

Aquatic Sciences Center Equity and Diversity Plan

Section I — Leadership statement from Anders W. Andren, ASC Director

The ASC is committed to hiring and retaining diverse staff as well as encouraging promising new investigators to participate in ASC programs. The ASC also seeks to cultivate a supportive workplace climate where all employees can succeed and excel in their careers.

Section II

2a. Simplified Diversity Employee Profile — see attached charts

2b. Evaluation of Data Profile

The ASC is a relatively small department with one director, two assistant directors, 20 staff members and nine student employees. A comparison of ASC minority and gender distributions with university-wide distributions (*UW-Madison 2004-2005 Data Digest*) follows:

Academic staff (not including directors):

	ASC (16)	UW-Madison (4,672)
Minority	6%	11%
Male	69%	46%
Female	31%	54%

Classified staff:

	ASC (3)	UW-Madison (5,237)
Minority	0	10%
Male	0	45%
Female	100%	55%

LTE:

	ASC (1)	UW-Madison (799)
Minority	100%	39%
Male	0	61%
Female	100%	39%

Graduate assistants:

	ASC (6)	UW-Madison (5,222)
Minority	0	18%
Male	17%	55%
Female	83%	45%

The ASC also employs one male and two female undergraduate students (UW-Madison information unavailable).

Currently, the ASC employs one minority staff member and one minority part-time LTE member. Two minority applicants were interviewed for a new academic staff position. One minority was hired for an existing classified staff position but not retained. We will work on improving workplace climate. A better office climate and improvement to our minority recruitment process will make achieving greater diversity more possible.

PROGRESS REPORT: We have created a new ASC Equity and Diversity Committee that is made up of members of academic staff and students, and includes good representation of the women, students

and minority on staff. Committee members are: Elizabeth White, Tina Yao, Rich Hoops, Kathy Schmitt, Dave Hart and Liz Albertson. This Committee worked on the ASC Equity and Diversity Plan with input from staff at all levels, including classified staff.

Definition of the ASC Equity and Diversity Committee:

The Committee will be ongoing and provide opportunities for all members of the workplace to define what workplace climate means, describe how workplace climate is experienced in the annual department report, and participate in the creation of initiatives that are intended to improve workplace climate.

The Committee will be made up of non-managerial staff and the chair will be appointed by the committee members in order to address climate and climate-related issues independent of administrative direction or leadership and encourage more open dialogue among staff.

The Committee will meet at least quarterly with the ASC director and discuss the progress of the ASC Equity and Diversity Plan implementation, assess the challenges and successes, and work with the director to make workplace improvements.

Section III — Future Goals and Action Items

GOAL 1 — Recruit and retain outstanding and diverse staff and students

Action Item 1: Practice hiring procedures to attract a wide range of applicants for open positions:

1. Inform all ASC staff of position vacancies/openings as soon as PVLs are approved.
2. Advertise all open positions widely: Work with staff and the UW-Madison Equity and Diversity Resource Center to establish a list for widening the variety of ASC channels for advertising positions. Advertising should go “above and beyond” the existing channels to include employment networks of minority organizations such as the Historically Black Colleges & Universities Network.
3. Recommend any ASC staff serving on an ASC search and screen committee to participate in a inclusivity workshop/training such as the Division of Continuing Studies workshops that vary by semester and include such offerings as “Honoring Our Common Differences” and “Unlearning Racism” www.dcs.wisc.edu/classes/diversity.htm. The ASC annual report will list staff who serve on search and screen committees who have participated in inclusivity training.
4. Provide members of any search and screen committee with a memo that outlines the ASC commitment to diversity in recruitment and hiring.
5. Try to broaden ASC search and screen committees by including members from outside the department.

PROGRESS REPORT: In 2004, an ASC search and screen committee established for filling a science writer position included two members from outside the department.

Action Item 2: The ASC Equity and Diversity Committee will continue to review recruitment and retention policies, practices and accomplishments. Staff at all levels and classifications and students will have the opportunity for input on defining workplace climate and discussing their experience/issues/ideas. Our committee will provide a forum for talking about what we can do to improve, and a means to take concerns up with management.

Action Item 3: Offer exit interviews to all staff and students. The interviewer should be someone other than a former supervisor.

Action Item 4: For the benefit of current and prospective employees, post an ASC workplace values statement and the ASC Equity and Diversity Plan goals on the ASC, Sea Grant and Water Resources Web sites.

GOAL 2 — Establish workplace conditions that foster individual and organizational success, providing transparency in the career advancement process and encouraging every employee to be a responsible partners in their career development

Action Item 1: Hold an annual meeting to inform all employees about available resources on how to advance titles and be promoted. New employees will receive this information as part of their introduction to the center.

Action Item 2: Encourage professional development and participation in service at the campus, regional and national level for all staff.

GOAL 3—Promote equitable staff policies regardless of gender, ethnic background, age, ability/disability, academic/classified staff, etc.

Action Item 1: Establish ASC policies regarding employee schedules, working from home, and other issues with increased emphasis on all staff feeling valued.

