Facilities Planning & Management
UNIVERSITY OF WISCONSIN–MADISON

2017-2018 Engagement, Inclusion, and Diversity Overview

Our Mission: We provide excellence in facilities and services for our university community.

Our Vision: We aim to be an inclusive and diverse team working together to provide exceptional service for our university community.

Our Core Values: People-Centered • Stewardship • Integrity • Innovation and Discovery • Safety

This document presents a continuation and expansion of FP&M's 2016-2017 Engagement, Inclusion & Diversity (EID) plan, which was developed based on the results of the 2016 VCFA EID Survey. The 2016-2017 plan identified seven key EID priorities (identical to those listed below) and a number of key actions for each priority. The key actions listed below will serve to focus the work of the FP&M divisional EID team during the 2017-2018 planning year. This document also includes FP&M EID-related demographic data.

In addition to these key actions, the FP&M divisional EID team will also spend a portion of their time and effort in 2018 on the implementation and execution of the 2018 VCFA EID Survey and the analysis and dissemination of the survey results to all FP&M employees. The EID team will also develop a new two-year EID plan based on these survey results that aligns with VCFA strategic priorities, sets FP&M-specific priorities, identifies key actions, and clarifies the roles of the FP&M divisional EID team, departmental EID teams, and FP&M leadership in advancing EID initiatives within FP&M.

For more information the key actions and the results of the FP&M divisional EID team's efforts during the past year, see the FP&M 2016-2017 Plan Update: http://facilities.fpm.wisc.edu/documents/FPM-2016-17_EID_Plan_Update.pdf.

FP&M 2017-2018 EID Priorities	2017-2018 Key Actions
1. **Diversity Recruitment and Retention**	• Update and publish FP&M employee demographic data on a quarterly basis. • Regularize Recruitment, Assessment, and Selection (RAS) training for hiring supervisors and integrate this into the overall supervisor/manager training roadmap. Add training on the benefits of asking behavior-based questions in the interviewing process. • Revamp the in-person employee exit interview process to improve the effectiveness of this program. • Explore expanding the exit interview process to use electronic surveys for interviews not conducted in person.
2. **Employee Onboarding and Performance Management**	• Reconvene the FP&M Onboarding Work Team to review effectiveness of the current onboarding process and recommend improvements. • Support the transition to UW's online performance management process by reconvening the Performance Management Work Team to work with FP&M Human

	Resources on this initiative.
3. Manager and Supervisor Training	• Establish EID core competencies for both supervisors and employees that support continual improvement. • Work with the new FP&M training officer to support the development of a comprehensive supervisor/manager training program.
4. Development of Internal Talent	• Plan and execute a resume and cover letter writing training as a follow-up to the 2016 Career Fair for Frontline Staff. • Investigate the viability of providing technical writing and business communication training to FP&M employees. • Create informational resources (brown bag sessions, FAQs, etc.) for employees to promote understanding of how career advancement works at the university. Use existing source material. • Support the VCFA EID initiatives regarding computer use and access, and a career resource fair.
5. Employee Recognition	• Finalize recommendations of the FP&M Recognition Work Team and provide these recommendations to the FP&M Leadership Team for review and approval. • Create an action plan based on recommendations and input from leadership.
6. Communication	• Create a process for convening small limited-scope work groups to focus on individual internal communications issues identified by the EID team. • Launch the *Inside FP&M* website before the end of December 2017. • Complete the inventory of posting locations for employee information and determine how to distribute postings effectively given the wide range of access and availability. • Convene a small work group (using the above process) to focus on translation of employee communications. Include representation from CLS and other key stakeholders.
7. Inclusion	• Publicize campus cultural events to FP&M employees to encourage increased cultural awareness. • Convene a working group to investigate options for employee private space and provide recommendations for implementation in current buildings, and in future construction. • Implement the FP&M/Veterans Administration partnership program to provide transitional work assignments for qualifying veterans. Funded by a Baldwin Wisconsin Idea Endowment grant.

