

speaking up  
invite women  
career development  
professional networks  
gender neutral language  
mentorship and education  
**Empower Women | Empower UCD**  
inclusive participation  
equal compensation  
work-life wellness  
leadership roles  
women's voices  
hiring practices

## 2018-2019 ANNUAL REPORT

Status of Women at Davis Administrative Advisory Committee

Committee Co-chairs: Julie McCall, Sherri Stone

<http://occr.ucdavis.edu/swadaac-new/index.html>

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## Committee Charge

The Status of Women at Davis Administrative Advisory Committee is charged with the following:

- Examining issues regarding the status of UC women staff, students, and faculty.
- Analyzing existing policies, procedures, and/or programs that affect those issues.
- Identifying model programs or activities and support campus wide implementation.
- Recommending to the Associate Executive Vice Chancellor necessary changes to improve the status of UC women.
- Focusing on career development, upward mobility opportunities and issues for women at UC Davis and the Health System.
- Dealing with issues related to the hiring, training, promotion and retention of all University women.

## Executive Summary

In 2018-2019, SWADAAC focused on continuing to build partnerships, maturing our committee processes, focusing on key objectives and raising awareness of SWADAAC, its mission, and initiatives.

Top priorities included:

- Garnering broad support for the developing salary equity proposal.
- Partnering with Executive Associate Vice Chancellors and obtaining approval to develop a proposal for a Women in Leadership Speaker Series.
- Continuing to advocate for childcare facilities at UC Davis Health.
- Raising awareness and the profile of SWADAAC across the campus community by engaging in branding efforts, distributing marketing materials, and participating in promotional events.

Additionally, SWADAAC continued to work through the concept phase of identifying the role and responsibilities of a Staff Equity Advisor, discussed possible ways to expand our role in the Women's Initiative Program, explored opportunities to partner with other advisory committees and constituent groups on shared initiatives.

## Action Overview

As part of our efforts to mature committee processes, SWADAAC created subcommittees to assist with the work in a variety of areas.

The subcommittees included:

- Marketing & Outreach Subcommittee
- Salary Equity Subcommittee
- UCDH SWADAAC Subcommittee
- Wellness Subcommittee
- Women in Leadership Speakers Series Subcommittee
- Faculty Subcommittee

Each Subcommittee elected a chair or leadership to help facilitate the work. The goal was to develop a mission statement, goals and action plans in each of these areas. Subcommittee members worked on several initiatives this past year which resulted in implementing programs that raised awareness of the committee's mission to promote empowerment, opportunity, and respect for campus women.

## [Subcommittee Initiatives](#)

### Marketing & Outreach Subcommittee

The mission of the SWADAAC Marketing & Outreach Subcommittee is to raise awareness about SWADAAC and its mission. The subcommittee's goals include, 1) creating a unified SWADAAC brand, 2) manage the SWADAAC web and social media presence, 3) developing and distributing promotional materials, and 4) have a presence and promote SWADAAC at campus events.

#### Branding

The Marketing Subcommittee is creating a Logo for SWADAAC. The slogan **“Empower Women, Empower UC Davis”** was approved by the SWADAAC Committee.

- Subcommittee will work with Strategic Communications to assure compliance with University branding requirements.

#### Website & Social Media

The SWADAAC website and social media presence is on hold while OCCR migrates to a new content management system and until the new Vice Chancellor for Diversity, Equity and Inclusion starts.

- Subcommittee will work with Tom McDonald in the Vice Chancellor OEDI.

#### Design, Promotional and Print Materials

The Marketing & Outreach subcommittee printed and distributed its first brochure in 2018-2019. An updated brochure will be created once the SWADAAC logo is finalized. In addition to the brochure, the Marketing & Outreach subcommittee is developing promotional items like pens, stickers, reusable coffee cup, tampon and pad holder, for distribution at events next year.

- Budget proposal with rationale for new promotional materials will be developed and submitted.

#### Promotional Events

In 2018-2019, the subcommittee distributed materials and spoke with attendees at the following events:

- Principles of Community Staff Luncheon
- MLK March for the Dream Expo
- Polar Day
- The Office of Research - Research Expo
- Soaring to New Heights
- TGFS at the Davis and Sacramento campus.

