



DIVERSITY, EQUITY AND INCLUSION

ANNUAL REPORT

Fiscal Year 2022/23



INFRASTRUCTURE PLANNING
AND FACILITIES





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A MESSAGE FROM DAN BOLLMAN

Vice President

Strategic Infrastructure Planning and Facilities

As I think about our journey to date, I am pleased our unit continues to champion diversity, equity and inclusion (DEI) and takes a systems approach to integrating DEI principles and practices into our work. This includes being intentional about the planning, design and construction of the physical environment. It is especially gratifying to have a role in the planning of the university's first free-standing multicultural center and to oversee its construction which commenced during the spring.

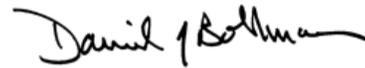
We are not only committed to the progress in our unit, but to the campus and external community. The demonstrated commitment of our staff to strengthen trusted partnerships providing solution-based services is significant in supporting and contributing to an inclusive community.

As a member of the MSU DEI Strategic Plan Implementation Steering Committee and executive sponsor of the IPF Action Planning Team, I also reflect on the progress we've made to further university efforts in becoming a national leader in increasing diversity, promoting inclusion, ensuring equity and eliminating disparities on our campus and beyond. Twenty-five diversity, equity and inclusion action items were tracked in 2022-23, with a focus on promoting inclusion and enhancing outreach and engagement as it pertains to accessibility, physical environment, and supplier diversity. We have finalized the report from the All-Gender Restroom Design Study, which will provide equitable and inclusive restroom access and guide future improvement projects. In addition, we've publicized the locator map of all-gender restrooms to promote gender inclusion and

further accessibility, which has already been viewed more than 12,000 times. IPF also partnered with Student Life & Engagement and Mission Menstruation to install an additional 140 complimentary menstrual hygiene dispensers across campus.

As we continue our DEI journey and enter year five of our five-year IPF strategic plan implementation, we look forward to celebrating all we've accomplished together so far in this shared responsibility.

Sincerely,



Dan Bollman

Vice President

Strategic Infrastructure Planning and Facilities



A MESSAGE FROM TINA ALONZO

DEI Administrator

EVPA Office of Diversity, Equity and Inclusion

Office of the Executive Vice President for Administration



In its fourth year of implementation, IPF's five-year DEI strategic plan continues to translate strategy into action, driving progress towards our goals. Supporting and contributing to an inclusive campus and external community, we launched the long-awaited community engagement volunteer pilot program, named MSU CARES, which will enhance outreach and engagement by providing services and opportunities to underserved audiences, and expanded our participation in Spartan Project SEARCH. Additionally, we are witnessing MSU history with the commencement of construction - in the Spring of 2023 - of the university's first free-standing multicultural center.

I am delighted to see the deepened commitment and focus on our three key strategies: creating an inclusive and equitable work environment; recruit, retain and develop a diverse workforce; and supporting and contributing to an inclusive campus community that serves as our foundation throughout various implementation efforts. It demonstrates that our commitment to fostering a culture that C.A.R.E.S (communication, appreciation, respect, empathy, and sensitivity) remains unwavering as we strive to create a more inclusive environment for all.

The IPF-specific unit results from the inaugural EVPA Climate Survey demonstrate our continued progress with ensuring an inclusive climate and work experience through positive supervisor and employee relationships, leadership and staff-demonstrated commitment to supporting DEI, and confidence in our ability to address incidences of bias, bullying and unprofessional behaviors. As we focus on building trust, accepting change and increasing our understanding of inclusion and valuing all contributions, we look forward to continuous improvement through action-planning efforts.

We have also sustained progress on supplier diversity by enabling access to opportunities and advancing supplier inclusion. Entering phase three of the supplier diversity action plan, we are prepared to implement systems infrastructure, unit policy and employee training; rollout of these actions will begin in the coming months.

IPF colleagues continue to build on the strength of our unwavering commitment to collectively advance diversity, equity and inclusion and the many ways in which IPF C.A.R.E.S to be the highest performing, leading-edge facilities organization in the nation. Recognized by our campus peers as a best practice and exemplary department signifies our organizational growth, as we engage in continuous improvement. The journey continue, as we build a culture that cares towards a better normal for all employees in a manner that aligns DEI across the EVPA portfolio through the newly established EVPA Office of Diversity, Equity and Inclusion. We enter year five of the IPF strategic plan implementation with much to celebrate as we remain steadfast in engaging in meaningful contributions that collectively advance a diverse, equitable, and inclusive culture.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tina Alonzo', written in a cursive style.

