



WISCONSIN

UNIVERSITY OF WISCONSIN-MADISON

Name	Vice Chancellor for Finance and Administration (VCFA) Engagement, Inclusion and Diversity (E.I.D.) Council
Executive Sponsor	Laurent Heller, Vice Chancellor for Finance and Administration
Council Co-Chairs	TBD
Technical Assistance	E.I.D. Coordinator (OHR), Kent Lesandrini (consultant)
Purpose and Scope of Work	
<p>The purpose of the Engagement, Inclusion and Diversity (E.I.D.) Council is to advise the Vice Chancellor for Finance and Administration (VCFA) on engagement, inclusion and diversity patterns, issues and practices among and across the VCFA units that transcend the unit level and to connect the activities of the VCFA with the UW-Madison Campus Climate and Diversity Framework. In many ways, the VCFA E.I.D. Council (Council hereafter) advises the VCFA in the same way that the unit E.I.D. committees advise the unit directors.</p> <p>Specifically, the Council:</p> <ul style="list-style-type: none">a) Identifies existing promising E.I.D. practices among the VCFA units that could be expanded to other units or across the VCFA;b) Identifies patterns or issues across the VCFA units that can be addressed at the VCFA-wide level;c) Connects the VCFA E.I.D. activities to UW-Madison campus-wide engagement, inclusion and diversity activities (e.g. Affecting R.E.E.L. – Retain Equip Engage Lead – Change for Diversity & Inclusion Model and the Diversity Framework); andd) Reviews and makes recommendations to the VCFA for VCFA-wide actions and activities based on E.I.D. survey results. <p><u>Responsibilities:</u></p> <ul style="list-style-type: none">1. Serve as an advisory group to the VCFA on matters related to E.I.D.2. Interact with the VCFA to create, implement and accomplish annual Council goals on which the Council will focus each year.3. Research and provide ideas about new, innovative, leading and promising practices for engagement, inclusion, and leveraging diversity.4. Identify VCFA-wide cross-cutting barriers or challenges to recruitment, retention, engagement, inclusion and advancement of all employees, especially those in underrepresented groups, and program or initiative recommendations to address these barriers and challenges.5. Provide advice and recommendations for how to increase awareness and competency building for all staff in the area of engagement, inclusion, and leveraging diversity. These might include training events, speaker forums, and brown bag lunch sessions, etc.6. Provide advice and recommendations on measuring and evaluating progress, quality, and adequacy in planning, developing, and implementing VCFA-wide E.I.D. goals, strategies, projects, and programs, including the next round of the E.I.D. survey.	

7. Review Council progress relative to the VCFA-wide goals, strategies and measures in order to identify maximum impact and effectiveness. Provide a vehicle to report annually on the goals and measures of progress of the VCFA-wide E.I.D. activities.
8. Coordinate with UW-Madison engagement, equity, diversity and inclusion initiatives, vision and objectives.
9. Communicate Council progress to the VCFA units and across UW-Madison (e.g. showcase events, on-line communication forums).
10. Serve as the sponsoring body and chartering group for employee affinity groups (Note: Affinity groups are groups formed around a shared interest, shared concern or common goal. In engagement, inclusion and diversity initiatives, affinity groups tend to form around dimensions of social identity, such as gender, ethnicity, culture, etc.).

Authority and Accountability

The Council advises and makes recommendations to the VCFA. The VCFA works with the Directors to ensure the success of the E.I.D. Initiative. Once Council annual goals are adopted, the Council will assist with implementation of VCFA-wide activities and reviews of VCFA-wide progress toward those goals.

The Council is accountable to the VCFA who, as its Executive Sponsor, is responsible for supporting the success of the Council.

Role of the Executive Sponsor

To provide leadership and support for the success of the Council. For example:

- Work with the Directors to provide the Council with direction as the Council identifies its annual goals including indicators/measures of success.
- Provide administrative and logistical support for scheduling and holding Council meetings, Unit reviews, Division-wide events, etc.
- Provide support for operationally defining, collecting, analyzing and display/reporting data for process and outcomes measures
- Provide support for administering the E.I.D. Survey.
- Provide support for coordinating communications and keeping/accessing documents and records (web-based).
- Provide support through the OHR E.I.D. coordinator to the co-Chairs (setting agendas, meeting management, etc.)
- Sponsoring events, on-line forums, etc,

