

**Indiana University Southeast  
Administrative Affairs  
Diversity Plan for FY09  
Final 7/15/08**

**Introduction**

Administrative Affairs is committed fully to supporting, actively participating in and contributing to achieving campus diversity goals and objectives. One of the primary goals in the current strategic plan is to strengthen and improve diversity programming, hiring, student recruitment, business practices and outreach. The objectives set forth to achieve this goal include the commitment to using diversity and equity as a guiding principle and the responsibility of the entire campus community; the improvement of our campus climate to reflect, respect and invite a diverse community; the creation of IUS as a model for diversity in Southern Indiana by increasing the diversity of our campus community to reflect the population of our service area at the very least.

**Key Objectives**

- An area of primary focus is educational in nature (e.g., programs, discussions, written materials, etc.) for all staff in Administrative Affairs.
- Each unit has completed an internal assessment which addresses potential areas of improvement in achieving divisional and unit goals and developed their respective plans.
- In general unit plans address hiring, programming, business practices and climate, the areas we believe we can and will have the most impact on to strengthen campus diversity.
- Ongoing assessment mechanisms will determine the results of unit efforts with regard to achieving unit diversity goals.

**Annual Operating Plan – FY09**

The Admin Affairs Diversity survey, completed in May 2008, highlighted some opportunities to provide programming for increased knowledge and awareness of diversity development and improve climate on campus.

Based on the survey the first goal is to provide targeted programming to staff members of Administrative Affairs over the next 12 month as identified in our survey. Darlene Young will provide the training.

Each department in Administrative Affairs reviewed the survey results, their own unit assessment and developed the following goals for FY 09

### **Human Resources**

Human Resources will focus on the hiring area with recruitment and retention of diverse populations specifically Hispanic and African American. HR hiring goal is to recruit four (4) from this group, retention goal is to retain at the same level. Results will be reported quarterly. Strategy used will be to establish contacts with assistance from Equity and Diversity to determine outreach avenues, attend diversity conferences, 2 per year and cultural fairs/events (4) per year to establish a presence. Measures will be 1 new hire from target group per quarter. Obtain qualified applicant pools by networking with outreach contacts and hiring authorities on campus.

### **Physical Plant**

The Physical Plant will focus on improving diverse relationships within the department. It is a diverse unit at the present time but is made up of several departments scattered on three shifts making it difficult for all PP staff members to know each other and feel connected to PP and the campus. Their goal is to improve relationships with the existing staff in addition to newly hired staff by using a Passport. This document will have every individual within the Physical Plant Department listed along with all the other departments on campus. Every new employee will be required to visit all the different departments on campus, learn about what the role they serve and introduce themselves to the department. In addition, all existing staff members will have to talk and become acquainted with each member of the Physical Plant work force, regardless of shift or department. All the coworkers and departments must sign the Passport and introduce themselves to the new employee. This must be completed within 60 days to ensure everyone knows their fellow employees within the department and has been introduced to all the departments on campus. The process and the resulting familiarity are designed to improve the climate and connectedness for all Physical Plant employees. Results will be reported quarterly. Measures include verbal feedback at the completion of the Passport process.

### **Ogle Center**

The Ogle center will focus on programming. To expand the cultural experience on campus by adding new cultural series called "Global Village. They will identify artists of culture with drawing power, collaborate with external departments as well as within and develop funding for this project. Report on progress will be quarterly. Measures include attendance, number of performances and feedback.

### **Accounting Services**

Accounting will focus on business practices primarily and climate to improve the diversity of vendors and suppliers. They will conduct two diversity vendor initiatives on campus during FY08/09. These events will be IU Southeast not Indiana university events..

Report on progress will be quarterly. Measures will include the increase in number of MBE/WBE vendors for the campus.

### **Conference and Dining Services**

Dining Services will focus on climate by changing menu offerings to coincide with cultural celebrations. Two – four cultural menu specialties during the academic year will be implemented with the student/campus life, diversity celebrations. Dining will meet with Campus Life to determine which ones will have the greatest impact, set the dates and work to involve student representatives of the respective cultures to select menu .  
Report on progress will be at the end of each semester.

### **University Police**

Police Department will focus on awareness of cultural differences and enhancing the climate on campus. They will identify cultures present on the campus and develop training to ensure officers and staff are aware of and sensitive to our various cultures to improve /strengthen community policing. The officers and staff will attend cultural awareness training/orientation by 3/2009. The officers will be in attendance and provide support to campus events including orientation. The PD will design and gather survey data for feedback/perceptions of officer engagement and the Police dept on campus by April 2009. Report on progress will be quarterly. Measures include survey results, number of campus events attended by PD members.

### **Administrative Affairs**

Administrative Affairs Office will focus on improving the diversity climate by developing an Administrative Affairs Diversity committee. The purpose of the committee will be to increase engagement within Admin Affairs, develop educational events or programs focused on diversity (may include a diversity newsletter), and generally promote diversity within the division. The committee would meet bi-monthly with two representatives from each Department rotating attendance. One Director would be assigned to maintain consistency with the planning and organization of the group. Vice Chancellor would commit some funding in support of food at sponsored diversity events.