Tina Alonzo, CM, CHRS, CDP (she/her)

DEI Administrator

EVPA Office of Diversity, Equity and Inclusion



This report provides progress on action items that serve as components of the connected series of tactics that align with and reflect strategic implementation of the three key strategies and focus on areas where centrally coordinated and supported programs and initiatives will be most effective.

Our progress in all three key strategies — to create an inclusive and equitable work environment; recruit, retain and develop a diverse workforce; and support and contribute to an inclusive campus community — include the following FY23 highlights:



INAUGURAL EVPA CLIMATE
SURVEY IPF UNIT RESULTS
DEI ABOVE 3.0 MEAN



UNIT-WIDE APPLICANT
POOL GOALS
EXCEEDED



ENSURE EQUITY
TWO (2) UNIT
POLICIES UPDATED



CONSTRUCTION OF THE
UNIVERSITY'S FIRST
FREE-STANDING
MULTICULTURAL CENTER
COMMENCED SPRING 2023



MSU CARES, COMMUNITY
ENGAGEMENT VOLUNTEER
PILOT PROGRAM LAUNCHED



\$17.75 MILLION, NATURAL
GAS-FIRED STEAM BOILER
CUTS GREENHOUSE
GAS EMISSIONS



INSTALLED AN
ADDITIONAL 140 MENSTRUAL
HYGIENE DISPENSERS



MINIMIZE ENVIRONMENTAL
HARM AWARD RECIPIENT



BEE CAMPUS USA
DESIGNATION ACQUIRED
FOR THE UNIVERSITY

THE IPF DEI STRATEGIC PLAN IS GUIDED BY OUR COMMITMENT, THREE KEY STRATEGIES, AND ASSOCIATED UNIT-WIDE ACTION PLANS.

IPF's three key strategies are reinforced by the unit's commitment to DEI, serving as our foundation throughout the initial year of plan implementation.

Diversity - We commit to a workforce that is reflective of our campus community inclusive of race, ethnicity, gender and gender identity, sexual orientation, socioeconomic status, language, culture, national origins, religious commitments, age, disability status and political perspective.

Equity - We commit to creating and embedding practices that ensure everyone has access to the same opportunities, recognizing that we don't all start from the same place because advantages and barriers exist. Our practices acknowledge uneven starting places and seek to correct the imbalance to ensure that people with marginalized identities have the opportunity to grow, contribute and develop.

Inclusion - We commit to welcome all differences and ensure all perspectives and opinions are heard in an environment that develops a sense of belonging and support of differences. We know that by building a critical mass of diverse groups on campus and creating a vibrant climate of inclusiveness, we can more effectively leverage the resources of diversity to advance our collective capabilities.



KEY STRATEGIES

KEY STRATEGY 1: CREATE AN INCLUSIVE AND EQUITABLE WORK ENVIRONMENT

We will work to create an environment in which all campus community members are welcomed and supported, and differing perspectives and contributions are sought out and valued.

KEY STRATEGY 2: RECRUIT, RETAIN AND DEVELOP A DIVERSE WORKFORCE

Through focused efforts, we will work to build a more diverse workforce and equip individuals with the support and opportunities necessary for their success.

KEY STRATEGY 3: SUPPORT AND CONTRIBUTE TO AN INCLUSIVE CAMPUS COMMUNITY

We will ensure that diversity, equity and inclusion are foundational aspects of all our provided and developing services. We will establish policies, procedures and supporting structures to ensure our customers and vendors align with our values.

The **unit has committed significant resources** to support the programs and initiatives outlined in the unit plan. To ensure accountability, each of the actions initiated to achieve these three key strategies has been integrated into the unit-wide scorecard and employee performance excellence goals.

STRATEGIC IMPLEMENTATION

Taking a phased approach over five years (2019-2023), IPF's business goals are comprised of unit-wide action items. These items align with IPF's strategic plan and the three key strategies IPF organizational work is centered on. They're focused in areas where they will provide the most impactful and holistic results. Below are summaries and progress of action items that were implemented in 2020.

