Human Resources and Payroll

**POINT OF CONTACT**
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**SYSTEMIC ANALYSIS STEPS UTILIZED**

**PROCESS ▪ ISSUES ▪ ACTION STEPS ▪ OUTCOMES**

**HR/Payroll DEI Inclusive Excellence Working Group**
- Brandi Tate - Chair
- Ana Botosaru
- Julissa Campos
- Jocelyn Lai
- Janet Lindsay
- Shannon Pascual
- Christiana Simpson
- Sara Trivedi
- Jeff Yau

**ISSUES IDENTIFIED**
Due to the impending arrival of a new VPHR, we were limited to review of certain areas. We developed phases of review and completed Phase 1. We intend to move forward with Phases 2 and 3 when the DEI Working Group convenes. We will address categories 1, 7 and 8 after the VPHR has had time to onboard.

**ACTION STEPS**
- Conduct a unit-wide survey to evaluate the climate of HR/Payroll
- Ensure that complaints of implicit/explicit bias or other issues identified in the survey are addressed within HR/Payroll
- Phase 2 Plan – Initial stages: DEI Working Group to review data obtained in Phase 1 regarding HR/Payroll services and analyze for areas of change

**OUTCOMES**
- The DEI Working Group will create and approve a survey tool to be sent to HR+Payroll and then will seek assistance in reviewing the data.
- The DEI Working Group will meet and discuss what steps need to be taken to address issues that are revealed by the survey on an immediate and ongoing basis.
  - I. Review the services provided by HR/Payroll and for each; execute plan regarding how to evaluate for: a. The ways race/ethnicity or other dimensions of diversity can be reflected b. Potential biases or omissions in HR/Payroll offerings and how they are utilized by faculty and staff

**SYSTEMIC ANALYSIS STEPS: QUICK REFERENCE**
1. Listen to your team and constituents
2. Review infrastructure and policy
3. Review scope and content of programs and activities
4. Evaluate structural diversity (data)
5. Analyze strategic partnerships
6. Evaluate vision/mission statement
7. Identify training needs
8. Accountability and Assessment

**LEGEND FOR PRESIDENTS COMMITMENTS**
- Hiring
- Culture and Climate
- Education