

STAFF DIVERSITY ADMINISTRATIVE ADVISORY COMMITTEE ANNUAL REPORT 2015-2016

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Report

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Joanna Friesner – Training and Development Subcommittee Chair
Lyndon Huling – Training and Development Subcommittee Member
Diane Carr – Communications Subcommittee Chair
Hampton Sublett – Communications Subcommittee Member
Elaine Nakata – Affirmative Action Subcommittee Chair
Danielle Sherwood and Alfred Chan – Veteran Constituency Chair



Executive Summary

Activities

The Staff Diversity Administrative Advisory Committee (SDAAC) coordinated a total of three events for staff and faculty for the 2015-2016 academic year: SDAAC Orientation, Principles of Community Week Diversity Event, and Soaring to New Heights. In addition, SDAAC participated in the New Employee Welcome Resource Fair. SDAAC had a presence in Staff Assembly, the Campus Council on Community and Diversity, the Diversity and Inclusion Staff Working Group, and TGFS.

Findings

After reviewing the Campus Climate Survey and the Diversity and Inclusion Strategic Plan draft, our findings suggest that more work needs to be done on addressing staff issues. While the university is striving to make campus a more inclusive environment, our continued efforts must be focused on the needs of underrepresented communities.

Recommendations

SDAAC recommends taking a larger role in participating in executive leadership meetings where decisions about staff are being held, such as the Diversity and Inclusion Steering Committee. The committee recommends meeting with major administrative leadership on campus, including Acting Chancellor Ralph Hexter, Ombuds Katherine Greenwood, Chief Compliance Officer Wendi Delmendo, and Human Resources to address staff issues related to recruitment efforts, affirmative action, issues in the workplace, and succession planning for these changes.

SDAAC Mission

The Staff Diversity Administrative Advisory Committee (SDAAC) has the following charge:

Advises the Chancellor via the Associate Executive Vice Chancellor Campus Community Relations regarding the campus Comprehensive Diversity Action Plan on matters related to staff. The committee reviews:

- Staff related affirmative action programs and recommends activities
- Recommends Diversity Education and Training programs
- Advises the campus senior administration regarding general employment related policy issues
- Participates in the planning and offering of campus programs to promote diversity and inclusion

SDAAC Committee Membership

First Name	Last Name	Association
Tatiana	Avoce	Member at Large, Shared Services Center
Elizabeth	Boylan	Ex-Officio Member, Graduate Student
Diane	Carr	Communications Subcommittee Chair, Member at Large
Eric	Fifer	Ex-Officio Member, Harassment & Discrimination Assistance & Prevention Program
Joanna	Friesner	Training and Development Subcommittee Chair, Member at Large
Victor	Garcia	Latino Staff and Faculty Association (LSFA)/ Ex-Officio Member, Transfer Reentry Veterans Center
Alejandra	Garibay	SDAAC PAST CHAIR, College of Letters and Science Dean's Office
Aretha	Gillis	Member at Large, UC Davis Health System
Haley	Goldlist	Ex-Officio Member, Undergraduate Student
Vickie	Gomez	Staff Assembly; Office of Campus Community Relations
Elizabeth	Hart	Ex-Officio Member, Graduate Student
Stephanie	Hartfield	SDAAC CHAIR, Student Housing
Lyndon	Huling	Training and Development Subcommittee Member, Member at Large
Kamal	Lemseffer	Member at Large
Matthew	Lesenyie	Ex-Officio Member, Graduate Student
Kendra	Marsh	Veterans Group
Rachel	Messer	Chancellor's Committee on Lesbian, Gay, Bisexual, Transgender and Intersex Issues (CCLGBTI)
Linda	Mijangos	Ex-Officio Member, Committee Coordinator, Office of Campus Community Relations
Roger	Moy	Asian Pacific American System wide Alliance (APASA) Chair
Elaine	Nakata	SDAAC Representative UCDHS
Katherine	Parpana	Asian Pacific American System wide Alliance (APASA) Chair

Veronica	Passalacqua	Native American Faculty and Staff Association (NAFSA)
Erin	Peltzman	Ex-Officio Member; Past Chair, CCLGBTQIA
Rahim	Reed	Ex-Officio Member, Associate Executive Vice Chancellor, Campus Community Relations
Maxine	Rogers	Ex-Officio Member, Human Resources; Veterans Committee Chair
Brenda	Scalzi	Administrative Management Group (ADMAN)
Rich	Shintaku	Ex-Officio Member, Training and Development Subcommittee Member
Nieeisa	Smith	African American Faculty and Staff Association (AAFSA)
Jasmine	Stoltzfus	Ex-Officio Member, Undergraduate Student
Hampton	Sublett	Communications Subcommittee Member, Member at Large
Adrienne	Thompson	Ex-Officio Member, Director of Diversity and Inclusion at UCDHS
Anthony	Volkar	SDAAC VICE CHAIR, Student Affairs Office of Technology

Events

New Employee Welcome Resource Fair

This year, the SDAAC Chairs participated in the New Employee Welcome Resource Fair on behalf of the committee. The fairs were conducted on a quarterly basis and SDAAC was represented at every fair. During the fair, we gathered names of future Soaring to New Heights volunteers and also spoke with many new employees about the committee and our mission.

For the 2016-2017 academic year, the SDAAC chairs, or a member, will continue to attend this event.

SDAAC Orientation

This year, SDAAC launched their first Orientation session for new members of the committee. The Orientation was held on Monday, August 31st, 2015 and 10 out of 15 new committee members attended the session.

During this orientation, new members reviewed the history of the committee: its origin, purpose, and focus. The SDAAC leadership team also reviewed the charge of the committee, committee membership guidelines, subcommittees and how to get involved, upcoming events, and resources.

This was also a time for the new members to network and brainstorm ideas on how their strengths could benefit the committee. The session was one hour and based on verbal feedback, was a successful session. Moving forward, SDAAC leadership will continue to welcome new members with an annual orientation session.

Principles of Community Week – Diversity Session

As a participant during Principles of Community Week this academic year, SDAAC hosted a Diversity event, the Constituent Group Showcase. This event was held on March 1st, 2016 during the lunch hour for staff members to learn more about the constituent groups and the Chancellor's Administrative Advisory Committees on campus.