KEY STRATEGY 1: CREATE AN INCLUSIVE AND EQUITABLE WORK ENVIRONMENT

Reduce equity gaps across all workforce segments.

IPF Human Resources launched the [Supervisor Equivalency Program](#) and unit policy that allows employees to earn supervisory credit to qualify for IPF vacancies that require previous supervisory experience. In addition, the [IPF Merit Policy](#) was updated to be inclusive of labor staff from 1585 and SSTU to show appreciation for all IPF employees who go above and beyond and demonstrate superior performance and exceptional T-shaped competencies. Coming soon is the unit Dependability Policy to ensure an equitable approach to attendance management and recognition.

Develop a learning academy to measure and maintain effectiveness of leading diversity, equity and inclusion results (i.e., DEI competency, learning and engagement program, climate survey).

In partnership with Joe Grimm, Senior Editor for the MSU School of Journalism and based on the "100 Questions & Answers" Bias Busters series, seven (7) [cultural awareness summary PowerPoints](#) were created to further workforce cultural competency and awareness, provide learning opportunities, and support required annual Performance Excellence DEI goals. These cultural competence summaries serve as guides to develop understanding and appreciate differences in race, religion, ethnicity, and gender identity, and counter discrimination and stereotypes.

The IPF Learning and Development (L&D) team made large strides in the [Leadership Development Project](#), creating information pages on the IPF Hub

site, creating and curating Baseline Programs, and collaborating with IPF Communications on announcements and messages. L&D also created a page of resources for folks applying for Educational Assistance Funds and edited all their current Hub pages for a more streamlined and informational experience. The team hosted a conversation with IPF Facilitators regarding approaches for engaging learners who have experienced trauma to build awareness around the new context we all now operate in (trauma informed facilitation).

The Office of the Executive Vice President for Administration (EVPA) deployed its inaugural [EVPA Climate Survey](#) across the portfolio to gain a baseline understanding and explore employee experience, perceptions of the work environment and organizational needs. IPF had an outstanding 43.8% survey completion rate. Overall, the unit level is in the positive range for all summative scales, including organization and operational development, culture and work environment, inclusive leadership, team member treatment, supervisor performance, communication, and transparency. Employees feel psychologically safe in their work environments: able to share opinions with team members and have confidence that leadership will address unprofessional behavior with positive demonstration of leadership commitment to equity and inclusion. There were also very positive results in the area of employees being treated with civility, and supervisors valuing different perspectives and showing empathy.





Josh Sego, Service Manager III in Custodial Services was the IPF Employee of the Quarter for Q2, FY 2022-23. From Josh's nomination:



Josh is constantly working to help develop his employees and ensuring that everyone on his team has their needs met so that they can get their jobs done efficiently and effectively. He regularly goes above and beyond and most notably, Josh is currently acting as the Staffing Coordinator for Custodial Services, all while maintaining his standard duties as Service Manager III. He goes out of his way, daily, to make sure that staffing needs are met and essential tasks are getting done. I often stop to remind myself that Josh's responsibilities do not just include his newly adopted staffing coordinator duties, but that he is also still performing his regular duties and doing a REALLY good job at both. He is diligent in following up on tasks and manages to juggle a ton of responsibility with a positive, can-do attitude.

KEY STRATEGY 2: RECRUIT, RETAIN AND DEVELOP A DIVERSE WORKFORCE

Increase diversity, including on management teams, and balance diversity to be reflective of our community.

IPF HR hired its inaugural Recruitment and Hiring Coordinator and attended 12 events to create more opportunities and new connections to engage with and build partnerships in our community, resulting in many requests for work-based learning opportunities for K-12 students, including students interested in non-academic pathways. Topics included overviews of skilled trades positions at MSU, interview prep with Project SEARCH students, mock interviews, interactive and hands on job fair events, and workshops on hiring people with disabilities. Applicant pools in Building Services for some trades areas are higher than in the past few years. Custodial Services hosted recruitment fairs with an average of 12 recruits per event.

Maintenance Services hosted two Spartan Project SEARCH interns for the second

rotation from Ingham County Project Next, who are high school aged students with disabilities and are gaining workplace experience with the goal of obtaining long term employment and living independently. One of the interns is on his second rotation with our roofing crew and one is working for our alterations and improvement crew.

Landscape Services has completed the very first CDL training program; all members of the class have achieved their Entry-Level Driver Certification and so far, 75% of those individuals have completed the "hands-on" driver testing proctored by a State of Michigan instructor. This supports career advancement and future job classification needed in the department.

