



Leading Advocates at Work

The DEI Journey in Capital
Planning & Facilities

Institute for Facilities
Management

September 2023



APPA Statement of Commitment to DEI

APPA is committed to the intentional and ongoing pursuit of a welcoming environment where diversity of thought and perspective is highly valued, free from barriers, and seeks to correct conditions of disadvantage.

To fully represent the people and places of the educational communities we serve, APPA will empower its members through the provision of its resources and services in a fair and impartial manner.

Our strength stems from the dedication, experiences, unique attributes, and talents of every member.

Approved February 2022




Purpose Today


This course is designed to provide you with tools, resources, and knowledge to effectively create and lead an in-house team of volunteers to support diversity, equity and inclusion efforts in the facilities environment.

Learning Objectives

How to structure a team and ensure commitment to DEI programming



Establishment of goals, core values, action plans & workplace expectations



How to navigate challenges when leading advocates

The world we're in today...



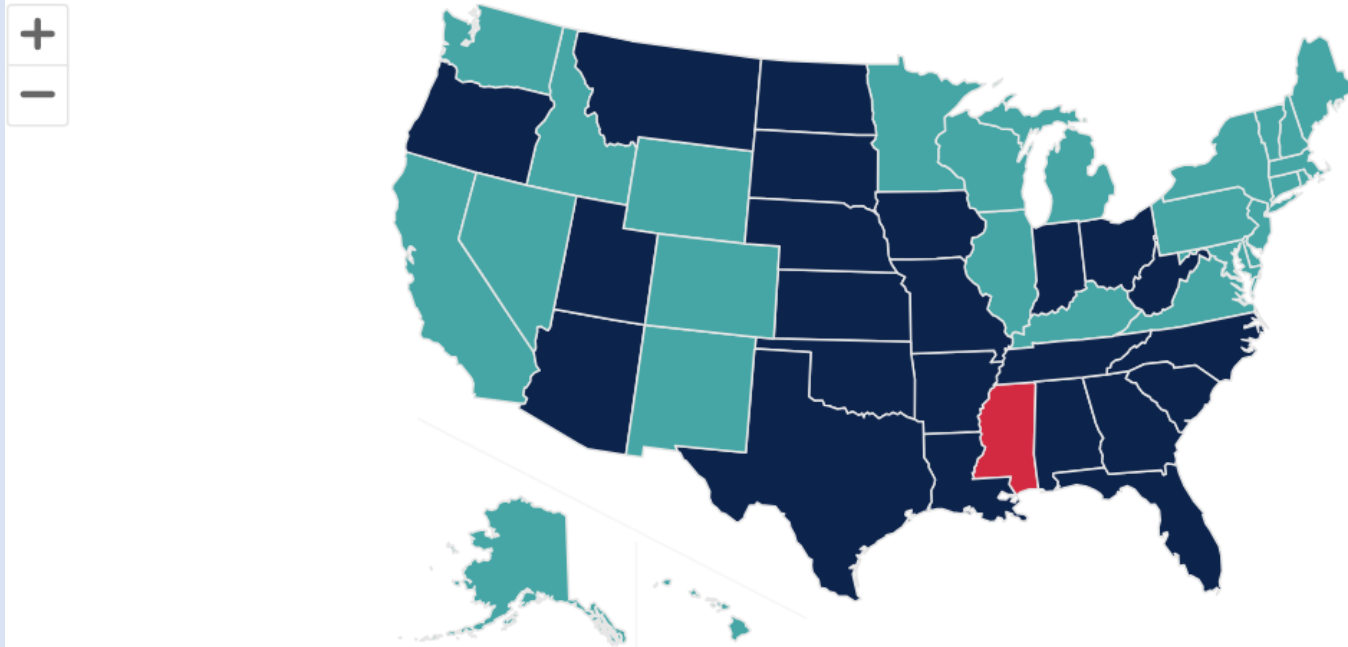
As of July 2023, 40 bills have been introduced in 22 states that would place restrictions on DEI initiatives at public colleges.

The bills aim to prohibit the following: using federal or state funding to support DEI offices or staff at public colleges, mandating diversity training, using diversity statements in hiring and promotion, or using identity-based preferences in hiring and admissions.

States Where DEI Legislation Has Been Introduced, Been Approved, or Failed

Hover over states for Bill details.

■ On watch ■ Bills Introduced or Approved ■ No Bills



**Note: States that are "on watch" have not formally introduced or proposed DEI bills as of April 2023, but have begun digging into the allocation of state funds on DEI programs at public institutions.*



Over, under, around, or through.
There is always a way. – Soteria.

