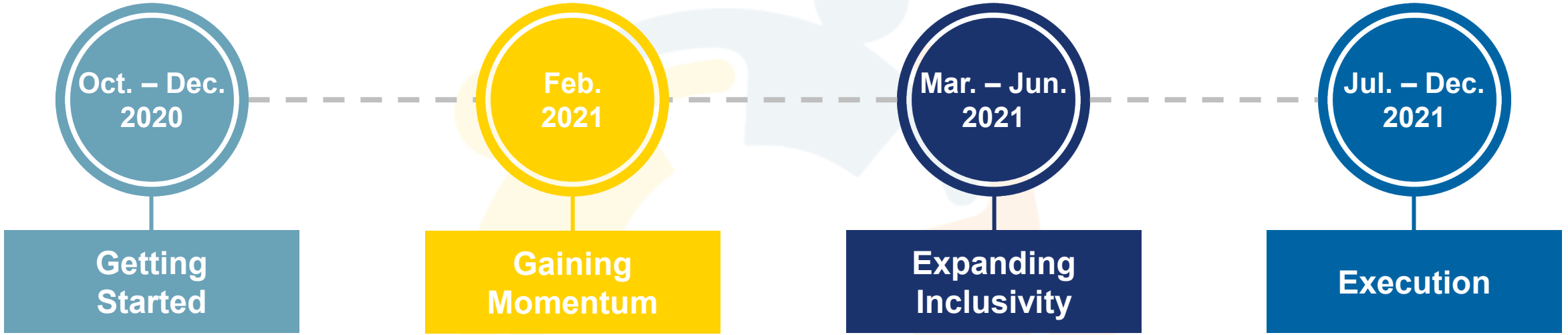
Diversity and Inclusion Workgroup Update

Monday, November 8, 2021

UCI Division of Finance and Administration | With U • For U

Diversity & Inclusion (D&I) Workgroup Background



D&I Goals Overview

Goal 1

Create Diversity & Inclusion Toolkit

Goal 2

Create Diversity Dialogue in DFA Newsletter

Goal 3

Create and Execute Awareness Campaign for BE WELL Website

Goal 4

Office of Inclusive Excellence Presentation at DFA Town Hall

Goal 5

Develop DFA Diversity & Inclusion Hiring Guide

Goals % Completion

Goal #1: Diversity & Inclusion Toolkit

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Building a Culture of Diversity & Inclusion through...
PRONOUNS

DID YOU KNOW?

One-in-five Americans say they personally know someone who prefers a pronoun other than 'he' or 'she'.
https://www.pewresearch.org/fact-tank/2019/09/05/gender-neutral-pronouns/ft_19-08-14_genderpronouns_1/

CONTEXT:

Pronouns are words that refer to either the people talking (like you or I) or someone or something that is being talked about (like she, they, and this). Gender pronouns (like he or them) specifically refer to people that you are talking about.

Gender pronouns are an important part of how people communicate. They take the place of nouns such as names and allow people to easily share information about themselves.

CONVERSATION ENGAGEMENTS:

Incorporate gender pronouns in everyday use, with these strategies:

- Edit your on online platforms such as email signatures, Teams, and Zoom to include your pronouns
- Verbal introductions and check-ins are great opportunities to solicit gender pronouns. As names and pronouns can change over time, it is preferable to regularly incorporate these questions into meetings and introductions. Asking about a person's pronouns may initially feel awkward or uncomfortable, but it is preferable to making hurtful assumptions and using the wrong pronoun. Here are some ways you can do this:
  - "What pronouns do you use?"
  - "How would you like me to refer to you?"
  - "How would you like to be addressed?"
  - "Can you remind me which pronouns you like for yourself?"

"My name is Joshua and my pronouns are he, him, and his. What about you?"