#### SWADAAC (email) Listserv

Because of our event participation, we have grown the SWADAAC Listserv Membership to more than 140. The listserv is a tool to maintain communication and provide updates to campus community members about SWAADAC event or activities.

#### 2019-2020 Goals

1. To increase visibility and better represent SWADAAC at events, the Marketing & Outreach subcommittee plans to develop the following items for 2019-2020: tablecloth with the SWADAAC logo, posters/banners, stands, and brochure holders.
2. During the fall 2019, the Marketing & Outreach subcommittee will launch a “Sticker design contest.”

3. The Marketing & Outreach subcommittee will increase participating in student and faculty events for more promotional opportunity and outreach.
4. Once the Office of Campus Community Relations (OCCR) website migration is complete, we will redesign the SWADAAC website and initiate use of social media outlets as a means of advancing our committee's goals and initiatives.

### Salary Equity Subcommittee

In 2018-2019, the Salary Equity Subcommittee continued the work it began in 2017-2018 on a wage analysis dashboard. The subcommittee worked with Jason Stewart and Govind Acharya from BIA and Stephen Chilcott and Matthew Matuszak from HR to build the Tableau dashboard for viewing anonymized salary data and identifying issue areas for further investigation by HR. A limited version of the dashboard was completed as a proof of concept for a more comprehensive dashboard that may include data on additional departments as well as data related to other factors that may impact salary, such as ethnicity, disability, age, education, and veteran status.

In addition to developing the dashboard, the subcommittee developed a proposal for establishing a salary equity advisory committee. The purpose of the proposed committee is to leverage resources such as the wage analysis dashboard to identify areas of concern, review and recommend revisions to policies and practices that negatively impact salary equity, work to correct inequities, and continue to monitor the status of salary equity on campus.

The salary equity advisory committee proposal will seek and assure support other advisory committee, such as Staff Diversity Administrative Advisory Committee (SDAAC), Disability Issues Administrative Advisory Committee (DIAAC), Staff Advisory Committee for Equity, Diversity & Inclusion (SACEDI), and Staff Assembly. A copy of the preliminary proposal is included here.

#### Recommendation

1. Review and approve the Salary Equity Advisory Committee Proposal.

#### 2019-2020 Goals

1. Continue to engage closely with HR and BIA assuring collaboration on the Salary Equity Advisory Committee Proposal.
2. Present salary equity advisory committee proposal to SDACC, DIAAC, SACEDI, Staff Assembly. Obtain buy-in and support.
3. Prepare a joint letter in support of the Salary Equity Proposal from SDACC, DIAAC, SACEDI, and Staff Assembly to the Vice Chancellor for Diversity, Equity and inclusion.
4. Receive approval from the Chancellor to convene a Salary Equity Advisory Committee.
5. Transition ownership of the wage analysis dashboard to HR-Compensation/BIA with agreement to retain an oversight committee as proposed.
6. Define type and/or frequency of access to data or reports that SWADAAC will have going forward.
7. Initiate collaborative work on Pay for Performance (P4P) and performance management strategies research and proposal.

### UCDH Subcommittee/Status of Women at Davis Administrative Advisory Committee (SWADAAC)

The Status of Women at Davis (Health) Administrative Advisory subcommittee (SWADAAC) serves as an advocate for the UC Davis Health System community of women. SWADAAC is composed of faculty, staff and students and meets every

other month during the academic year. UCDH SWADAAC Sub-committee will be part of UCDH Resource groups of the Office of Equity, Diversity and Inclusion.

Areas of focus for 2018-2019 included:

1. UCDH Women Survey - The purpose of this survey is to determine the top priorities and needs of our women staff. This survey is in progress. The subcommittee thanks the Office for Equity, Diversity and Inclusion (OEDI) for funding the Survey Monkey subscription needed to conduct the survey.
2. Ongoing support of the UCDH Childcare initiative – The subcommittee helped further this initiative and collaborated in creating a UC Davis Facebook Resource page.
3. The committee verified and was happy to see ongoing support for the breastfeeding program, which provides valuable resources to faculty, students and staff. This program is vital for many working mothers and its funding should remain intact.