Sherrilyn Kenyon

“ quote fancy

The Indiana University Story



From thin words to **THICK ACTIONS**

CPF put their budget dollars to work and hired a full-time DEI Specialist role in February 2023.

This is the first *staff-focused* DEI role at IU!



Selena Drake

Diversity and Inclusion Specialist

Phone: 812-855-7488

Email: seldrake@iu.edu

Campus: IU Bloomington

- Develops and implements integrated strategies to further the DEI program. Includes program design and implementation, project management, developing evaluation systems to measure effectiveness of programs and interventions, communications strategy and content development, coordination of program activities.
- Works in close collaboration with HR and divisional leadership to ensure organizational priorities related to DEI are executed in alignment with organizational needs across the facilities management function at IU.
- Conducts ongoing research on DEI trends and best practices as needed and recommends enhancements and continuous improvement processes with an eye on DEI analytics and reporting.
- Responsible for continually building CPF talent through targeted recruiting and search procedures. Delivers high quality candidates through innovative DEI recruitment strategies, while guiding candidates and hiring managers through the IU interview and selection process.
- Responsible for employment compliance with university diversity initiatives to include preparing data and reports on DEI plans, recruiting activities and outcomes, and employee demographics.
- Provides DEI educational and cultural support for university wide facilities management teams seeking a sense of belonging or allyship by promoting and fostering an environment of cross-cultural understanding of culture, race, identity, orientation and heritage.
- Coordinates, schedules and facilitates trainings, events, and CPF forums, and the implementation of thematic (historical, cultural, theological) weeks and months.

In-House Leadership through the CPF Diversity & Advocacy Team

1. Our department, CPF, should align with the University's mission by **embracing diversity and differences**, by ensuring there is **equity and inclusion** in our every day practices, and by providing a **culture of respect** in our workplace. This group is dedicated to identifying the steps needed to improve our department's culture and to ensure our colleagues and visitors feel welcome and included.
2. This group believes it is vitally important that **all staff** in the workplace feel **welcome, valued and included as part of the team**, regardless of one's age, gender, race, ethnicity, national origin, religion, disability, sexual orientation, gender identity, etc. Through a grassroots effort led by individuals of CPF, this team will work toward ensuring we uphold these standards of conduct.
3. The Diversity and Advocacy Team will **support** our underrepresented colleagues and provide a **safe place** for them. We will **advocate** for change and encourage **open dialogue** with our peers about diversity and inclusion.

About DAT

The Diversity and Advocacy Team within Capital Projects is a grassroots, staff-founded team whose mission is to embrace diversity and differences; ensuring there is equity and inclusion in our every day practices, and providing a culture of respect in our workplace. We believe it is vitally important that all staff in the workplace feel welcome, valued and included as part of the team. Please join us and contribute your unique perspective to this important mission.

For more information
cpfcares@indiana.edu

First step...
Establish a
committee or
team structure



CPF DAT Structure

Core Committee

- Chair
- Secretary
- Treasurer
- Intern
- Executive Sponsor



Committee Chairs

- Communications
- Lunch & Learn
- Recruitment/Hiring
- Education/Training
- Book Club/Lending Library

All positions are volunteer and in addition to regular duties.

Second Step...

Secure
Leadership
Buy-in



"It is critical that we continue to build a team environment that allows us to create campuses and communities that keep our faculty, staff and students feeling safe, supported, and included.

We can do this by understanding that not everyone is offered the same opportunities and that inappropriate words, phrases, and actions sometimes normalize and encourage the mistreatment of others.

Every CPF team member can impact behavior change in a positive way when we respectfully acknowledge to each other on appropriate things to say and do.

– Vice President Tom Morrison in his letter to Capital Planning and Facilities division, Oct 2020



3rd Step... Establish Goals

SHORT TERM GOALS	STATUS
Lunch and Learn sessions - DAT would like to hold informal, casual conversations highlighting various videos, TED talks, guest speakers over the lunch hour for open discussions.	COMPLETE in progress
Mandatory training for all staff - DAT would like to recommend Linked In Learning pathways (IU approved) as initial and recurring training for all staff. DAT is creating companion training pieces. Key topics for educational opportunities have been identified as 1. Diversity, 2. Racial Bias, 3. Cultural differences, 4. Black Lives Matter movement	COMPLETE in progress
Additional training for managers, supervisors, and leadership	COMPLETE
All CPF staff to sign the Responsibility Acknowledgement form and be accountable for their behavior in the workplace	not approved
Publish our Values and Goals documents	COMPLETE in progress
Survey all staff to identify topics and interests for future conversations	COMPLETE