- Do not assume peoples' pronouns based on their appearance. It's okay to ask. How can we ensure everyone feels included? For example, adding pronouns to your nametag at events. Come back to this
- Asking UCI community members what their gender pronouns are, and consistently using them correctly is one of the most basic ways to show your respect for their gender identity.
- "They" is now recognized as a grammatically correct singular pronoun. Do not get stuck on the grammar

Standard Questions

1. Do you feel motivated to take action on anything you learned?
2. What other ideas or thoughts come to mind?

ADDITIONAL RESOURCES:

- https://lgbtrc.uci.edu/
- https://lgbtrc.uci.edu/resources/Pronoun%20Usage.php
- https://support.zoom.us/hc/en-us/articles/4402698027533-Adding-and-sharing-your-pronouns
- https://lgbt.ucsf.edu/sites/g/files/tkssra411/f/Pronouns_Matter_Tip_Sheet.pdf

Revised 09.30.2021

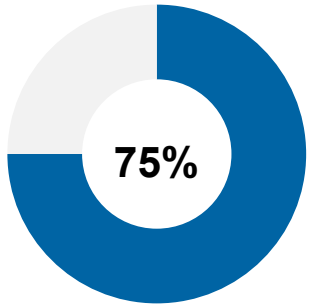
Topics:

- Bystander Intervention
- Stereotypes
- Implicit Bias
- Diversity and Inclusion
- Gender Pronouns
- Generational Diversity in the Workplace
- Intentional Diversity
- Racism
- Social Justice Instant Conversation and Learning Tool LGBTQ

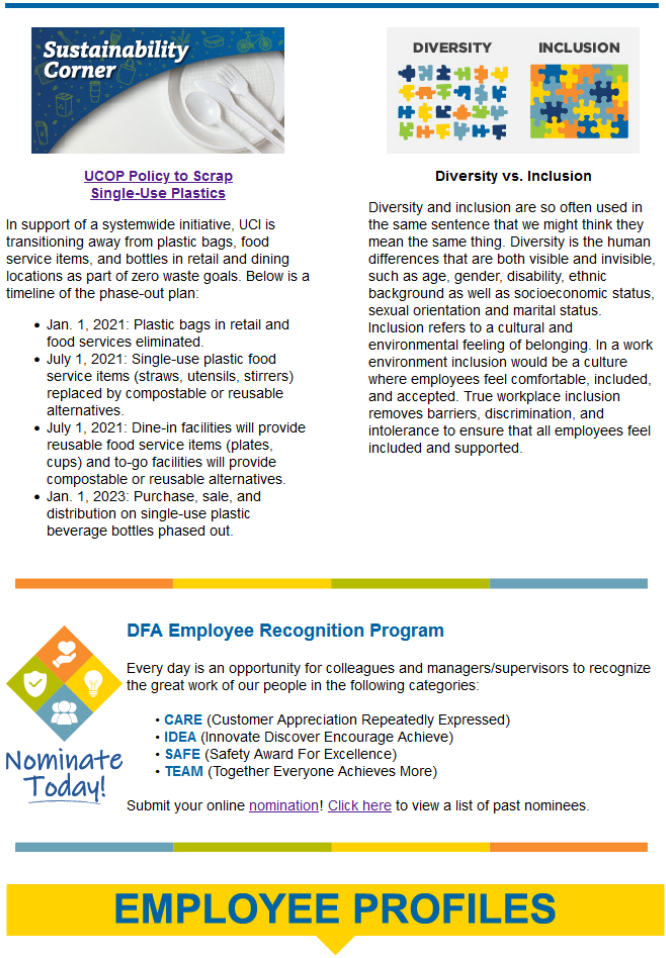
Next Steps:

- Small pilot with EHS leadership
- Vetting by Davidian
- Final review by OIE
- Rollout to DFA

Goal % Completion



Goal #2: Diversity Dialogue in DFA Newsletter



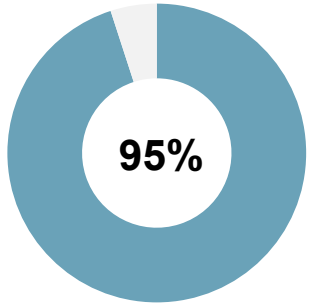
Diversity vs. Inclusion

Diversity and inclusion are so often used in the same sentence that we might think they mean the same thing. Diversity is the human differences that are both visible and invisible, such as age, gender, disability, ethnic background as well as socioeconomic status, sexual orientation and marital status. Inclusion refers to a cultural and environmental feeling of belonging. In a work environment inclusion would be a culture where employees feel comfortable, included, and accepted. True workplace inclusion removes barriers, discrimination, and intolerance to ensure that all employees feel included and supported.