#### 2019-2020 Goals

1. Create a closer and more collaborative relationship between SWADAAC and UCDH SWADAAC subcommittee to gain support for UCDH initiatives.
2. Complete the UCDH Women Survey, draft and issue the survey report.
3. Continue support for the UCDH Childcare initiative as SWADAAC continues to be concerned that childcare facilities have not yet been established at the UC Davis Sacramento Campus. SWADAAC also continues to be concerned that childcare at the main campus does not meet all the needs of the campus community and is not affordable for many members of the campus community.
4. Coordinate annual UCDHS Take Our Daughters and Sons To Work Day - TODS 2019
  - Apply for funding through OEDI
  - Explore the possibility of vendor support and, if so, discover the process.
  - More participation from departments – change-up program. Have something for different age-groups
  - More volunteers needed

#### Wellness Subcommittee

The Wellness subcommittee launched in December 2018 with an initial meeting to determine purpose and goals.

A notable accomplishment of the Wellness subcommittee was to support and advocate for medical and nursing students in Sacramento with SHIP coverage to receive medical care at the midtown clinic in Sacramento instead of Student Health and Counseling Services in Davis. With leadership from committee member Susan Adams, clarity was sought regarding a change in practice and the equal employment opportunity was reinstated.

Subcommittee members identified priorities and will craft goal statements for next steps for further work during the 2019-20 academic year.

1. Childcare access and affordability - specifically supporting the existing efforts by the Child and Family Care Administrative Advisory Committee
2. Pathways to wellness - resources for various campus populations
3. Review leave policies for staff and faculty.
  - Work with Faculty subcommittee and evaluate whether there is any inconsistent application for Faculty leave policies, including maternity, paternity and adoption.

### Childcare access and affordability

The SWADAAC Committee members continued to discuss the lack of childcare facilities on the Health Campus and identified three advisory committees, Staff Diversity Administrative Advisory Committee (SDAAC), UCDH SWADAAC Subcommittee, and the UC Davis Administrative Advisory Committee on Child and Family Care (CFCAAC), who are also addressing the issue with campus leadership. SWADAAC has partnered with and will support the work of these other committees.

### Recommendations

- SWADAAC will continue to engage with Bob Segar
  - Invite Bob Segar and Sonia Colbert to a SWADAAC Meeting for update in last quarter of 2019
- SWADAAC advocates for childcare facilities on the UCDH campus in Sacramento

### Women in Leadership Speakers Series

The Women in Leadership Speaker Series Subcommittee's work during its inaugural year has been largely exploratory with a focus on developing a framework for the event. Exploratory work included meeting with various groups to gain support and insight into the logistics of bringing speakers to campus, including the Office of Government and Community Relations, Mondavi Center, Women in Philanthropy (WIP), and the Staff Diversity Administrative Advisory Committee (SDAAC). Additionally, we have members on the subcommittee who take part or host other large group events, such as the Women in Medicine and Health Services (WIMHS) and the Polar Forum. Their participation and advice have helped with developing the concept, framework, vision and mission for an event(s) featuring prominent women. The subcommittee has collected recommendations of more than 50 potential speakers which will be used as a starting point once the proposal is approved and the planning process begins.

### Recommendation

- Finalize the details by September 2019 and develop a solid framework for an annual event in March 2020
- Submit a proposal for approval to support the event to Vice Chancellor Renetta Garrison Tull.

### Faculty Subcommittee

In October 2018, Melissa Bauman was elected to serve as the new faculty representative for SACS

In February 2019, Melissa Bauman and Gina Werfel (current and previous SACS faculty representatives) co-hosted a meeting for UC Davis Health System and Davis campus faculty members to discuss faculty involvement in SWADAAC and identify goals for FY2019/20. Several common themes emerged from this meeting and will form the framework for a living Google document that can be edited to guide faculty initiatives in SWADAAC:

1. The need to support family friendly/career flexibility policies at UC Davis, including continued support of lactation support, improved access to childcare and elder care
2. The need to provide "credit" for faculty service duties in merit/promotion evaluations
3. The need to provide leadership training opportunities for female faculty members
4. The need to connect female faculty members who may be isolated
5. The need to reengage faculty members in SWADAAC by: highlighting unique opportunities available to SWADAAC members, effectively utilizing meeting time and identifying common goals for staff and faculty, providing flexibility for faculty attendance (video conference, rotating attendance)

In May 2019, Chancellor May attended a SWADAAC meeting and asked the members to assist with and/or recommend guidelines for evaluating diversity statements for faculty candidates. There was a project underway and he asked for the committees help.

