEASURE(S):</b></p> <ul style="list-style-type: none"> <li>● Improve EID Survey scores in "tools and opportunities" section of survey, including on the question of "I am satisfied with opportunities to enhance my well-being at work."</li> <li>● Employee development opportunities are the subject of at least one Office of the VCFA Networking Luncheon.</li> <li>● All performance reviews address staff competencies and opportunities for improvement.</li> </ul>
<p><b>VCFA EID PRIORITY 3:</b> Employees are recognized for their work and are aware of promotional opportunities within their unit</p>	<p><b>OBJECTIVE(S)/OUTCOME(S):</b></p> <ul style="list-style-type: none"> <li>● Recognize and celebrate exceptional performance in support of UW-Madison's academic mission.</li> <li>● Reward meritorious work through a transparent compensation program.</li> </ul>	<p><b>ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>● Make sure employees are aware of campus award programs such as the Administrative Improvement Award and awards supported by governance groups.</li> </ul>	<p><b>MEASURE(S):</b></p> <ul style="list-style-type: none"> <li>● Improve EID Survey scores on questions such as "I am satisfied with my pay/compensation" and "Recognition is based on performance in my work unit."</li> </ul>

	<ul style="list-style-type: none"> <li>● Ensure that employees are aware of opportunities to advance and are adequately prepared for such opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>● Maintain a transparent process for rewarding meritorious staff through discretionary compensation funds and bonuses.</li> <li>● Use Office of the VCFA Networking Luncheons or other events to celebrate jobs well done, achievements, completed projects and milestones over the course of the year.</li> </ul>	<ul style="list-style-type: none"> <li>● Have at least one entry from Office of the VCFA units in campuswide awards programs each year.</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>● Make campus policies, including those relating to human resources issues, easily accessible to all employees.</li> <li>● Ensure that staff are knowledgeable about policies that apply to their positions.</li> </ul>	<p><b>ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>● Develop a communication plan for informing employees of campus policies, including human resources policies, and how to access them.</li> <li>● Ensure that policies are written in language that is easily understood by employees.</li> </ul>	<p><b>MEASURE(S):</b></p> <ul style="list-style-type: none"> <li>● Provide opportunities to discuss policies and how to access them with employees.</li> <li>● Include discussion of applicable policies (including HR policies and policies applicable to specific positions) in onboarding process.</li> </ul>
<p><b>PRIORITY 5:</b> Provide networking opportunities to help build an environment of engagement and inclusion.</p>	<p><b>OBJECTIVE(S)/OUTCOME(S):</b></p> <ul style="list-style-type: none"> <li>● Ensure an engaged, inclusive and welcoming work environment for Finance and Administration staff in Bascom Hall.</li> <li>● Provide opportunities to share information about ongoing activities in our offices as well as the EID initiative.</li> <li>● Provide opportunities to share information about VCFA priorities with staff.</li> </ul>	<p><b>ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>● Continue to improve the EID Networking Luncheon, which has been a successful forum for welcoming new employees and sharing information about VCFA priorities and activities.</li> <li>● Have periodic social events involving Office of the VCFA staff to provide staff engagement opportunities in a less formal setting.</li> </ul>	<p><b>MEASURE(S):</b></p> <ul style="list-style-type: none"> <li>● Have at least three EID Networking Luncheons in 2018-19.</li> <li>● Have at least one to two social events open to Office of the VCFA staff.</li> <li>● Seek employee feedback on these events through surveys, discussions.</li> </ul>
<p><b>PRIORITY 6:</b> Provide a positive, robust and consistent onboarding experience for new staff in Office of the VCFA units.</p>	<p><b>OBJECTIVE(S)/OUTCOME(S):</b></p> <ul style="list-style-type: none"> <li>● Make sure that all new staff in Office of the VCFA units get off to a positive start and feel fully engaged in their jobs, units.</li> </ul>	<p><b>ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>● Work with onboarding coordinator to make sure all staff, supervisors are aware of onboarding checklist.</li> <li>● Have EID Team review the checklist to make sure EID is part of the onboarding experience.</li> <li>● Survey new employees about onboarding process and potential ways to improve it.</li> </ul>	<p><b>MEASURE(S):</b></p> <ul style="list-style-type: none"> <li>● Responses to surveys of new staff on their onboarding experiences.</li> </ul>

## CONTACT INFORMATION

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