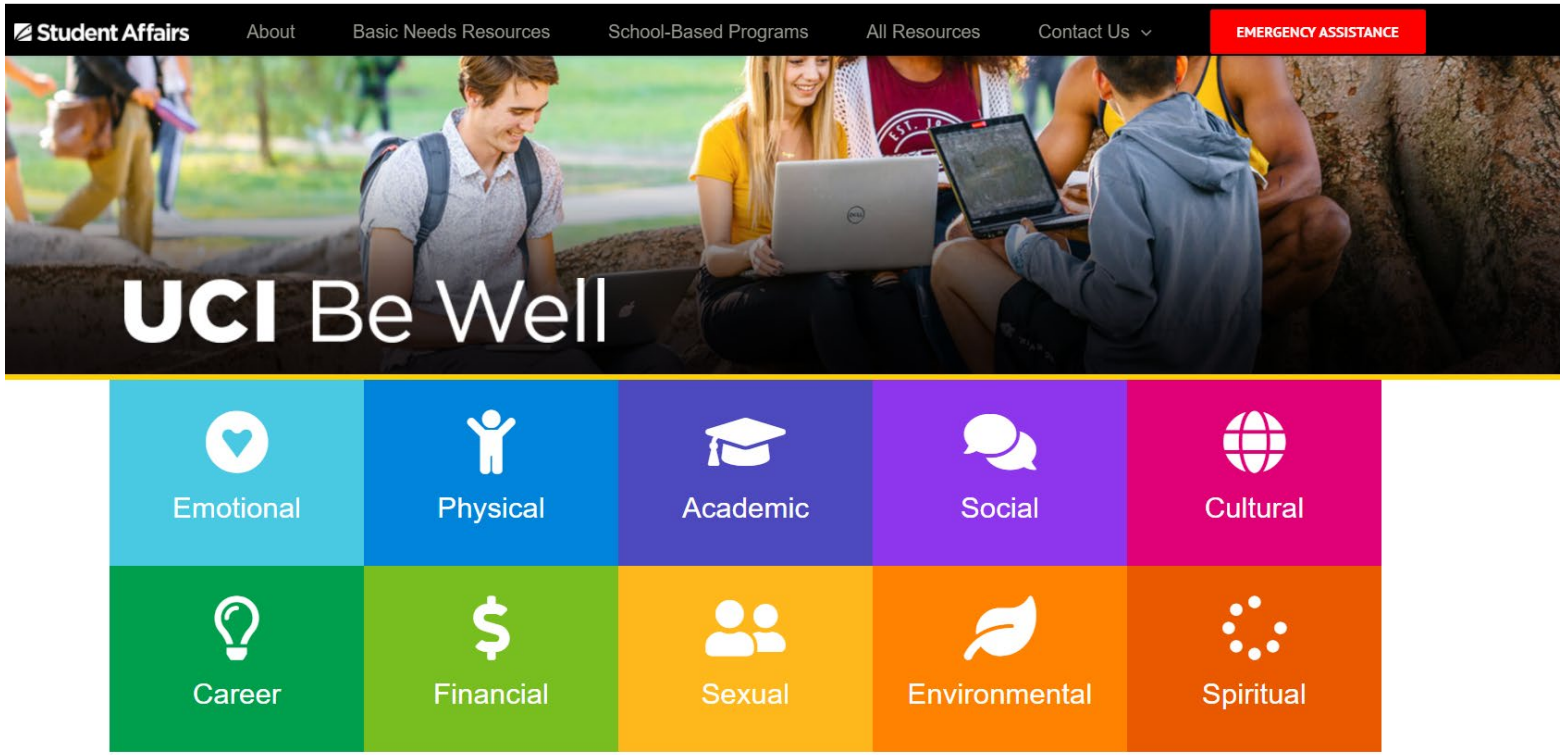
Topics:

- Same as goal #1
- Additional topics will be included from other workgroups.
- Nov. will feature UCI BE WELL resources