A total of 90 people rsvp'd via the Eventbrite invitation that was circulated around campus. A total of 50 people attended and lunch was provided.

The following Constituent Groups and Chancellor's Administrative Advisory Committees were in attendance:

- Administrative Management Group (ADMAN)
- African American Faculty and Staff Association (AAFSA)
- Asian Pacific American System wide Alliance (APASA), UC Davis Chapter
- Chancellor's Committee on Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual Issues (CCLGBTQIA)

- Latino Staff and Faculty Association (LSFA)
- Native American Faculty and Staff Association (NAFSA)
- Veteran Constituency Group (VCG)
- Disability Issues Administrative Advisory Committee (DIAAC)
- Staff Diversity Administrative Advisory Committee (SDAAC)
- Status of Women at Davis Administrative Advisory Committee (SWADAAC)

Based on the members who presented and attendees, it was an informative event for staff members across campus.

Soaring to New Heights 2016

Soaring to New Heights, the 26th annual Multicultural Celebration of Diversity was held on April 13, 2016 from 11:30 AM – 1:00 PM in the ARC Pavilion. This was the first year the UC Davis campus collaborated more directly with the Health System and the turnout was greater than expected. This was the second year Soaring to New Heights was held at the ARC Pavilion and this was captured as one of survey questions for feedback. In addition, this year ticket prices increased by \$1 to \$6 per ticket. This Principles of Community program celebrated the 2016 Diversity and Principles of Community Achievement Award Recipients. Staff enjoyed an international buffet luncheon, three performances, a keynote speaker, and information from various campus organizations. Soaring to New Heights is sponsored by SDAAC and the Office of Campus Community Relations (OCCR). In addition, due to an increase in expenses, Soaring to New Heights reached out to campus partners, as well as one outside vendor, to co-sponsor the event. We received a total of \$1,890.00 in donations from our co-sponsors helped pay for the cost of facility rental to conduct a dress rehearsal for the event.

SPONSORS: Listed are the four sponsors who donated the following amounts:

- Development and Alumni Relations - \$700.00
- Graduate School of Management - \$500.00
- SAFE Credit Union - \$370.00
- Global Affairs - \$320.00

ATTENDANCE: The event had over 700 staff and faculty members from UCD and UCDHS in attendance, estimating around 150 more attendees than last year's event. About 50 of these attendees were from the Health System.

The following changes were implemented to create a successful Soaring to New Heights this year:

- Sponsors/donations from campus partners and one outside vendor

- Mandatory dress rehearsal for all performers and stage crew
- Transportation for UCDHS employees to get to and from the event
- Expanded our lunch menu to include more vegan/gluten-free options
 - Separate lunch station for volunteers
- Volunteer meeting the day before the event for better day-of logistics
- Keynote speaker Dr. David Acosta from the Health System
- Extra audio equipment was utilized for performers and speakers
- Layout was expanded and organized. Increased seating due to floor expansion/popularity of event
- Two screens were used throughout the event for better visual to provide better visibility
- Attendees were emailed logistical information prior to attending event

EVENT VOLUNTEERS: The event is planned by campus volunteers from UCD and UCDHS:

Soaring to New Heights Committee: Stephanie Hartfield (Chair), Anthony Volkar (Chair), Vickie Gomez, Rachel Messer, Roger Moy, Linda Mijangos, Erin Peltzman, Monique Cox, Kristina Do-Vu, Tatiana Avoce, Alfred Chan, Kimberley Folkes, Matthew Lesenyie, Maxine Rogers, Brenda Scalzi, and Adrienne Lawson-Thompson, Diane Carr

Soaring to New Heights Awards Selection Committee: Stephanie Hartfield (Chair), Matt Lesenyie, Raynell Hamilton, Adrienne Lawson-Thompson

In addition, a total of 50 campus volunteers (staff) assisted in various capacities on the day, and prior to Soaring to New Heights. The program is essential in fostering campus community as well as demonstrating that UC Davis is a welcoming and inclusive environment.

AWARD RECOGNITION: The following awards were announced during the event:

- DIVERSITY AND PRINCIPLES OF COMMUNITY AWARDS
 - INDIVIDUAL AWARD
 - Ariel Collatz, Arts Group Advising Center
 - Lynette Mendoza, UCDHS Echocardiography Laboratory
 - DEPARTMENT/TEAM AWARD
 - Neuromuscular Research Center – Clinical Trial Team (Alina Nicorici, Candace Aguilar, Carly Davis, Colleen Anthonisen, Jaijeet Toor, Natasha Sundby, Sarah Macabales)
 - DEANNA FALGE AWARD
 - Michelle Famula, Student Health & Counseling Services

- ELEANOR FONTES-FULTON AWARD
 - Maxine Rogers, Human Resources
- FACULTY CITATION
 - STEAD Committee: Steven Athanases, Manuel Calderon de la Barca Sanchez, Tom Famula, Katherine Ferrara, Louise Kellogg, Susan Rivera, Leticia Saucedo, Kimberlee Shauman, and Mithcell Singer
- CALVIN HANDY AWARD
 - Davis Joint Unified School District (Madhavi Sunder, Barbara Archer, Alan Fernandes, Susa Lovenburg, Tom Adams, Winfred Roberson, Laura Juanitas)
- DISABILITY AWARENESS AWARD
 - Cheryl Stafford, Vet Med Teaching Hospital
 - Cherie Felsch, School of Veterinary Medicine
 - Elle Barnes, Cheddar Cluster
 - Brenda Fudge, Undergraduate Admissions
 - Vicky Tibbs, Department of Internal Medicine
 - John Ortiz, UCDHS Perioperative Services Administration
 - Frances Noriega, Department of Emergency Medicine
 - Lori Renstrom, ANR: Central Coast & Southern Region
 - TEAM AWARD: Social Sciences Academic Administrative Clusters (Carmina Caselli, Cynthia Simmons, Erum Syed, Kathy Miner, Ruth Parcell)

EVENT RAFFLE: Several departments, units and groups also donated to the raffle and provided donations, including: UCD Extension, APASA, Aggie Surplus and Furniture Program, University Library, First-Year Aggie Connections, and Confucius Institute.