FP&M Demographic Information

		VCFA 2012	FP&M 2012	VCFA 2014	FP&M 2014	VCFA 2016	FP&M 2016
Minority Status							
All Staff	Total	2359	936	2723	1097	2753	1124
	Minority	483	266	537	299	619	352
	% of Minority	20.50%	28.40%	19.74%	27.26%	22.58%	31.32%
	White	1838	657	2003	700	2030	716
	Unknown	38	13	183	98	104	56
Executive	Total	106	22	79	14	82	20
Managerial	Minority	9	1	5	1	7	2
	% of Minority	8.50%	4.50%	6.33%	7.14%	8.54%	10.00%
	White	94	21	72	13	74	18
	Unknown	3		2		1	0
Non Exempt	Total	1131	558	1433	686	1411	701
	Minority	369	242	430	271	486	318
	% of Minority	32.60%	43.40%	30.01%	39.45%	34.44%	45.36%
	White	740	307	861	327	846	333
	Unknown	22	9	142	88	91	50
Professional	Total	665	102	653	112	755	132
	Minority	76	9	69	10	90	12
	% of Minority	11.40%	8.80%	10.57%	8.85%	11.92%	9.02%
	White	580	90	563	100	648	118
	Unknown	9	3	21	2	17	2
Supervisory	Total	209	73	244	83	203	73
	Minority	15	5	14	7	18	9
	% of Minority	7.20%	6.80%	5.74%	8.43%	8.87%	12.33%
	White	191	67	221	74	185	64
	Unknown	3	1	9	2	0	0
Supervisory	Total	55	6	74	8	60	7
Professional	Minority	5		7	0	3	0
	% of Minority	9.10%	0.00%	9.46%	0.00%	5.00%	0.00%
	White	49	6	65	8	55	7
	Unknown	1		2		2	0
Trades	Total	193	175	211	194	211	191
	Minority	9	9	10	10	11	11
	% of Minority	4.70%	5.10%	4.74%	5.15%	5.21%	5.76%
	White	184	166	194	178	196	176
	Unknown	0		7	6	4	4
Female							
All Staff	Total	2359	936	2723	1097	2753	1124
	Female	906	222	1100	283	1112	282

			VCFA 2012	FP&M 2012		VCFA 2014	FP&M 2014		VCFA 2016	FP&M 2016
	% of Female		38.40%	23.70%		40.07%	25.80%		40.61%	25.09%
	Male		1453	714		1623	814		1639	841
	Unknown								2	1
Executive	Total		106	22		79	14		82	20
Managerial	Female		33	2		25	1		30	4
	% of Female		31.10%	9.10%		34.18%	7.14%		36.59%	20.00%
	Male		73	20		54	13		52	16
	Unknown								0	0
Non Exempt	Total		1131	558		1433	686		1411	701
	Female		415	159		580	215		553	210
	% of Female		54.10%	28.50%		40.47%	31.30%		39.19%	29.96%
	Male		716	399		853	471		856	490
	Unknown								2	1
Professional	Total		665	102		653	112		755	132
	Female		360	39		358	43		419	49
	% of Female		54.10%	38.20%		54.82%	38.05%		55.63%	36.84%
	Male		305	63		295	69		336	83
	Unknown									0
Supervisory	Total		209	73		244	83		203	73
	Female		62	13		70	12		51	10
	%of Female		29.70%	17.80%		26.89%	14.46%		25.12%	13.70%
	Male		147	60		174	71		152	63
	Unknown									0
Supervisory	Total		55	6		74	8		60	7
Professional	Female		28	2		38	3		30	2
	% of Female		50.90%	33.30%		51.35%	37.50%		50.00%	28.57%
	Male		27	4		36	5		30	5
	Unknown									0
Trades	Total		193	175		211	194		211	191
	Female		8	7		10	9		8	7
	% of Female		4.10%	4.00%		4.74%	4.64%		3.79%	3.66%
	Male		185	168		201	185		203	184