MEMORANDUM

January 5, 2024

To: The Administrative Professional Advisory Council
From: The APAC DEI Committee
Submitted by: Christie Kittle, DEI Committee Vice-Chair
Re: Draft Proposal for a Critical Eye on Current Practices Cohort

Problem Statement
Many Administrative Professionals find themselves desiring to make systemic changes to promote diversity, equity, inclusion, and belonging within their work. The absence of agency to drive DEI-specific changes in our area hampers progress. Sought after changes are stalled due to a lack of empowerment to implement DEI initiatives. Additionally, current job responsibilities and review practices often lack the absence of a clear method for reviewing practices through a DEI lens exacerbates the challenge.

Without the authority to make necessary changes and a structured approach to assess practices, integrating DEI principles into daily routines remains elusive. This dual barrier hinders the creation of a truly diverse and inclusive work environment, underscoring the pressing need for actionable solutions.

Audience
Administrative Professionals system wide not in a DEI or University leadership role. These employees do not have official DEI responsibilities.

Proposed Solution
Offer an opportunity for a cohort of Administrative Professionals to make meaningful changes to boost diversity, equity, and/or inclusion to learn, discuss, problem solve, review processes, and escalate issues regarding DEI principles.

Respectfully submitted,

Christie Kittle
Vice-Chair of DEI Committee