LONG TERM GOALS	
Full-time CPF staff person dedicated to Diversity, Equity and Inclusion	
Analysis of training and metrics (once training is implemented)	COMPLETE
Identify strategies and build relationships to increase diversity by partnering with: a. Purdue, Notre Dame, Ball State, IU, regional programs, etc. internships/ full-time positions b. High schools c. Professional affinity groups on our campuses	In Process
Recruitment - Interviewing a diverse pool of candidates	In Process
Interview process - Standardized questions and diverse interview panel	COMPLETE
Develop DAT website (separate from CPF Intranet) to incorporate graphics and video content and provide an anonymous form	

ES	ST
t from VP Morrison embracing diversity and asking for an end to racism in the workplace	✓
email for general inquiries and questions: cpfcares@indiana.edu	✓
.T Teams site for sharing resources, meeting minutes, etc.	✓
share resources, contact info, etc. on internal CPF intranet	on
d distribute a monthly newsletter highlighting upcoming events	on
CPF leadership and their teams to highlight the DAT and engage new members	on



4th Step...
Create
Programming

CPF DAT Activities



CAPITAL PLANNING & FACILITIES DIVERSITY AND ADVOCACY TEAM NEWSLETTER

NOVEMBER 2022

UPCOMING EVENTS

Potpourri of the Arts in the African American Tradition
Saturday, Nov. 12 at 7:30 pm



Experience an eclectic array of performance works from the African diaspora with the legendary African American Dance Company.
<https://go.iu.edu/4C7V>

Enter to win a pair of tickets!
Submit your name and contact info to CPFcares@indiana.edu or 812-855-0040 or drop off in the CPF Cares box at the Service Building.



DID YOU KNOW...

November is Native American Heritage Month

Watch: Reservation Dogs
Filmed on location in Okmulgee, Oklahoma, Reservation Dogs is a breakthrough in Indigenous representation on television, both in front of and behind the camera.
Available on FX and Hulu.



Listen: This Land
Rebecca Nagle examines how the US legal system has been used to destabilize the rights of Native Americans through the lens of one legal case surrounding the adoption of a Native Child.
Podcast where available.



JOIN THE CONVERSATION

DAT Lunch and Learn
Thursday, November 17 at noon

DAT Book club
Midnight's Children by Salman Rushdie
Thursday, December 1 at noon

DON'T MISS...

AIDS Memorial Quilt Exhibition
November 10 – 12, 2022
10:00 am to 9:00 pm

Sections of the AIDS Memorial Quilt are coming back to Indiana University, which represents over 110,000 individuals who have died of AIDS.



LEARN MORE

We are more impactful together.
The DAT wants to uplift your voice, and you can **join us** as a member.

Intranet: go.iu.edu/3IR6
Email: cpfcares@indiana.edu
Phone: 812-855-0040

Diversity and Advocacy Team (DAT)

Roadshow Report

2021/22

THE PURPOSE OF THE ROADSHOW is to engage and connect with all Capital Planning and Facilities (CPF) employees across all divisions. We aim to establish a common language around diversity, equity, and inclusion. We invite participation and engagement, and we introduce the Diversity and Advocacy Team (DAT).

THIS IS DIRECT ACTION TO CULTIVATE AN INCLUSIVE ENVIRONMENT at work so that every employee of CPF feels welcomed, valued, and heard. This report documents our experience and provides a how-to guide for those who would like to emulate our work in their own organization.

Brave conversations about DEI books

The CPF Diversity and Advocacy Team is hosting a book club that selects books to spark conversations about diversity, equity, and inclusion.

Meetings will be held via Zoom and in the Pond Conference Room of the Service Building. [Fill out this form](#) to receive a free copy of the next book and receive Book Club emails. The discussion will continue on the first Thursday of each month. Come prepared to challenge your thinking and have brave conversations!

Free Little Library

The CPF DAT has purchased books on diversity topics and made them available to all CPF staff in our new Free Little Library. It is around the corner from the bathrooms in the Service Building. Come browse the bookshelf. We have a wide range of books on many different topics. We even have a few graphic novels. Ask at the front desk if you need help finding the bookshelf.

