



The University of Vermont

DIVISION OF SAFETY AND COMPLIANCE INCLUSIVE EXCELLENCE ACTION PLAN 2023-2025

Introduction

The University of Vermont promotes an environment that allows students, staff, and faculty to succeed at academic life, in continued workplace safety, ability to explore identity, and actively build a culture of acceptance and understanding.

The University of Vermont Safety and Security Philosophy: “Maintaining a safe and secure campus at which to learn, work, live, and play is of the highest priority for the University of Vermont. UVM’s unique position within the community causes it to function much like a small municipality. As such, the University has adopted and continually refines with constituent input the following measures to complement personal preparedness and good common sense.”

This document highlights how the Division of Safety and Compliance’s plans to apply the key principles of diversity, equity, and inclusion (DEI) as crucial components in the commitment to inclusive excellence.

Background

The Division of Safety and Compliance was founded in Summer 2022, having been formerly the Division of Operations and Public Safety.

The Division of Safety and Compliance encompasses six (6) unique departments, each who assist in providing workplace safety, public safety, security, and compliance services to the University as a whole. Each department has their own mission, and with it, their own strengths, and challenges when it comes to diversity, equity, and inclusion topics.

Units within Division

- [CatCard Service Center](#)
- [Compliance and Privacy Services](#)
- [Emergency Management](#)
- [Environmental Health & Safety](#)
- [Police Services](#)
- [Risk Management](#)

For more details on each unit, please go to <https://www.uvm.edu/dsc>.

The Division of Safety & Compliance is in partnership with numerous campus partners, charged with providing core public safety functions through police services, emergency management (including fire safety), environmental health & safety, risk management, compliance (including ethics oversight and institutional policies), and the CatCard team (responsible for electronic security access controls).



Inclusive Excellence Committee/Implementation Team Members

Name	Title	College/Division/Department/Unit
Michael Schirling	Chief Safety & Compliance Officer	Safety & Compliance
Vikki (Victoria) Gauvin	Senior Program Manager/Analyst	Safety & Compliance
Francis Churchill	Director	Environmental Health & Safety
Katie (Catherine) Haining	Director	Risk Management
Tessa Lucey	Director	Compliance Safety
John Marcus	Emergency Manager	Emergency Management
Mark McKenna	Director	CatCard Service Center
Tim Bilodeau	Director/Chief of Police	Police Services

University Diversity Council (UDC) Representatives

Name	Title	College/Division/Department/Unit
Kari Paritz	Occupational Health Program Coordinator	Environmental Health & Safety
Kevin Hytten	Training & Outreach Prof. Sr.	Safety & Compliance

The Division of Safety and Compliance organizational chart can be found at: [Organizational Chart](#)



Division DEI Feedback Survey

On November 8, 2023, a short survey was distributed via electronic mail to the Division's employees to gauge the understanding of employees about Diversity, Equity, and Inclusion (DEI). From the division, there was a fourteen and a half percent (14.5%) response from employees as of November 14, 2023. Five (5) questions were presented, and the following is a summary of the responses:

Question	Fall 2023
(1) What things do you think we are doing well as a division related to Diversity, Equity, and Inclusion (DEI)?	<ul style="list-style-type: none">• Diversity is considered and DEI is part of the hiring and interview process.• Supporting and funding attendance at DEI events, raising DEI issues when discussing programs, participating in campus events, welcoming employees and students.• Inclusion of diverse groups at the table when larger decisions are being made. Awareness and language used on websites, marketing, etc. Consideration to all populations when process changes happen. Engaging in proactive conversations with the affinity centers.• We welcome ideas that are different from your own and support fellow teammates.• Considering diversity in the hiring process
(2) What things do you think we need to improve as a division related to Diversity, Equity, and Inclusion (DEI)?	<ul style="list-style-type: none">• Our division is not super diverse in some ways, though I know some positions are challenging to obtain diverse applicant pools. Recruiting - casting a wider net to get more diverse applicant pools. HR now has a talent acquisition position so I'm hoping they can provide additional support.• Advertising and educating about DEI and training opportunities for current and upcoming employees.• Employee participation• Accessibility awareness for website design, division forms, and marketing materials.
(3) What DEI related topical areas are you interested in learning more about?	<ul style="list-style-type: none">• Department and standard DEI employee training, in addition to various levels of growth, and include discussions within our division on how to improve.