Raffle Donation List: UCD Extension, APASA, Aggie Surplus and Furniture Program, University Library, First-Year Aggie Connections, and Confucius Institute.

EVENT TABLING: There were 17 campus departments, groups or units that tabled during the event:

- AAFSA
- APASA
- Aggie Surplus & Furniture Program
- Confucius Institute at UCD
- Cross Cultural Center
- Disability Management Services
- First-Year Aggie Connections
- Graduate School of Management
- HDAPP
- Ombuds Office
- SAFE Credit Union

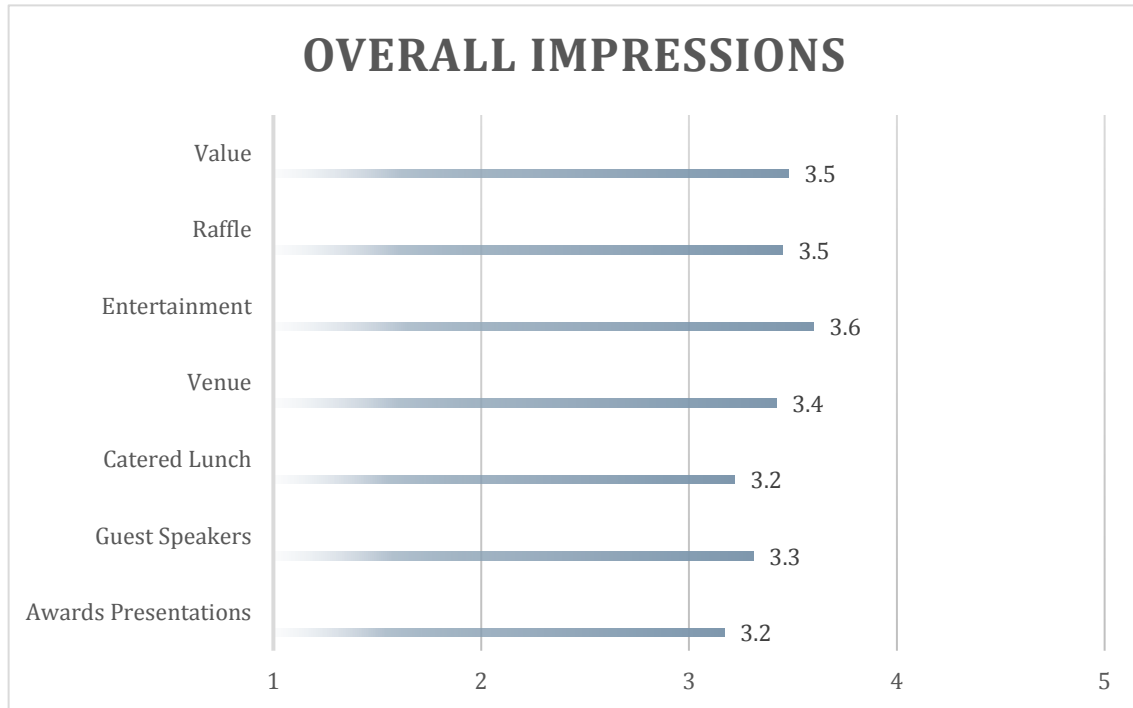
- SDPS and Worklife
- Student Support & Judicial Affairs
- Staff Assembly
- USDA WHNRC
- UCD Health System
- University Library

ENTERTAINMENT: The following entertainment performances attended:

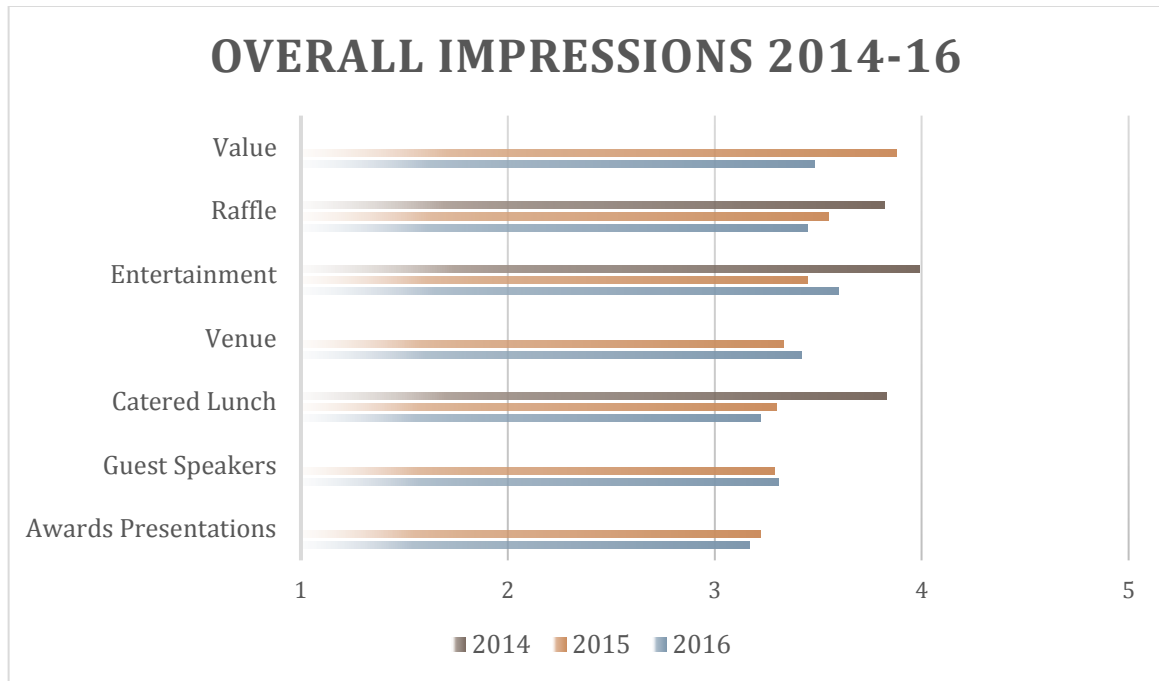
- Calvin Handy and the Jazz Patrol ft. Lorena Andrea
- Na Keiki 'O Hawai'i dance group
- Spoken Word by Fong Tran and Chaz Ashley