Structure

The Council:

- Will report to the Vice Chancellor of Finance and Administration
- Will consist of 10-14 members, and include diverse representation
- Will have co-chairs appointed by the VCFA
- May establish subcommittees as needed to perform the work of the committee
 - Subcommittees will have at least one Council member and may include other staff from the VCFA and participating charter units, with the approval of their supervisor and have skills appropriate to the subcommittee. Subcommittees should be temporary in nature focused on a specific goal, project or event.
- May choose to use a facilitator for its meetings
- Advises and makes recommendations to the VCFA

Responsibilities of the co-chairs:

- Planning and organizing the work of the Council including annual goals.
- Creating a healthy, inclusive and engaging environment while conducting the meetings.
- Inspiring and supporting members to action.
- Ensuring accurate records and timely communication with key stakeholders.
- Continuously improve the effectiveness of the Council.
- Provide counsel and recommendations to the VCFA

Criteria for identifying co-chairs:

The co-chairs will be appointed by the VCFA and be comprised of one Director and one non-Director.

Ideally, the co-chairs possess:

- A commitment to and understanding of issues of engagement, inclusion and diversity and their relationship to the VCFA Mission.
- A commitment to creating a healthy, inclusive and engaging Council environment
- Project management skills and the ability to delegate
- Strong listening and facilitation skills
- Sensitivity to managing change and working collaboratively across a large, complex organization
- The respect of their peers

Possible Criteria for identifying Council members (work with Council co-chairs to finalize):

All members have:

- A commitment to and understanding of issues of engagement, inclusion and diversity and their relationship to the VCFA Mission.
- An ability to work well in teams (good listening skills, organized, effectively deal with conflict, etc.)
- A commitment to creating a healthy, inclusive and engaging Council environment
- The respect of their peers
- An openness to new ideas and diverse perspectives
- Committed to serve a two-year term

Collectively, the Council membership should have:

- A horizontal and vertical slice of the VCFA
- Skills in measurement and data collection, display and analysis
- Skills in group facilitation
- Planning skills
- Project management skills
- A balance of big picture thinking and detail orientation

Unit directors determine individual Council members utilizing above criteria as well as collaboration with other directors to maintain the diversity of the Council. One-half of the Council membership changes over each year. The terms for the 2017-2018 serve as an example:

Division	Appointment End Date
AIMS	September-2017 (Odd Years)
APR	September-2018 (Even Years)
Bus Svc	September-2017 (Odd Years)

FPM	September 2018 (Even Years)
Housing	September-2017 (Odd Years)
OHR	September 2018 (Even Years)
OVCFA	September 2018 (Even Years)
Rec Sports	September-2017 (Odd Years)
UHS	September 2018 (Even Years)
UWPD	September-2017 (Odd Years)
WI Union	September 2018 (Even Years)

As vacancies occur, the replacement of the member will be done by the unit director. If a vacancy occurs mid-cycle, the new member will have the option of serving out the remaining term and, with the approval of their unit director, to continue on through one entire cycle.

Original units which were part of the VCFA when the Council formed in 2014, but no longer report to the VCFA, may continue to serve as charter members of the Council with the approval of their Director. These units currently include the Wisconsin State Laboratory of Hygiene, Wisconsin Veterinary Diagnostic Laboratory and Research and Sponsored Programs. This will apply to other current VCFA units whose reporting lines in the University change in the future.

Membership

The VCFA will work with the Council co-chairs, the Directors, and the E.I.D. Planning Team to develop the process for identifying, screening and selecting Council members. The VCFA will make the final decision about membership and invite individuals to participate.

The overall membership must represent a maximum mixture of diversity, including demographic, functional, and organizational. Council members must have the support of their immediate supervisor. To support members work on the Council, 10% of their current position will be allocated to Council business.

Council members will serve a two-year term. In order to offer the opportunity to as many VCFA employees as possible, re-appointment for a second term will only occur when there is a clear business case for an exception made to the VCFA.

Council members shall be collaborative, be respectful of other members and the different points of view, and consider the VCFA Division as whole in making decisions. Discussions will be based on relative data, research, and information. Within the Council, decision-making methods appropriate for the task will be used, including consensus, respectful majority, and delegated by and to the chairs.

Sign-off

Executive Sponsor

_____ **Date:** _____
 (Name)