DATE: April 27, 2007

TO: Gregory L. Geoffroy
President

FROM: Warren R. Madden
Vice President for Business and Finance

SUBJECT: ANNUAL DIVERSITY PROGRESS REPORT

Below please find VPBF’s annual diversity progress report in follow up to your recommendation to the President’s Advisory Committee on Diversity’s report on the campus climate. As noted in the bullets and the attached report we have made significant progress in many of the areas; however, the compilation of these initiatives has enhanced the dialogue further within business and finance units as relates to the campus climate.

1.2 Hold colleges/VP’s accountable for progress on diversity issues/plans

A progress report on diversity issues for VPBF is attached as relates to the goals identified in the Campus Climate Improvement Implementation Plan.

In addition, early in 2006 a VPBF Diversity Committee was established. The committee articulated the divisional priority for diversity, established diversity accountability and performance measures for directors, created a reporting vessel for divisional units and will continuously communicate opportunities for participation in university-wide or community diversity initiatives.

- Diversity is an on going topic which is included on the monthly agenda of the Business and Finance Directors’ meeting.
- Business and Finance Directors are responsible for monitoring and reporting their employees’ diversity training.
- A report on diversity is incorporated in the Business and Finance Directors annual performance evaluation.
1.3 Re-evaluate organizational structures, offices, staffing, services, and naming related to campus climate

The VPBF Office continuously evaluates organizational structures, offices, staffing and services to provide a more diverse campus climate.

- Central Stores staff is responsible for moving wheelchair-accessible student workstations as needed.
- ISU Surplus operations works with Disability Resources in securing laptop computers for use by homebound students.
- University Book Store hosted several children’s story time this year and offered readings in Spanish. UBS also stocks featured books for sale in Spanish as well as English.
- University Book Store offers personalized ISU graduation announcements in Spanish.
- Payroll assists over 600 international employees with filing annual paperwork necessary to claim tax treaty benefits.
- Department of Public Safety continues to subscribe to the AT&T Language Line, a service that provides translation services to those in need.

1.9 Create a Personal Safety Commission

Vice President Hill and I will be working together over the next few months to create a Personal Safety Commission.

4.3 Require reporting on campus climate recruitment and retention of students, faculty, and staff, as appropriate

VPBF units are consistently monitoring recruitment and retention of staff.

Some examples follow:

- Extensive efforts are made to advertise leadership and senior level positions online or in publications that might help attract a diverse pool of candidates.
- Candidates selected for interviews in Business Services units are reviewed and patterns monitored to ensure we are interviewing candidates from diverse backgrounds.
- All Business and Finance Directors have participated in the ISU Discrimination and Harassment Training. The remaining staff will complete their training throughout the remainder of FY07. All student employees will complete the “Invite Diversity” training that is available through AccessPlus.
• The Department of Public Safety continues its commitment to employ a diverse population. 45% of the full-time staff is female. In addition, the department employs approximately 100 students from different backgrounds in a variety of capacities.

• All new employees within the Department of Public Safety are given a departmental orientation packet that includes information about the department's sexual harassment policy, code of conduct, dealing with disabled persons, and other applicable materials.

• Created a Diversity/Climate Team within FP&M with a focus on awareness, recruiting, and accessibility.

5.6.1 Develop the “Step Into My World” program (previous Disability Resources Program) - what does it feel like to experience oppression and/or be a member of a marginalized community?

The vice president did participate during 2004-05; however, we are unaware of this program being offered during this recent academic year. All directors would be encouraged to participate in an initiative such as this.

5.7 Establish and train “campus community ambassadors” to promote active relationship building.

Individual Educational Experiences to Increase personal Awareness and Realization of Importance of Diversity

• In-service training in bias-based profiling and diversity was conducted in the fall of 2006 for all sworn officers (33). This training is conducted at least triennially. In addition, three employees who serve as recruiters received in-service training and participated in an online program hosted by EOD.

• Environmental Health and Safety staff members have hosted members of and participated in the activities during the visit of Czech delegation for the Ames International Partner Cities Association during May/June 2006. Staff members have taken intermediate belly dance classes. Staff members have participated in the week-long 2006 Appalachia Service Project sponsored by Ames First United Methodist Church. This mission sends youth and adults to poor regions of the Appalachian Mountains to build, repair and improve housing conditions for underprivileged families. The 2006 trip was to Harlan County, Kentucky. Staff member has hosted a Nigerian student sponsored by IRIS-Iowa Resource for International Service. Staff also attended associated training and cultural events surrounding the IRIS 2006-2007 student exchange delegation.

How Department has Increased Personal Awareness of Diversity with Staff

• Purchasing staff meetings include discussions on how to listen and communicate with individuals (faculty, staff, and students) whose first language is not English. Staff members participate in women and minority-owned business training programs and workshops, which help them to understand the unique issues these companies
face and how best the department can work with a diverse group of business owners.

- University Transportation Services discusses diversity at staff meetings and serves customers from all different cultures. Staff members are trained to accommodate situations, such as answering questions associated with international driver's licenses, listening carefully and working to understand all people, including those whose first language is not English, and making accommodations with the handicap accessible van or special needs customers. Staff members work with faculty, staff and students of all races, ages and backgrounds.

- Small group discussions regarding diversity were held during the fall of 2006 for all sworn officers. The training format resulted in an excellent exchange of ideas.

Departmental Diversity Committee

- In addition to the Vice Presidents Committee on Diversity, departments within Business and Finance have Committees on Diversity within their units.

- Two Department of Public Safety employees actively participate in Breaking Down the Barriers, a city/university group designed to promote diversity within our community.

- Diversity is an on going topic which is included on the monthly agenda of the Business and Finance Directors’ meeting.

Staff Participation in Diversity Training

- At least half of the Business Services management team and the Asst. Vice President for Business Services have taken the online diversity training. The remaining team members have been encouraged to take advantage of this resource, as well.

- Per EOD recommendations, all Business and Finance Directors have participated in the ISU Discrimination and Harassment Training. The remaining staff will complete their training throughout the remainder of FY07. All student employees will complete the “Invite Diversity” training that is available through AccessPlus.

- Business and Finance Directors will be responsible for monitoring and reporting their employees’ training.

I would be happy to visit further about these initiatives or issues of concern.

Attachment

cc: Business and Finance Directors
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