Soaring to New Heights Post-Event Survey Responses

Survey completed by Matthew Lesenyie and Beth Hart

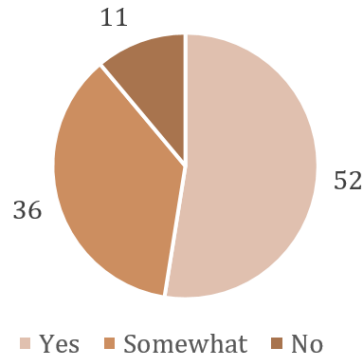


Overall, this survey collected 92 responses. The graph above shows each of the seven categories followed by a bar and a number indicating the average of all ratings. Specifically, the question asks respondents to offer their impressions of the guest speakers, awards presentations, catered lunch, raffle, entertainment, venue, and the value of the event relative to the ticket price. There are five possible responses: poor, fair, good, very good, and excellent. In general, attendees felt strongly about the value of the ticket, the raffle, venue, and entertainment. On average all items rated between good and very good.

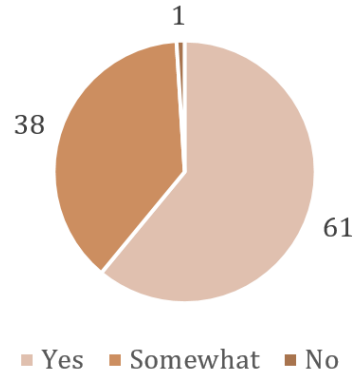


The graph above shows the average ratings from the past three years. You can see that numbers have improved significantly in the guest speakers' category. Staff seem to be unhappy about the value of their tickets, but prices in tickets have increased due to increasing costs in venue, entertainment, and food. Overall, there has been a pattern of declining impressions from the staff, especially in the categories or value, raffle, and catered lunch. Please note that 2014 was the last year Soaring to New Heights was held in Freeborn Hall.

Do you think the Soaring to New Heights event created a welcoming environment?



Do you think the Soaring to New Heights event fostered inclusion?



A third question asks broadly whether respondent's expectations of the event were met. Options for this question included: Fell short of, Met, or Exceeded expectations. We found that the event met the expectations of 48% of attendees and exceeded expectations for 20% of attendees. While 31% said that it fell short of expectations, virtually the same number (27%) as in 2015.

SDAAC Subcommittee Reports

Training and Development Subcommittee

Joanna Friesner (Chair)

Members: Joanna Friesner, Lyndon Huling, Rich Shintaku, Tatiana Avoce, Jasmine Stoltzfus, Aretha Gillis

Subcommittee Charge

Review current training programs offered by Staff Development and Professional Services (SDPS) and other programs to identify areas where additional training on diversity and inclusion is needed. Make a presentation to SDAAC to facilitate the development of recommendations for additional training activities and classes.

Past Year's Activities

In the past year the Training and Development Subcommittee focused on several relevant new campus initiatives, revisited last year's training and development recommendations to determine progress, considered changes in the campus Ombuds office, and discussed major workforce changes underway at UC Davis as a significant number of staff are retiring, or plan to retire in the next few years.

1. Affirmative Action Compliance- Cindy Oropeza and Yolanda Henderson

SDAAC met with Cindy Oropeza and Yolanda Henderson to learn about campus compliance with the federal requirement to have an affirmative action plan. According to the US Department of Labor:

- *For federal contractors and subcontractors, affirmative action must be taken by covered employers to recruit and advance qualified minorities, women, persons with disabilities, and covered veterans.*
- *Affirmative actions include training programs, outreach efforts, and other positive steps. These procedures should be incorporated into the company's written personnel policies.*
- *Employers with written affirmative action programs must implement them, keep them on file and update them annually.*

Additional steps are required, placement goals, for women and underrepresented communities if 'underutilization' exists; these goals are objectives that the employer

must make a good faith effort in working towards. The University must be able to demonstrate that it has taken vigorous, active, and measurable steps to ensure that qualified women and minorities are included in applicant pools and be able to demonstrate that the hiring process is consistent and fair for all applicants.

SDAAC learned that UC Davis is currently p for a federal Office of Federal Contract Compliance Programs (OFCCP) audit. The campus and/or UC Office of the President are considering new goals and mechanisms to augment affirmative action compliance plans including, for example:

- Incorporating additional identities
 - i. An expanded definition of ‘veterans’
 - ii. Bi-racial or multi-racial self-identification.
 - iii. LGBTQIA self-identification (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual)
- Campus goals and benchmarks
 - i. Goal: 7% of individuals with disabilities for all job groups
 - ii. Hiring benchmark: 8% of veterans overall

The presenters made SDAAC aware of several recent training and development actions on campus:

- They have developed new proposals for veterans and individuals with disabilities which will be shared with SDAAC for input and feedback.
- The campus recently (4/1/16) revised its Sexual Violence and Sexual Harassment Policy (Chapter 400, Campus Climate, Section 20)
- There is a new mandate for all staff to complete annual training on sexual harassment, sexual discrimination, bullying; to be delivered via an online eCourse.
 - i. There are approximately 7,000-8,000 Health System staff employees who were required to complete training by May 1, 2016.
- An anti-bullying workshop has been developed and approved by campus committees to be mandatory for anyone with supervision and management in their job description.
 - i. Bullying training for Teaching Assistants has already been implemented.
- A campus mechanism for reporting bullying incidents is under development by the Strategic Plan Committee.

2. UC Davis Diversity and Inclusion- Rahim Reed, Associate Executive Vice Chancellor and Rich Shintaku, Director of Diversity and Inclusion

SDAAC met with AEVC Rahim Reed and Director of Diversity and Inclusion Rich Shintaku to get updates on UC Davis efforts and activities involving Diversity and Inclusion. Rahim revealed that the campus climate survey, administered across UC, had the largest response among UC campuses. The report, issued in 2014, gave a number of insights to the campus climate and suggested specific areas of focus. One area that was identified was a need to address power imbalances, and specifically, bullying behavior by supervisors, or those in supervisory positions. AEVC Reed described the campus workshop and training activities to address bullying, and further, that Teaching Assistants were undergoing this training.