Leadership Challenges

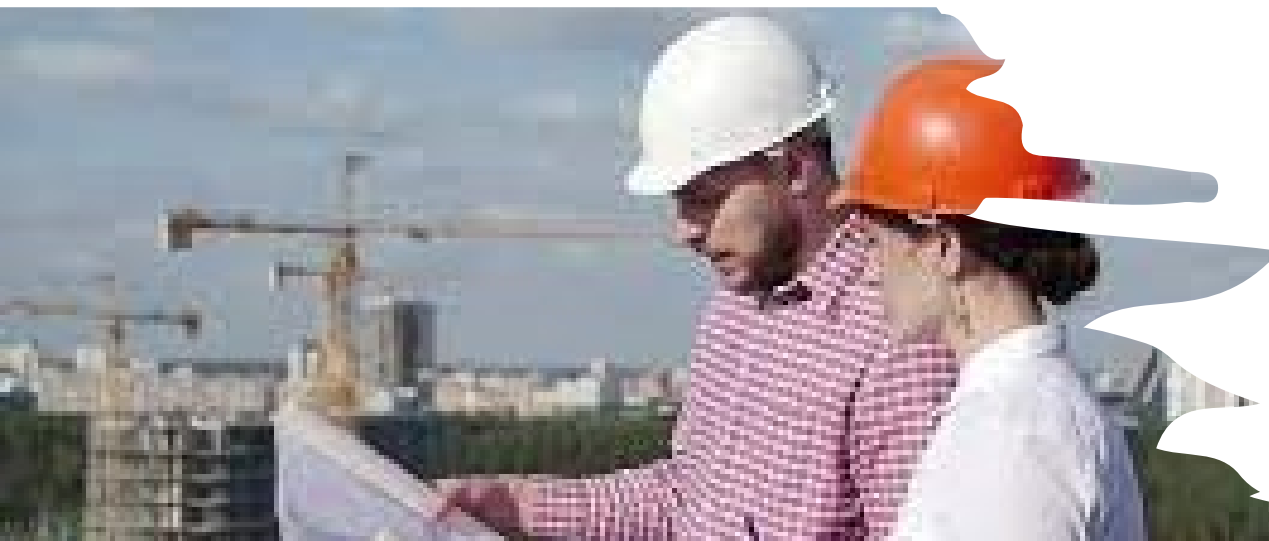




EQUITY

DIVERSITY

INCLUSION



Prioritization of DEI work
over regular duties




Organizational Direction vs. Advocacy

Balancing
Expectations
for Quick
Action &
Results



NOW!!



*Commitment is defined by both
our decisions and our actions.*

MARTAWILSON.COM

Ensuring Leadership Commitment

Growing the Group



**Seek to meet people
where they are rather
than insisting that
they be where you
want them to be.**

It's about
the Long
Game





To Help You

As APPA continues to *prepare for every future*, the APPA Board of Directors recognizes that it is time for APPA to formalize our past and current practice around equity and inclusiveness for the association.

- With the formation of a Task Force to focus on diversity, equity, and inclusion (DEI), APPA demonstrates a sustained and comprehensive commitment to establish an organizational climate that is just and inclusive – regardless of individual differences, beliefs, or identities.

APPA's Diversity, Equity, and Inclusion Task Force

- *Margaret Tennessen, University of Wisconsin Madison, Task Force Chair & APPA Board Vice-Chair*
- *Ada Baldwin, North Carolina State University*
- *Kim Case Nichols, University of Nevada Las Vegas*
- *Andy Feick, Swarthmore College*
- *Michelle Frederick, American University*
- *Steve Gilsdorf, Wayne State University*
- *Lindsey Honeyager, University of Wisconsin Madison*
- *Leslie Hutchins, University of Arkansas at Little Rock*
- *Tony Ichsan, Whitman College*
- *Dave Irvin, Florida State University & APPA Board Chair*
- *Jim Jackson, University of Nebraska Lincoln & APPA Board Immediate Past President*
- *E. Lander Medlin, APPA President & CEO*
- *Pat Patton, University of Regina*
- *Benjamin Raphael, Florida A&M University*
- *Lindsay Wagner, The Knowledge Collaborative*

APPA DEI Definitions

- **Diversity -**

Diversity at APPA includes valuing diversity of thought and perspective and connecting the unique attributes, backgrounds, and experiences that each individual brings to the organization.

APPA recognizes that its strength comes from the dedication, experience, talents and perspectives of every member.

To fulfill our mission, APPA must fully **reflect and include individuals who represent the people and places of the educational communities that we serve.**

We will create an environment where **individuals are able to embrace their differences and leverage them** to support educational excellence.

- **Equity -**

APPA expects the establishment of working conditions that are free from barriers and seeks to correct conditions of disadvantage.