	<ul style="list-style-type: none"> • History of racial policies and racial-related events at UVM and surrounding communities. • Worldwide events. • Women in Business and Higher Education. • Learn coworker’s customs and practices within their culture.
(4) What are you looking for from your representatives to the UDC?	<ul style="list-style-type: none"> • Provide current information and updates to the division on best practices and areas of improvement within the Division and across UVM campus. • Representatives that have experience and knowledge about DEI issues. • Availability and discretion. • Providing available training opportunities.
(5) How would you like to receive updates from your UDC reps in the future? (choose all that apply)	<ul style="list-style-type: none"> • Email = 70% (7/10 responses) • Teams Post = 10% (1/10 responses) • In Person at Division Meetings = 60% (6/10 responses) • Other = 0%

Though the division reflects the values within UVM’s [Common Ground](#), and strives to create a diverse, inclusive community in which all members feel safe, respected, and valued, there are areas the division can improve. Employees are not aware of the vast opportunities available within the Division, on campus, and the surrounding community in gaining new experiences, provide and achieve acceptance, empower and protect individuals regardless of one’s identity.



Division Plan and Implementation

The following plan was a team effort in design and reflects the collective efforts of the Division of Safety and Compliance and Division of Diversity, Equity, and Inclusion. This plan has been organized under the following five (5) areas, reflective of that which was set out by Division of Diversity:

1. Inclusive Excellence Plan Rollout
2. Recruitment and Retention
3. Professional Development
4. Accessibility
5. International Inclusion and Global Education

Goals:

1. Define the work of diversity and inclusion as it relates to the work of Division of Safety and Compliance in the onboarding process.
2. Confirm responsible parties (individuals and/or units) for each S.M.A.R.T. Goal action item.
3. Provide and distribute the IEAP to employees and upload it to the division’s website.
4. Build standard DEI program and training development.

Employee Headcount Trends by Demographics

Term	Fall 2022		Fall 2023	
Demographic	N	%	N	%
American Indian or Alaska Native	1	1.6%	1	1.4%
Asian	1	1.6%	2	2.9%
Black or African American	2	3.3%	3	4.3%
Hispanic	0	0.0%	1	1.4%
Native Hawaiian or Other Pacific Islander	0	0.0%	0	0.0%
Two or More Races	0	0.0%	0	0.0%
White	55	90.2%	60	87.0%
International	0	0.0%	0	0.0%
Unknown	2	3.3%	2	2.9%
Total	61	100.0%	69	100.0%



Term	Fall 2022		Fall 2023	
Demographic	N	%	N	%
Female	25	41.0%	25	36.2%
Male	36	59.0%	44	63.8%
Total	61	100.0%	69	100.0%

The changing demographic trends and headcount reflect the change in scope within the division, as it transitioned from Operations and Public safety over to Safety and Compliance. The single largest department within the Safety and Compliance division is Police Services, which is the source of the disparity between Male and Female employees. Regarding race and ethnicity, as of Fall 2023, the division is less diverse than the University, with 87.0% white employees compared to 74.8% in the overall University level demographics.

Additional trends, such as national origin, sex, gender identity, sexual orientation, religion, socioeconomic status, ability, or age are not available currently (November 14, 2023).



Part 1 – Recruitment and Retention S.M.A.R.T. Goal(s)

Goal	Responsible Group	Time Frame	Completion Date
Define the work of diversity and inclusion as it relates to the work of Division of Safety and Compliance in the onboarding process	Department Chief and Directors	Review by Fall 2024 with an implementation plan to come based off that review	
Ensure department/division Mission/Value statements are appropriately communicating DEI goals as they are relevant to the department's mission	Department Directors	Review of Mission/Value statements conducted by Fall 2024 with an implementation plan to come based off that review	
Review any potential student/public facing departments to see if soliciting outside voices is necessary when making DEI decisions	Department Directors	Review conducted by Fall 2024 with an implementation plan to come based off that review	
Ensure all department record-keeping and paperwork has sufficient flexibility with self-identified gender identity	Department Supervisors, Office Managers, Business Manager(s)	Review conducted by Fall 2024 with an implementation plan to come based off that review	
Investigate alternative resources to recruit diverse candidates	Department Directors, Supervisors	Review conducted by Fall 2024 with an implementation plan to come based off that review	



Part 2 – Professional Development S.M.A.R.T. Goal(s)