The Subcommittee was particularly interested in mechanisms to provide additional, clear, and honest evaluation to supervisors from their direct reports and others working with the supervisors and asked specifically about '360 degree feedback and evaluation' (360 Degree Feedback is a system or process in which employees receive confidential, anonymous feedback from the people who work around them. This typically includes the employee's manager, peers, and direct reports.) AEVC Reed revealed that this was not a broadly-applied evaluation strategy at UC Davis at this time.

A second focus area in our discussion with respect to training and development was the current and expected upcoming wave of staff retirements. The Subcommittee engaged in discussion about talent management and succession planning, including strengthening Diversity and Inclusion approaches in future recruitment and selection processes.

3. Update from UC Davis Ombuds Susan Kee Young Park

SDAAC increased its own knowledge of the campus Office of the Ombuds, a resource described as:

A confidential, independent, impartial, and informal problem-solving and conflict management resource for all members of the UC Davis campus community... [that] provide[s] a safe place to voice your concerns and explore options and strategies for

dealing with your issues. It's also our job to bring troublesome trends and systemic issues to the attention of those at the University who might be able to deal with them. We do this in a way that protects the confidentiality of all visitors to our office. The Ombuds Office has access to anyone at UC Davis, including the Chancellor.

As a designated neutral, the UC Davis Ombuds is not an advocate for any individual or office, but rather serves as an advocate for fair processes. The Ombuds Office is independent of all administrative and academic structures within the University.

SDAAC was advised previously that Ombuds Susan Kee Young Park had submitted her resignation and hired a new Ombuds.

Ombuds Susan Kee Young Park had several updates for SDAAC:

- Numbers of campus community members accessing the Ombuds office are significantly higher than at this time in the previous year.
- A 'Systemic Concern' involving race was communicated as a result of recent campus community-Ombuds Office interactions¹:
 - i. Past Ombuds office recommendations included greater availability and application of 'implicit bias' training in campus hiring and promotions; such training is now required of all faculty members that participate in hiring committees.
 - ii. Susan described an unintended consequence of these trainings or other workplace efforts to combat implicit bias: Ombuds Office visitors are increasingly voicing that these efforts are 'insensitive to those of the majority demographic' and some feel they are 'judged harshly for their membership in the majority without having participated in any wrong.' For example, some campus members have been advised to 'be cautious about the language they use with minority groups' and that 'because they are white, they can't ever really understand the sensitivities of these groups.'
 - iii. The Ombuds Office, therefore, must raise the concern of how addressing matters of implicit bias and diversity in workplace discussions and training, as well as in the classroom, may be creating its own set of issues.¹

SDAAC discussed with Ombuds Susan Kee Young Park the value of the Office of the Ombuds for campus members to have a confidential and impartial resource to look to

for help with concerns while working at UC Davis. In particular, the Subcommittee discussed the value of this resource for recruitment and retention of a diverse workforce.

SDAAC decided to pursue adding to SDAAC the Director of the Ombuds office in an *ex officio* position.

¹*Office of the Ombuds February 10, 2016 Report on Systemic Issue:*

<http://ombuds.ucdavis.edu/reports/index.html>

SUBCOMMITTEE ADVISORIAL RECOMMENDATIONS TO ASSOCIATE EXECUTIVE VICE CHANCELLOR RAHIM REED AND CAMPUS ADMINISTRATION

1. Hiring committees and selection teams need expert training on implicit/unconscious bias to ensure that the process is fair, legally-compliant, and adheres to the UC Davis Principles of Community. The subcommittee strongly recommends actionable steps to providing this expert training by an appropriate professional trained in hiring and selection bias.
2. To effectively address outcomes of the Campus Climate Survey that revealed a significant number of staff and faculty experienced or witnessed bullying behavior attributable, at least in part, to power imbalances, the Subcommittee strongly recommends the broad implementation of '360 degree feedback evaluation' for supervisors and those in supervisory positions, as written in the previous year's subcommittee recommendations.
3. The subcommittee supports that supervisors (faculty and staff, extending to upper level administration) participate annually in the new online anti-bullying, sexual harassment, and sexual discrimination training. An additional recommendation is that supervisors and administrators participate in new Bullying in the Workplace workshop.
4. We recommend adding the new Director of the UC Davis Ombuds Office to SDAAC as an *ex officio* member and engage in discussions about campus concerns related to diversity and inclusion in general, and training and development in particular.
5. Conduct an annual review of the SDPS Diversity Series courses which could reveal blind-spots related to those whose experiences may be missing from these trainings.
 - Within this recommendation, to also look into the number of attendees from the UC Davis campus and UC Davis Health System

SUBCOMMITTEE ADVISORIAL RECOMMENDATIONS TO ASSOCIATE EXECUTIVE VICE CHANCELLOR RAHIM REED AND CAMPUS ADMINISTRATION

- 2014-2015 Report

1. Continue engaging in dialog regarding (a) expanding diversity and inclusion courses and trainings for all vertical staffing levels; (b) exploring methods to improve accountability, for example through staff annual evaluations (EPARs) or other evaluative mechanisms that may be more appropriate to higher level staff and administration (e.g. Deans, Vice Chancellors, etc.)
2. Consider mandating, or at the least, recommending, a series of diversity and inclusion courses at all levels of UC Davis staffing, from top to bottom. This may be most effectively achieved through adapting currently-offered courses or through new course development to meet the specific needs and goals at various staff levels. For example, we recommended development of a course entitled 'Diverse and Inclusive Executive Level Recruitment', to be targeted at high level staff and administration specifically.
3. Promote the use of feedback for all staff levels, focusing particularly on supervisors and higher level staff and administration (Deans, Vice Chancellors, etc.), such as through a 360 degree feedback process. Include evaluation questions specifically related to diversity and inclusion and the positive or negative contributions higher level staff make to the campus climate with respect to the breadth of UC Davis constituent.