- SWADAAC faculty suggested modifying the UC Berkeley Office for Faculty & Welfare “Rubric to Assess Candidate Contributions to Diversity, Equity and Inclusion” for use at UC Davis.

[https://ofew.berkeley.edu/sites/default/files/rubric\\_to\\_assess\\_candidate\\_contributions\\_to\\_diversity\\_equity\\_and\\_inclusion.pdf](https://ofew.berkeley.edu/sites/default/files/rubric_to_assess_candidate_contributions_to_diversity_equity_and_inclusion.pdf)

#### Recommendation

- Invite Colleen Clancy, Phil Kass, Binnie Singh and Raquel Adonna to an upcoming SWADAAC Meeting to discuss the Advancing Faculty Diversity Grant through Academic Affairs.

<https://academicaffairs.ucdavis.edu/advancing-faculty-diversity-pilot-project>

### Special SWADAAC Initiatives

#### Staff Equity Advisor

The appointment more than a year ago of Dr. Lyndon Huling, Senior Talent Acquisition Partner-Sourcing, Diversity, and Outreach in Human Resources for UC Davis/UC Davis Health has filled the role of Staff Equity Advisor within the HR department. Dr. Huling’s role in HR Talent Acquisition has been to work on such things as sourcing and outreach efforts, reviewing vendors and evaluating their success assuring a robust and diverse recruitment pipeline. This appointment represents one part of the proposal and SWADAAC recognizes that it may take more than one person and additional positions to address and fulfill the needs at all of the various stages of the employee’s life-cycle.

#### Recommendation

- Continue to engage with HR and Mr. Huling to determine his role and responsibilities for UCD and the overlap with the Staff Equity Advisor concept SWADAAC is proposing
- Conduct a gap analysis to determine the differences between the HR Talent Acquisition role and the proposed Staff Equity Advisor role.
- Develop a draft position description for the Staff Equity Advisor position.

#### UC Women’s Initiative Program

The WI program has been in place for 4 years and successfully graduated women trainee from UC Davis in all of the cohorts. The following concerns were identified:

- There may be a disparity in colleges, divisions and departments ability to fund participation. Without funding options, participation may not be equally accessible to all women meeting the requirements.
- UCD WI participants have returned from the training without any resources to follow up or continue their educational process. Some UCs developed programs to support their WI graduates. SACSWE is reviewing the programs and collecting feedback from the 4 cohorts to determine how UCOP or individual institution may better support the graduates after completing the training.

#### Recommendation

- SWADAAC would like to request a budget and establish an application process through the Office of Campus Community Relations for women to seek funding support for participation.



- SWADAAC would like to explore ways in which UC Davis can take a more active role in engaging with UCD WI graduates. SWADAAC will work in conjunction with SACSJ to explore the various practices at other UCs and provide recommendations. SWADAAC recommends setting up an exploratory committee with HR Talent Management to evaluate options

### UCD Administrative Advisory & ERG Steering Committee

SWADAAC is recommending to the Vice Chancellor of Diversity, Equity and Inclusion the formation of a UCD Administrative and Employee Resource Group (ERG) Steering Committee. The concern is that there are many UCD and UCDH administrative advisory and ERG committees working on behalf of the UC Davis Community but there is a limited amount of coordinated effort and no known regularly scheduled forum attended (or hosted) by the Vice Chancellor that allows an exchange of ideas and updates on the goals and objectives from all these various committees. It was discovered that some committees may be duplicating efforts (ex. childcare).

An example of the concept is from the UCDH Office of Diversity, Equity and Inclusion which hosted two biannual events for the administrative advisory and ERG groups over the past year. This represents a good start and can serve as a framework for future work. Another example is SDAAC's Common Grounds Meeting but the scope and attendance is smaller and UCDH is not included. The focus of the proposed steering committee would be to assure more consistent communication, cross collaboration, and information sharing about goals and activities.

SWADAAC will work with the Chancellors Office, ERGs and Administrative Advisory groups to compile a list of participants and a more comprehensive proposal over the next year.

## [Appendix](#)

1. SWADAAC promotional material; Trifold
2. Salary Equity Proposal
3. Women Leadership Speaker Series Proposal - Draft