D&I Council Meeting

August 18, 2016

Notes

1. Photo Op (Deb Magaldi)

The Council enjoyed a photo op outside during the fire alarm evacuation.

1. D&I Policy (Mary Logue)

Comments from the Council and Lab Leadership have been addressed. Rhonda, Mary, and Rolf are reviewing it a final time before presenting to Mont for approval (See attached). Feedback forwarded by Shirley Yang will be evaluated prior to forwarding onto Mont.

**Action: Finalize policy and submit to Mont (Mary Logue)**

1. D&I Survey (Rhonda Barbosa)

The D&I Survey will be sent out in September (August being viewed as a bad time for a survey due to vacations and return to school activities). Questions are similar to those used in 2014 (with 1 addition), to allow for comparisons of results and providing potential areas of action in FY17.

**Action: Launch 2016 Survey (Human Resources)**

1. D&I Poster (Rhonda Barbosa)

Due to input received from DOE\_SC during the presentation of the Annual Lab Plan, Rhonda revised the D&I poster to present the expectation as more actionable statements that built on each other as they progressed from employee to supervisor to Lab Leadership. The revised poster is attached for Council review and comment back to Rhonda.

**Action: Provide comments on D&I poster to Rhonda Barbosa (Council)**

1. Supervisory Training (Rhonda Barbosa)

The supervisory training recommended by the Council has been developed. New supervisors get training similar to that received by the Council. Current supervisors will be required to take training that condenses the topics of Implicit Bias, and Communication across cultures and genders into one module. The Council had agreed to facilitate that training. Rhonda showed the schedule (Scheduled to start mid-September) for the training, asking all to check their calendars and let her know if there are conflicts. She will also schedule “train-the-trainer” sessions, so the 2 Council members scheduled to facilitate the training can review the material and script, discuss approaches, and get insight from Bruce Ullman, who teaches the new supervisor training, regarding potential questions and discussion points.

**Action: Check scheduled training assignments for conflicts (Council)**

**Action: Schedule “Train-the Trainer” sessions (Human Resources)**

The discussion also included discussion of job fairs, with Rhonda inviting the Council to consider supporting HR at these fairs.

1. Metrics Proposal (Mary Logue)

A subgroup of the Council had been working on proposed metrics as a way to measure progress in meeting D&I objectives, including the Council’s mission to help raise awareness about D&I. Those metrics were reviewed and seemed to be generally favorable to the Council (See attached). HR collects the most of the data and has agreed to start populating he metrics starting October 1, 2016. The charts will be updated quarterly and will be shared with the Council and Lab Leadership.

**Action: Work with HR to populate metrics charts (Mary Logue)**

1. New Hire Sourcing Analysis Review (Rhonda Barbosa)

Speaking of metrics, Rhonda shared data regarding the new hires in the first half of FY16 (See attached). This data and the Supervisory training generated a lot of discussion on how HR determines a qualified candidate, provides that to the hiring manager, and monitors their decisions to invite for interviews and make offers. A new requirement is for the Hiring Manager to document why the unsuccessful candidates were not considered the most qualified.

1. Guidance for Performance Reviews (Rhonda Barbosa)

During the discussion of the D&I poster, Rhonda reported that HR is using the poster to develop guidance for supervisors to use during performance reviews. Expect to see that soon.

1. 2nd Annual D&I Joint Meeting with Lab Directors, September 2016 – (Rhonda Barbosa)

The 2nd Annual D&I Meeting with the Lab Directors is scheduled for September 2016. Progress reports on commitments made at last year’s meeting and identification of best practices are the highlights of the meeting.