Communications Subcommittee

Diane Carr (Chair)

Members: Diane Carr, Hampton Sublett

Purpose: The report aims to articulate the accomplishments of the SDAAC Communication Subcommittee over the course of the past year. We met formally twice early in Fall quarter and created a plan of action of projects to complete or improve for SDAAC. It was a wonderful collaboration of respect, mutual understanding and identification of each other's strengths to provide the best support for SDAAC's mission.

Diane's Projects

Proposal of SDAAC business card

Determined that a need to assist in the promotion of the good work and value of SDAAC and constituent groups was to create a business card. The business card proposal was presented to SDAAC Chair and Vice Chair and final approval to move forward from OCCR AEVC Rahim Reed. The business card which states SDAAC's mission, OCCR's contact information, OCCR website and on the back the constituent group names and websites. The business card's debut was made at the annual TGFS event during spring quarter 2015.

Update of SDAAC brochure

Discussed and is an item for SDAAC to review and elect to update for 2016-2017 academic year

Introduction and welcome to constituent group leaders

Assessment made to reach out to the constituent group leaders to further support the outreach efforts of the SDAAC Chair and Vice Chair. Able to connect with most of the constituent group leaders to invite them to join our monthly meetings and to provide relevant information to share with SDAAC members.

Proposal of sponsors for annual 'Soaring to New Heights' event

Proposal of seeking sponsors to defray the overall event cost for the 26th annual event. Proposal given the green light by AEVC Rahim Reed. With the concerted effort of increasing UCDHS attendance therefore cost increase; it made sense to explore the possibility of internal and external sponsorships. There were three campus sponsors and

one external sponsor which provided funds to purchase two grand prizes (a first). The sponsorship idea was well received and hopefully will be continued.

Hampton's Projects

SDAAC diversity calendar events for Smartsite:

Instead of creating a potentially duplicative calendar of diversity related events within the SDAAC Smartsite calendar, Hampton approached OCCR to see if they were interested in becoming the long term home for such a calendar, on the new "Campus Calendar" website, to be used and accessed by the entire campus. Upon agreement from OCCR, Hampton brought them together with members of Strategic Communications to agree on how best to implement such a calendar. Once implemented, SDAAC will be able to simply put a link on their Smartsite calendar to the campus calendar, which will display all campus-wide diversity and inclusion events. Efforts are underway between Strategic Communications and OCCR to build and maintain this calendar.

Event registration and volunteer sign up process:

In support of the recent "Soaring to New Heights" event, Hampton reached out to the leader of Campus Events and Services to understand the various options that could be leveraged to make the various registration of attendees and volunteers more efficient. Hampton provided two solutions, one of which was used to help streamline the registration of volunteers and was at no additional cost to the SDAAC.

LinkedIn diversity group:

After much investigation and discussion with Strategic Communication's expert on social media, it appears as the use of LinkedIn "Groups" feature will not be an ideal solution for building a "diversity-focused" community and to streamline communications. The features and functionality are not consistent with the approach and techniques that are preferred by OCCR for communication.

Affirmative Action – Recruitment and Hiring Practices Subcommittee

Elaine Nakata (Chair)

Members: Elaine Nakata, Maxine Rogers, Aretha Gillis, Matthew Lesenyie, Vickie Gomez, Jasmine Stoltzfus

Last year in 2014-2015, SDAAC reviewed the Annual Affirmative report, which was the Charge of the committee, and there were a number of concerns and questions generated from the review. SDAAC directed their questions to the Compliance office and the office referred SDAAC to Human Resources. Unfortunately, SDAAC never received a response from human resources regarding the questions. They requested on three different occasions.

This year, SDAAC requested and coordinated a presentation from Cindy Oropeza, Director and Deputy Title IX Officer EEO, Compliance and Policy with UC Davis Health System. On February 18, 2016, Cindy Oropeza and Yolanda Henderson presented on the Affirmative Action Compliance.

PRESENTATION SHARED:

UC Davis is a federal contractor and thus, as an institution, UC Davis must have affirmative action plan (Submitted to campus by Chief Compliance Officer Wendi Delmendo).

Affirmative action focused on sex, gender, race/ethnicity, Veterans and IWD's (Individuals with Disabilities).

- Campus is in a pre-audit phase preparing for a federal OFCCP audit
- Compliance Office looking at expanded definition of Veterans for affirmative action
- Employees are not able to identify as bi-racial or mark multiple options with regard to race
- Group at UCOP is deciding how to allow employees to self-identify as LGBTQIA, possibly during open enrollment
- Campus goal of 7% of IWD's (Individuals with Disability) for all job groups
- Campus hiring benchmark of 8% of Veterans overall – championed by Chancellor Katehi
- Cindy has a new proposals for Veterans and IWD's which she will share with SDAAC for input and feedback
- Campus revised sexual harassment and sexual violence policy for the campus

- New mandate for all staff complete annual training (eCourse coming out) – 50 minutes on-line training – covering sexual harassment, sexual discrimination, bullying
- About 7,000-8,000 staff employees at Health Center needing training to be completed by May 1, 2016
- One of the recommendations is that hiring committees be trained on unconscious bias on selection teams
- Brenda noted there's no requirement that a HR professional to be on the hiring committee to provide knowledge to hiring team

I.E. – If there is a gap in recruitment (i.e. women in boiler workers) based on county demographics, then there is a placement goal established.