GOAL 4 — Actively promote an attitude of respect, sensitivity, and inclusivity in the workplace

Action Item 1: Institute a regular anonymous survey of ASC staff to evaluate workplace climate, share results and communicate recommended action with all staff. All responses will be handled confidentially, analyzed by an individual outside of the ASC who will provide a report to all staff so that no specific responses can be tied to an individual. ASC will pursue the idea of joining with other small Grad School centers in the survey, and also the option of using DoIT's online survey resource to protect anonymity. Survey results will be summarized in the annual institution report.

Action Item 2: Following the compilation of the survey results, hold once-yearly all-staff meetings to discuss issues of climate and workplace conditions, utilizing an outside facilitator (for example, having a facilitator from the UW Equity and Diversity Resource Centers or UW Office of Quality Improvement) the first year.

Action Item 3: Enroll at least one staff member in the Leadership Institute program or similar inclusivity program on an annual basis.

PROGRESS REPORT: Staff member Tina Yao is currently in the 2005-06 Leadership Institute program.

Action Item 4: Inform all staff members that they can talk to someone at Julie Karpelenia at the Graduate School or a member of the ASC Equity and Diversity committee if they have questions or comments.

Action Item 5: Provide interaction opportunities for all ASC staff, with an emphasis on showing administrative staff how their work is connected to the research, outreach, and education taking place in the department. Examples include visiting laboratories of principal investigators, attending workshops or public meetings on pertinent water issues, visiting K-12 classrooms, and participating in Sea Grant and

Water Resources meetings.

PROGRESS REPORT: A broad spectrum of staff and students were included in a recent library outreach program.

Action Item 6: Aim for a friendlier tone in the workplace by encouraging regular monthly lunch gatherings in the conference room with or without a topic program.

GOAL 5: Take action to improve climate and evaluate employee perceptions of being listened to, and respected.

Definition of Climate:

The atmosphere or ambience of an organization as perceived by its members. An organization's climate is reflected in its structures, policies, and practices; the demographics of its membership; the attitudes and values of its members and leaders; and the quality of personal interactions. Committee on Women in the University's Work Group on Climate (Summer, 2002)

Action Item 1: Recognizing that leaders have a critical role in impacting organizational climate, top management will actively participate in inclusivity education (such as the UW Equity and Diversity Resource Center's Leadership at Lunch, and Leadership Institute programs) focused on individual responsibility, accountability and leadership as ways to create community. The list of managers and education programs attended will be listed in the annual institution report.

Action Item 2: For improved climate, management will communicate regularly to all staff about general unit/institutional goals, values, and decision-making processes and use these to help build a sense of common purpose among unit/institution members and to insure institutional accountability.

Action Item 3: To support fundamental unit/institutional expectations around treating others with dignity and respect, management will hold those accountable who violate these expectations.

Action Item 4: Management will work to ensure that all affected parties are at the table when organizational issues are at stake. For example, help ensure that important committees include staff with various identities, backgrounds, and statuses. The annual equity and diversity report to the UW Graduate School will highlight the fact when important groups are not represented.

Action Item 5: ASC will provide multiple opportunities for employees to provide feedback. A forum for discussion will be the ASC Equity and Diversity Committee. In addition, a suggestion box in the lunch room will be checked weekly by a designated staff member and suggestions will be shared with all staff and students. Management decisions based on these suggestions will be shared with all staff & students.

Action Item 6: Management will regularly and publicly acknowledge good performance in general and positive efforts to improve climate in particular, recognize and build on what we already do well, identify and support individuals who are advocates for change and are willing to be pioneers.

GOAL 6 — Continue to encourage women and minorities to develop interests and potential careers in scientific fields, particularly among high school and undergraduate students.

Action Item 1: Encourage staff and ASC-supported researchers to develop projects that reach out to under-represented groups.

PROGRESS REPORT: As part of our library outreach in 2004, ASC launched the first of a series of after school reading programs in Madison's Allied Drive neighborhood. The program has since become

a partnership among six other campus libraries and the Madison School and Community Recreation (MSCR) Safe Haven Childcare Program. In addition, the Sea Grant 2006-2010 outreach and education work plan includes several new initiatives that include an emphasis on reaching out to underrepresented groups.

Section IV — Challenges and Needs

Our best strategy for increasing diversity in the workplace is to both enlarge our pool of job applicants by broader recruiting and work towards a better office climate.

We will make use of support and advice from the campus Equity and Diversity Resource Center in order to broaden our recruitment efforts. We will also increase efforts toward encouraging women and members of racial minorities to enter scientific fields.

We have compiled a list of places nationally (and locally) to advertise available postings, focused on communications and IT positions, and discovered one or two opportunities to advertise on campus for student IT help if/when the openings arise (see attachment).

We will pursue opportunities for training of supervisors in areas of inclusivity and sensitivity.

Our workplace climate will be evaluated and monitored with a regular survey, and the results and survey actions will be shared with all staff along with comments from the suggestion box and to the ASC Equity and Diversity Committee. Management response to this feedback will also be shared.

The ASC Equity and Diversity Committee will continue to be an ongoing resource and forum for staff and students.