Goal	Responsible Group	Time Frame	Completion Date
Integrate DEI topics into on-boarding and training of incoming staff across the division	Training Coordinator(s)	Initial review done by Fall 2024, ongoing as incoming staff come in	
Identify and support career progression paths for employees	Department Directors, Supervisors	Ongoing – Includes support for staff attending events such as Blackboard Jungle	
Train staff involved with hiring and promotion processes in affirmative recruitment training	Department Directors, Supervisors	Ongoing – First step is to poll current hiring/promotion managers to assess who has had this training and when – Second step will be getting training or reviewing training for all relevant personnel – To be done by end of Summer 2024	
Provide or inform about opportunities to develop DEI awareness, knowledge, and skills	Department Directors, Training Coordinator(s), Supervisors	Review conducted by Fall 2024 with an implementation plan to come based off that review	
Increase staff participation in DEI related trainings, conferences, and professional development events	Department Supervisors	Review conducted by Fall 2024 with an implementation plan to come based off that review	
“Spotlight” employee(s) within the division on high achievements, skill, and knowledge procurement	Department Supervisors	Review conducted by Fall 2024 with an implementation plan to come based off that review	



Part 3 – Accessibility S.M.A.R.T. Goal(s)

Universal Design

“Universal Design is the design and composition of an environment so that it can be accessed, understood, and used to the greatest extent possible by all people regardless of their age, size, ability, or disability. An environment (or any building, product, or service in that environment) should be designed to meet the needs of all people who wish to use it. This is not a special requirement, for the benefit of only a minority of the population. It is a fundamental condition of good design. If an environment is accessible, usable, convenient and a pleasure to use, everyone benefits. By considering the diverse needs and abilities of all throughout the design process, universal design creates products, services and environments that meet peoples’ needs. Simply put, universal design is good design” (What is Universal Design, 2020).

Physical Accessibility S.M.A.R.T. Goal(s)

Goal	Responsible Group	Time Frame	Completion Date
Review of all publicly accessible places within division buildings to ensure ADA compliance and accessibility. Prioritize renovation and maintenance projects needed to improve and ensure accessibility.	Department Directors, Office Manager(s), or office manager with help from university-level resources	Review conducted by Fall 2024 with an implementation plan to come based off that review	

Digital Accessibility S.M.A.R.T. Goal(s)

Goal	Responsible Group	Time Frame	Completion Date
Have all department websites easily navigable and using inclusive language throughout	Department Directors, Business Manager(s)	Review conducted by Fall 2024 with an implementation plan to come based off that review	
Simplification of division-wide websites to ensure clarity and unification of messaging	Department Business Manager(s), social media managers in cooperation with department leadership	Review conducted by Spring 2024 with an implementation plan to come based off that review	



Cognitive Accessibility S.M.A.R.T. Goal(s)

Goal	Responsible Group	Time Frame	Completion Date
Ensure all department paperwork, processes, digital footprint, and physical spaces are accessible, understandable, and inclusive for all individuals	Department Chief, Directors, Office Managers, social media managers with help from university-level resources	Review conducted by Fall 2024 with an implementation plan to come based off that review	



Part 4 – International Inclusion and Global Education S.M.A.R.T. Goal(s)

Goal	Responsible Group	Time Frame	Completion Date
Schedule discussion on flexibility for employees to be granted the ability to properly observe important cultural/ religious holidays	Department Directors, Supervisors	Review conducted by Fall 2024 with an implementation plan to come based off that review	
Review of systems, policies, and procedures to ensure accessibility for ESL and non-English speakers	Department heads, office managers, social media managers with help from university-level resources	Review conducted by Fall 2024 with an implementation plan to come based off that review	
Review of division-wide public-facing materials to ensure linguistic accessibility	Department heads, office managers, and/or social media managers	Review conducted by Fall 2024 with an implementation plan to come based off that review	
Have Police Officers and Dispatchers proficient with utilizing translation tools to assist in their jobs	Unit leadership (Dispatch supervisor, Sergeants / Training Officers)	Review conducted by Fall 2024 with an implementation plan to come based off that review	



Part 6 – Review Schedule

The Division of Safety and Compliance’s Inclusive Excellence Action Plan (IEAP) is a living document, reviewed by Department leads and University Diversity Council (UDC) Representative(s).

In addition to the scheduled bi-annual reviews, it is the Division’s goal to have department heads meet with the UDC representative(s) at least annually to ensure adherence to the Division’s action plan and update department heads on university-wide DEI initiatives.