POWER POINT PRESENTED TO GROUP:

- Affirmative Action Plan for UCD with organizational profile (sex, gender, race/ethnicity, Veterans, IWD's (Individuals with Disability))
- Placement Goal Progress = placement rates vs. actual hires
- Data
 - Applicant to Hire
 - Selection Process
 - Promotion Practice
 - Terminations
 - Annualized Compensation Data
 - Outreach to underutilized populations
 - Reasonable Accommodation
- What is Required
 - Commitment from Leadership
 - Dissemination of Information
 - Designation of Responsibility
 - Workforce Analysis
 - Job Group Availability and Placement Goals
 - Identified Problem Areas
 - Action Oriented Programs / Outreach effectiveness
 - Guidelines protecting against discrimination
 - Affirmative Action for IWD's and Veterans

- Examples of Data (i.e. AOB Category: Associate VC, Assistant VC, Director FA, Manager, Assistant Dean, Administrative Coordinator/Officer, etc.)
- UC Davis campus goals are placed in Human Resources recruitment under Chief Compliance Officer Wendi Delmendo
- Department of Labor has issued
 - New Regulations to improve IWD's and Veterans
 - Collection of Disability Applicant data pre and post offer
 - Utilization goal for qualified IWD's of 7% by job group
 - Hiring benchmark of 8% overall for Veterans
 - Active outreach relationships for IWD's and Veterans
 - Effectiveness of Outreach
- Completed Audits
 - Out of the 10 campuses/medical centers – 7 out of the 10 completed or in process. UC Davis, UC Berkeley and UC Santa Barbara are in the Pre-Audit Notice Phase
- Pre-Notice Phase – OFCCP Audit
 - Awareness of AAP
 - Expand data collection for IWD's and Veterans
 - Increase Outreach/Recruitment efforts for IWD's and Veterans
 - Ensure “unknown” demographic is less than 1%
 - Document personnel selections – Hire File
 - Educate Leadership, Managers, Supervisors
 - Complaints
 - Waivers of Recruitment 1:1 requisitions
 - Applicant Flow
 - Compensation Analysis
 - Reasonable Accommodations Requests and Outcomes
- Prohibited Conduct
- Mandatory Training and Education

PRESENTATION on January 21, 2016 by:

Rahim Reed, Associate Executive Vice Chancellor, Office of Campus Community Relations (OCCR)

SUBJECTS PRESENTED:

- 1) New Diversity Classes

- a. Response from Campus Climate Survey
 - b. Major Point: Offensive bullying behavior
 - c. Microaggressions
 - d. Bullying
 - e. Cultural competencies / Communication
 - f. Dark Cloud effect
 - g. Accountability on annual basis
 - h. Rewards & Recognition
 - i. 360 degree Evaluation
- 2) Talent Management Succession Planning
- a. AOTF Succession Planning
 - b. Better way Pathways
 - c. Recruitment carries weight
 - d. Selection Process
- 3) Diversity and Inclusion Strategic Plan
- a. Under Adela de la Torre, Vice Chancellor of Student Affairs and Campus Diversity, there will be a major transition
 - b. Draft completed by 4/30/16: <http://studentaffairs.ucdavis.edu/campus-diversity/diversity-inclusion/documents/DIstrategicPlan-160609.pdf>
 - c. 5 goals
 - i. Pipeline, Recruitment and Retention – Student Body
 - ii. Pipeline, Recruitment and Retention – Faculty and Staff
 - iii. Campus Climate – Inclusion Excellence
 - iv. Training, Public Service and Training – Promote Diversity and Inclusion
 - v. Institutional Commitment – Ensure accountability for Diversity and Inclusion
 - d. Advisory Committee Network created with SDAAC, DIAAC, OCCR, OEDI, SWADAAC, Constituency Groups on both UC Davis campus and UC Davis Health System

PRESENTATION on April 21, 2016 by:

Susan Kee Young Park, Director of the UC Davis Ombuds Office

Presented data from the Ombuds office and waiting list to see Ombuds Office. Susan Kee Young Park announced her resignation and in the process of recruiting for the new Ombuds Director.

FIRST YEAR and SECOND YEAR: June 2013 – July 2014 and June 2014 – July 2015

- Abrasive Behavior and Hierarchical Relationships
- Hiring and Reclassification Issues: Unfair hiring and promotion, under implicit bias. Academic and Staff recruitments and Classifications Issues
- Institutional Changes Issues

THIS YEAR: Mid-Year Report 2015-2016

- Lack of Inclusion
- White Privilege –sharing majority individuals not racist, but don't want to say anything
- How to handle
- Build community – Everyone has a voice

AGE DISCRIMINATION

- People are more open to discriminate on age compared to race discrimination
- Pushed people out due to retirement
- New Blood – new perspective/young people
- Include older people
- Need to be sensitive on this issue
- Feel about their age
- Succession Planning – Train several people and not be all the same look
- More transparent in recruitment
- Exclusion

Reasons people are leaving:

- 16% of people leaving responded
- 82% leaving due to stress
- 53% less focus
- 48% relationship damaged

Systemic Issues and Observations

- Unfairness addressed
- Systemic Issues
- Concerns of members of the majority demographic
- Mandates without context
- Lack of inclusion
- Concerns regarding age discrimination
- Intervention by UC Davis

SUCCESSION PLANNING GUIDELINES

Objective: Embed Diversity in the succession planning process for staff employees

Why: To meet UC's Affirmative Action requirements related to the hiring and advancement of Women, African Americans, Asian Americans, Native Americans, Hispanic/Latinos, Individuals with Disabilities, and Veterans.

To be in compliance with the laws and policies of nondiscrimination ensuring Equal Employment Opportunity for all applicants and employees.

- Provide On-the job training opportunities (different assignments and projects) to a wide range of employees - (broadcast letter of interest announcements)
- Transparency – publicize your succession strategies to all employees to prevent favoritism
- Identify any exceptions to be considered and communicate to all employees – a competitive process always or under what circumstances
- Ensure leadership is “on board” and will champion at all levels of the organization – including their own level. Incorporate into institutions’ strategic goals.
- Avoid using terminology about “right fit” for specific jobs in the organization – and avoid considering “homogeneous” as a fit characteristic.
- Provide training to managers and once trained hold them accountable to strategies and outcomes.
- Closely monitor the institution’s progress – and implement improvements. Track and report outcomes. Include results in annual Affirmative Action Plan.
- Strongly encourage diverse pools of internal applicants and selection committees
- Communicate widely all professional development programs and in reach to all affinity and interest groups.

- Establish a selection criteria for all search committees that includes an identified value for the successful completion of professional development programs.
- Publicize outcomes and success stories throughout the campus – ensure transparency and compliance with strategic objective.

