



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

**UW VCFA Engagement, Inclusion and Diversity Council
DRAFT EID Council Charter**

Name	VCFA EID Council
Executive Sponsor	Darrell Bazzell, VCFA
Council Co-Chairs	
Technical Assistance	Jim Gray (OQI), Adin Palau (OHR), Kent Lesandrini (consultant)

Purpose and Scope of Work

The overall purpose of the VCFA EID council is to provide advice and assistance to the VCFA for creating, launching and sustaining organizational change on matters relating to the design and implementation of the Engagement, Inclusion, and Diversity Initiative, for the benefit of the whole Division.

Responsibilities:

1. Serve as an advisory group to the Vice Chancellor of Finance and Administration on matters related to the EID initiative.
2. Research and provide ideas about new, innovative, leading and best practices for engagement, inclusion, and leveraging diversity.
3. Provide advice and recommendations on identifying VCFA-wide and cross-cutting barriers or challenges to recruitment, retention, engagement, inclusion and advancement of all employees, especially those in underrepresented groups, and on development of programs or initiatives to address these barriers and challenges.
4. 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.
5. Provide advice and recommendations on measuring and evaluating EID progress, quality, and adequacy in planning, developing, and implementing EID goals, strategies, projects, and programs, including the next round of the EID survey.
6. Review EID goals, strategies and measures of progress across the division to identify ways these can be leveraged to ensure maximum effectiveness. Coordinate division-wide initiatives (e.g. RISE, apprenticeship program).
7. Strengthen connections and coordination with Units' EID Teams/Plans. Provide a vehicle for units to report annually on the goals and measures of progress of the EID initiative. Review and revise the Implementation Matrix annually. Coordinate with Campus-wide EID vision and objectives.
8. Serve as sponsoring agent through which EID activities and best practices can be shared across all areas (e.g. showcase events, on-line communication forums) that highlight, communicate and recognize EID progress.
9. 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 EID Council advises and makes recommendations to the VCFA. The VCFA works with the Directors to ensure the success of the EID Initiative. Once recommendations are adopted, the EID Council will assist with implementation and reviews of progress.

The EID Council is accountable to the VCFA, as its Executive Sponsor, who is responsible for supporting the success of the EID 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 EID Council specific direction around what to focus on accomplishing each year, with 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 listed in the Implementation Matrix.
- Provide support for administering the EID Survey.
- Provide support for coordinating communications and keeping/accessing documents and records (web-based).
- Provide support to the Chair (or co-Chairs) (setting agendas, meeting management, etc.)
- Sponsoring events, on-line forums, etc,

Structure

The EID Council:

- will report to the Vice Chancellor of Finance and Administration
- will consist of 10-12 members, and include diverse representation
- will have chair (or co-chairs) appointed by the VCFA
- may establish subcommittees as needed to perform the work of the committee
- may choose to use a facilitator for its meetings
- advises and makes recommendations to the VCFA

Responsibilities of the chair (or co-chairs):

- Planning and organizing the work of the Council.
- Conducting the meetings.
- Inspiring and supporting members to action.
- Ensuring accurate records and timely communication with key stakeholders.
- Continuously improve the effectiveness of the EID Council.
- Provide counsel and recommendations to the VCFA

Criteria for identifying co-chairs:

The chair (or co-chairs) will be appointed by the VCFA. Ideally, the chair (or co-chairs) possess (es):

- a commitment to and understanding of issues of engagement, inclusion and diversity and their relationship to the VCFA Mission.

- 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 the chair (or 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.)
- the respect of their peers
- an openness to new ideas and diverse perspectives

Collectively, the Council 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

Membership

The VCFA will work with the EID Council chair (or co-chairs), the Directors, and the EID 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 two-year terms. Initially, to establish staggered terms, half the members will be appointed for one-year terms and the other half will be appointed for a two-year term. Members may be reappointed for a second term by 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 chair (or co-chairs).

Sign-off

Executive Sponsor



Date 3/4/2016