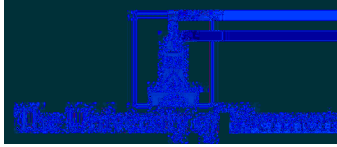


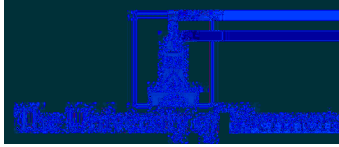
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## Leadership and Units within the DFA

The DFA consists of the following departments:

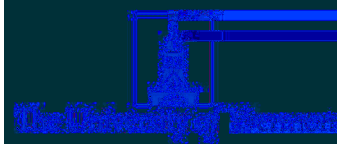
- Administrative Business Service Center (ABSC), Brian Melman, Director
- Facilities Management (FM), Luce Hillman, Executive Director
  - Custodial Services
  - Physical Plant Department
  - Planning, Design & Construction
  - Sustainability Office
  - Transportation & Parking Services
- Finance & Facilities Administration (FFA), Jennifer Greaves, Director
- Financial Analysis & Budgeting (FAB), Shari Bergquist, University Budget Director
- University Financial Services (UFS), Claire Burlingham, University Controller
  - Disbursement Center
  - Financial & Cost Accounting
  - Non-credit Registration
  - Payroll & Tax Services
  - Print and Mail Center
  - Purchasing Services
  - Treasury Services



### Demographic Headcount and [February 2022 Campus Climate Survey Data](#)

At the time of the Campus Climate Survey (CCS), there were 518 employees within the Division of Finance & Administration. This included 29 Human Resource Services staff





## Professional Development

### **4. Provide a supportive culture, and access to continued professional growth opportunities for DFA employees**

Action items for this goal will include expanding this current initiative:

- Partner with other training and educational institutions to provide access to ESL classes, cross-training opportunities, certification programs

### **5. Establish an accountable program of cultural competency and inclusive excellence**

Action items for this goal may include:

- Opportunity and paid time for employees to pursue trainings, workshops, or other growth opportunities to develop cultural competency

## Accessibility

### **6. Work with campus partners to improve the level of support within the DFA for those whose first language is not English**

Action items for this goal will include expanding these initiatives:

- Continue working with DEI and HRS to establish translation protocols for consistent communications and access to UVM-sponsored initiatives
- Provide DFA resource rooms for translation services, training, education, etc.

### **7. Improve level of ADA compliance on DFA websites and other online content**

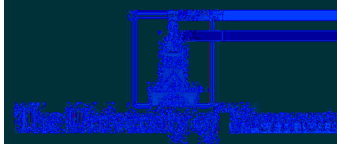
Action items for this goal may include:

- Establish DFA web content team to ensure timely and current information is available
- Inventory web pages & online content to track maintenance schedule
- Incorporate web accessibility best practices
- Continue incorporating accessibility guidelines into event/meeting planning

### **8. Decrease the physical accessibility barriers in DFA spaces**

Action items for this goal may include:

- Provide accessible requirements for those attending DFA in-person events
- Incorporate physical accessibility best practices
- Assess DFA physical barriers and develop remediation plan



## Review Schedule

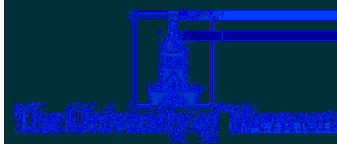
### Spring/Summer/Fall/Winter 2023

March – July

- **Establish an engagement work group**
  - Organize staff & leadership engagement opportunities to identify initiatives that will best support reaching our goals
  - Develop complete DFA IE Plan with identified measures, resources, timelines

August – December

- **Establish an implementation advisory group**



## Process (to date)

### DFA IE Committee (October 2022 – February 2023)

#### Sources used to develop overarching goals

- 2022 OIRA Campus Climate Survey data
- Campus Plan
- Facilities Sustainability Plan
- Previous DFA Inclusive Excellence Plans
- OIRA DFA Demographic headcount
- DFA Inclusive Excellence Action Plan Committee anecdotal information
- DFA leadership feedback