APPA recognizes that **each person has different circumstances** and will strive to provide the exact resources and opportunities needed to reach an equal outcome.

APPA provides services and opportunities accessible in a fair and impartial manner. Equality means each individual or group of people is given the same resources or opportunities.

- **Inclusion -**

APPA is committed to an **intentional and ongoing pursuit** of a welcoming environment in which all individuals are treated fairly and respectfully, offered access to opportunities and resources, and empowered to contribute to the successful execution of the association's mission.

FROM THIN WORDS TO THICK ACTION:

**DIVERSITY,
EQUITY
&
INCLUSION**

THOUGHT LEADERS SERIES 2022



APPA 2022 Thought Leaders Report: *From Thin Words to Thick Actions*

The **2022** Thought Leaders Report, *From Thin Words to Thick Action: Diversity, Equity & Inclusion*, focuses on today's demands for truly inclusive institutions, and that diversity, equity, and inclusion (DEI) are rooted in the deepest-held values of higher education: excellence, integrity, respect, responsibility, and community.

Yes, DEI benefits the institution by increasing innovation, boosting productivity, and preparing students for a global economy. A classroom of students from diverse backgrounds with a variety of life experiences is an electric environment, snapping with energy and ideas.

But DEI isn't a priority because someone ran a cost-benefit analysis and diversity came out with a higher ROI. We value diversity, equity, and inclusion because it is the right thing to do.

Member Cost is \$0

Published Summer 2022

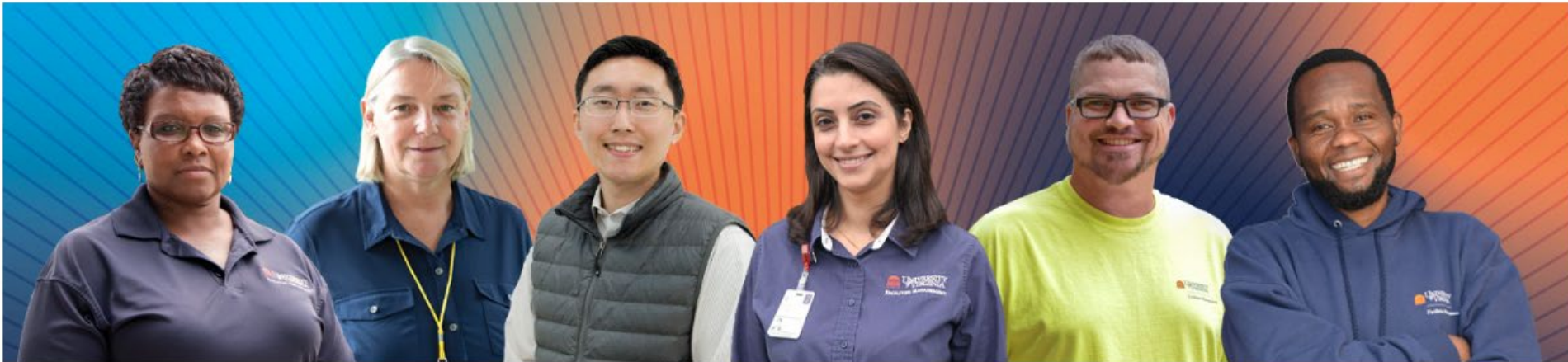
From Thin Words to Thick Action: Diversity, Equity and Inclusion

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University of Virginia

FACILITIES MANAGEMENT

Diversity, Equity, and Inclusion



We are a community of 1,200. We are craftspeople, landscape experts, program specialists, recycling gurus, housekeepers, tradespeople, environmentalists, architects, engineers and accountants. We can design your website, balance your budget and remodel your kitchen. We speak English, Spanish, Swahili, Nepali, and Kinyarwanda; to name a few.

We are Facilities Management.

<https://diversity.fm.virginia.edu/>



ANTIRACIST RESOURCES

Understanding systemic racism and implicit bias.



DEI MONTHLY DIGESTS

Monthly Updates from the Diversity, Equity, and Inclusion team



FM INCLUSIVE EXCELLENCE

Updates and progress from the FM Inclusive Excellence Team



INTERGROUP RELATIONS

- English Language Learners
- Mentoring
- UVA Tradeswomen



UVA DEI RESOURCES

- Policies and resources
- How UVA supports DEI
- Reporting tools for employees



CONTACT US



CAPITAL PLANNING & FACILITIES
DIVERSITY AND ADVOCACY TEAM

G U I D E B O O K



CAPITAL PLANNING & FACILITIES
DIVERSITY AND ADVOCACY TEAM

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