Goal % Completion



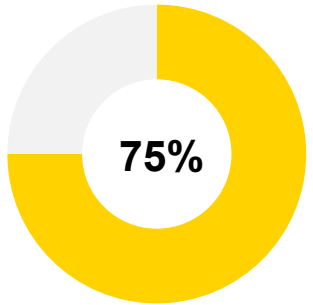
Goal #3: Awareness Campaign for BE WELL Website



Campaign Materials:

- Link on DFA website
- DFA newsletter article
- Scavenger hunt

Goal % Completion



Goal #4 : OIE Presentation at DFA Town Hall

Office of Inclusive Excellence Action Plan

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Ensuring that everyone, regardless of function, contributes to a thriving and healthy campus environment

COMMUNITY GOALS

- Create Positive Climate
- Promote Belonging
- Combat Intolerance
- Honor Free Speech

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Fostering opportunities for everyone to maximize their potential at UCI

THRIVING GOALS

- Elevate Minority Thriving
- Educate & Employ for Diversity
- Advance Equity
- Promote Inclusion
- Recognize Diversity as a Competency

✚

Promoting health and welfare of campus, alumni, and visitors

WELLNESS GOALS

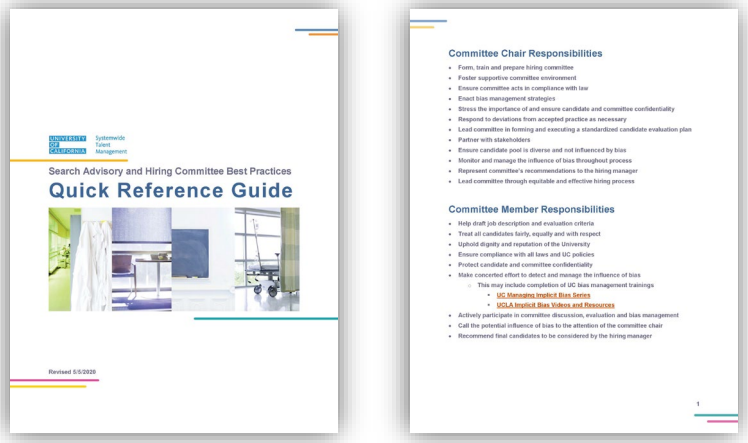
- Facilitate Access
- Promote Thriving
- Create Health Culture
- Lead Collaboration

Details:

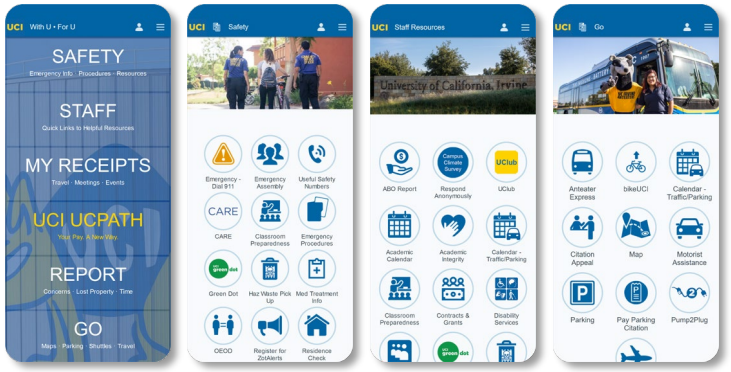
- DFA town hall on Nov. 4
- Presentation by Dr. Doug Haynes

Goal % Completion

Goal #5: DFA Diversity & Inclusion Hiring Guide



DEI Hiring Guide Sample Content



DFA **With U • For U** Mobile App

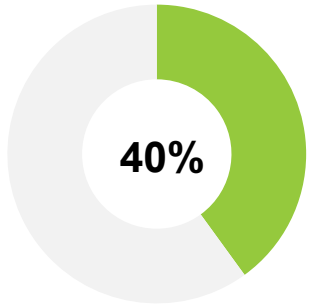
Main Sections:

- Pre-hiring planning
- Recruiting/screening
- Interviewing
- Selecting

Next Steps:

- Finalize draft
- Get DFA and UCI HR approval
- Socialize and roll-out

Goal % Completion



Metrics

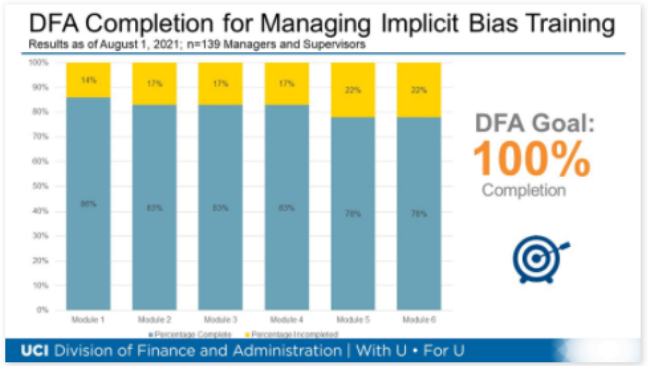
Diversity & Inclusion Metrics

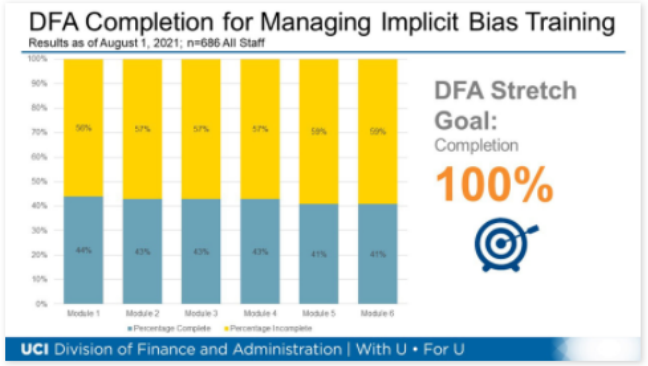
Managing Implicit Bias Training

The UC Managing Implicit Bias Series is a six-course online training series designed to increase awareness of implicit bias and reduce its impact at the university.

The series reinforces the UC diversity, equity, and inclusion values that enable the university to attract and retain a top talent workforce, and it further supports the UC commitment to developing effective leaders and managers of people. It is intended to supplement existing location programs and resources.

DFA has set a goal for all managers and supervisors and a stretch goal for all staff to complete the training.





DFA Diversity & Inclusion

SharePoint site is only accessible to DFA's Diversity & Inclusion workgroup members.

Access Sharepoint Site

Quick Links

- Committees
- Metrics

Resources

- UCI Be Well
- UC Diversity
- UC Values: Diversity
- UCI Diversity Resources
- UCI Office of Inclusive Excellence
- UCOP Diversity

Diversity & Inclusion Goals

Goal #1: Diversity & Inclusion Toolkit

Goal % Completion: 75%

Personnel	Resources	Implementation Steps/Milestones
Joe Rizkallah ***Goal Lead*** ***Communications Committee*** **Collaborators** • D&I workgroup Training & Development Committee • Recruitment Committee Representatives • DFA departments through tailgate meetings	• Recruitment Tool Kit send example of Tailgate safety topic. • Meeting time with other committees needs to be created on a regular schedule.	• Creating a toolkit for DFA staff. • The toolkit will range from tailgate meeting topics, resources on and off campus, ice breaker ideas for staff meetings.

Goal #2: Diversity Dialogue in DFA Newsletter

Goal % Completion: 95%

Personnel	Resources	Implementation Steps/Milestones
Iris Yoo ***Goal Lead*** ***Communications Committee*** **Collaborators** • D&I Training and Development Committee • Office of the CFO/VC DFA	• Gathering relevant content from campus community and outside of UCI. • Create Continuity and Understanding. • Office of Inclusive Excellence • Websites from outside DFA that promote D&I	• Create mini articles for DFA newsletters that promote diversity with link to resources for further information. • Support Training and Development committee by sharing their BE WELL website article.

Goal #3: Awareness Campaign for BE WELL Website

Goal % Completion: 75%

Personnel	Resources	Implementation Steps/Milestones
Juan Rodriguez ***Goal Lead*** ***Training and Development Committee*** **Collaborators** • Training and Development Workgroup • Office of Inclusive Excellence • Office of the CFO/VC of DFA	• Staff Time • DFA Newsletter Space	• Collaborate with Office of CFO and OIE • Familiarize with content on website • Draft and Create Website Overview and highlights • Present September & November Newsletter Highlight • Create and send out Follow Up Survey

Questions