RECOMMENDATIONS for 2016-2017

- Meet the new Ombuds Director Katherine Greenwood. Conduct quarterly presentation from new Ombuds Director
- Invite Human Resources leader arriving in September 2016 regarding transition and issues
- Update on the official Diversity and Inclusion Strategic Plan, Diversity Classes, and Talent Management Succession planning, presented by AEVC Rahim Reed and Rich Shintaku, Director of Diversity and Inclusion
- Annual presentation on the Affirmative Action Plan and Goals for UC Davis Campus and UC Davis Health System

Veteran Constituency Group

Alfred Chan – Chair

Members: Kendra Marsh, Maxine Rogers, Diane Carr, Alfred Chan, Megan Kennedy, Danielle Sherwood, Brian Nilles

Leadership Team for 2016-17: Danielle Sherwood, Current Chair, Diane Carr, Current Vice-Chair, Brian Nilles, Communications Officer

Objectives:

1. Advocate for recruitment, admission, hiring and retention of veterans, service members, and military family members as students, staff and faculty at UC Davis.
2. Promote career and personal development opportunities for the veteran-staff and faculty at UC Davis.
3. Strengthen professional and social relationships between veteran-staff, faculty, students and the University.
4. Identify problem areas related to the needs of veterans and their families at UC Davis; assist in evaluation of these needs in relation to institutional and community needs and to recommend action in response to these identified needs.
5. Serve as a forum for other UC Davis groups in matters related to equity, retention and advancement for veterans.

Key:

- Raised Awareness:
 - *Tabled TGFS
 - *Staff Voice Article
- Assisted UCD Employment and Outreach Services at military focused job fairs
- 16JUN15 – Attended Travis AFB Job Fair with UCD/UCDHS outreach team
- Stay Day (Megan)
 - <http://studentaffairs.ucdavis.edu/stayday/presentations-2015/index.html>
- May16' Memorial Day Ceremony
- New Employee Welcome 20OCT15, 28JAN16,28AR16
- 09NOV15 Veteran Appreciation Dinner
- 02NOV15 Yellow Ribbons on the Quad
- 06APR16 – Women Veterans Unconference (Megan)
- 28APR16-EDD Honor a Hero-Hire a Veteran (Diane, Brian and Maxine)

- Contributed to Principles of Community discussions, “Veteran status” and “invisible disability” added
- Initiated numerous conversations about Equity, Inclusion, and Disability awareness

Key Milestones:

4|19|2016 –Received first approved funding proposal from OCCR

4|21| 2016 –New officers elected

Projects in Progress:

1. Developing Veterans Resources List to identify veteran issues and provide campus, community and other resources through federal, state and local communities
2. Developing a website that can be more of a resource for veterans
3. Approved Funding Request for 2016-2017
4. Creating additional marketing and awareness materials
6. Partner with HR Recruitment Unit to launch veteran focused brown bag series for staff and student veterans
7. Create UC Davis VCG logo for marketing materials

2015-2016 Guest Speakers/Presentations

- Front Door Presentation – Kristin Davis and Jill Ramsey
- Campus Community Book Project and Diversity Education Overview – Mikael Villalobos, Associate Chief Diversity Officer
- Updates from Rahim Reed – Rahim Reed, Associate Executive Vice Chancellor
- Diversity and Inclusion Presentation and Activity – Rich Shintaku, Director of Diversity and Inclusion
- Affirmative Action Presentation – Cindy Oropeza, and Yolanda Henderson, Human Resources
- Ombuds Office Presentation – Susan Kee Young Park, Director of the Ombuds Office

2016-2017 Guest Speakers/Presentations Recommendations

- Diversity and Inclusion Presentation and Activity hosted by Rich Shintaku, Director of Diversity and Inclusion
- UndocuAlly Program for Educators by the AB540 and Undocumented Center
- LGBTQIA Ally Training hosted by the LGBTQIA Resource Center
- P.E.A.C.E. (Peer Education and Community Empowerment) Presentation hosted by the Cross-Cultural Center
- Chief Compliance Officer Wendi Delmendo to speak to speak on staff issues
- Acting Chancellor Ralph Hexter to attend an SDAAC meeting to hear our concerns about staff issues on campus
- UC Path Presentation
- Human Resources representative to speak on the 2014-2015 and 2015-2016 Affirmative Action reports
- Ombuds Office presentation by Director Katherine Greenwood

Recommendations for 2016-2017

For the Office of Campus Community Relations:

- Increase committee member participation
- Purchase SDAAC business cards once cards have been created
- Update the SDAAC brochure for 2016-2017 academic year

For SDAAC:

- Submit the Soaring to New Heights proposal for approved funding from the Chancellor's Office.
- Request Acting Chancellor Ralph Hexter to attend an SDAAC meeting to hear our concerns about staff issues on campus.
- Request the new Ombuds Director Katherine Greenwood meet quarterly with SDAAC. Also request to have Ombuds Director Katherine Greenwood become an ex-officio member on SDAAC.
- Encourage members to participate in at least one training and diversity class, possibly held during one of the SDAAC standing meetings.
- Submit an open letter to Vice Chancellor of Student Affairs and Campus Diversity Adela de la Torre requesting a member of SDAAC be on the Diversity and Inclusion Steering Committee.
- Schedule Chief Compliance Officer Wendi Delmendo to speak at SDAAC meeting to speak on the 2014-2015 Affirmative Action report and the 2015-2016 Affirmative Action report.
- Invite Human Resources representative regarding transition and issues within Human Resources.
- Update on the official Diversity and Inclusion Strategic Plan, Diversity Classes, and Talent Management Succession planning, presented by Associate Executive Vice Chancellor Rahim Reed.

- Annual presentation on the Affirmative Action Plan and goals for UC Davis campus and UC Davis Health System.
- Create SDAAC business cards
- Hiring committees and selection teams need expert training on implicit/unconscious bias to ensure that the process is fair, legally-compliant, and adheres to the UC Davis Principles of Community.
- To effectively address outcomes from the Campus Climate Survey that revealed that a significant number of staff and faculty experienced or witnessed bullying behavior attributable, at least in part, to power imbalances, recommend the broad implementation of '360 degree feedback evaluation' for supervisors and those in supervisory positions, staff and faculty.
- Conduct an annual review of the SDPS Diversity Series courses which could reveal blind-spots related to those whose experiences may be missing from these trainings.
 - Recommend creating a Veteran course