More than 525 employees attended the Annual Employee Appreciation Picnic.

IPF military veterans were recognized on Veteran's Day.

KEY STRATEGY 3:

SUPPORT AND CONTRIBUTE TO AN INCLUSIVE CAMPUS COMMUNITY

Lead and formalize ongoing partnerships to share best practices in DEI and increase inclusiveness of our university partners.

Construction of the university's first free-standing multicultural center commenced Spring 2023. In February, the Board of Trustees gave the university the green light to break ground on the \$38 million, 34,000-square-foot facility on the corner of North Shaw and Farm lanes. A live camera feed of the ongoing construction is available to follow the building's progress. The MSU multicultural center is expected to be completed by the fall semester of 2024. Watch a fly-through video of an artistic rendering of the center created by SmithGroup.

New energy generation systems now operational at Michigan State University's T.B. Simon Power Plant will greatly advance the university's efforts to cut its greenhouse gas emissions. A new \$17.75 million, natural gas-fired steam boiler officially entered service at the plant in January, supplying up to 200,000 pounds per hour of steam output

to campus for building heating and cooling. While physically smaller, the new boiler is more efficient and flexible than the older boilers at the plant, giving it the capability to reduce emissions and expenses without compromising reliability. MSU's sustainability goals can be found at the 2030 strategic plan website.

Maintenance Services deployed 10 Ford E-Transit vans to maintenance staff, the first of the maintenance vehicle fleet electrification effort. Transportation Services presented MSU's fleet electrification strategy to Notre Dame University. Custodial Services was represented at the annual Simon Institute Symposium. The department accepted the Minimize Environmental Harm Award, recognizing the part that cleaning systems played in the University's recent gold rating from AASHE, the Association for the Advancement of Sustainability in Higher Education. The department also presented on their quality assurance and team checklist programs.

Surplus and Recycling partnered with student groups and Campus Sustainability on the Go Green Mini-Fest. They also collected over half a million pounds of materials during move-out with about 31% being diverted, or about 155,000 lbs., which is equivalent of around 12 elephants. Learn more.

As part of the DEI engagement strategy for the Student Recreation & Wellness Center, Granger Construction and IPF Planning, Design and Construction (PDC) hosted an early trade outreach meeting on campus on December 13, which provided a high-level overview of the project, as well as an initial summary of the project's overarching goal for inclusivity and wellness within the construction and procurement phases. In addition to our large/major trade partners, direct invitations were sent to several XBE trade partners, with many of them in attendance either in person or virtually via Teams.



“MSU takes a holistic approach to climate change by embedding sustainability and climate change throughout our mission and embracing them in action,” said Melissa Woo, MSU’s executive vice president for administration. “This investment reflects continued progress toward the university’s goals to cut greenhouse gas emissions by 50% by 2030 and achieve climate neutrality by 2050.”

Landscape Services sponsored MSU Horticulture Gardens “Digger Days” event. Multiple pieces of large equipment, accompanied by operators, were brought in so elementary students could check out what keeps MSU running. They also sponsored an event along the Red Cedar River with multiple student groups working together to weed new pollinator gardens. Additionally, in a partnership with the [Office of Sustainability](#) and the student group Sustainable Spartans, Landscape Services has acquired the [Bee Campus USA](#) designation for the university.

Custodial Services collaborated with Student Life and Engagement (SLE) to install an additional 140 menstrual hygiene dispensers in student facing buildings across campus. This is in addition to the [41 free desk locations](#) and dispensers that have been in place and provided through WACSS and Mission Menstruation since 2018.

Safety launched the [IPF Safety Manual](#), sharing best safety practices and training, and serves as a reference document to find relevant standards, regulations and guidance from the state and national Occupational Safety and Health Administrations. Topics are grouped into three categories: General Provisions, Safety Standards and Health Standards.

Ensure diversity and social responsibility in the products and services we provide to our customers and community.

The Executive Vice President for Administration’s Office of Diversity, Equity, and Inclusion launched the Community Engagement Volunteer Pilot Program, named [MSU CARES](#) – MSU CARES, in partnership with the United Way of South-Central Michigan. This program aligns with university strategic planning efforts to support proactive engagement ... outreach and engagement

activities.. The program aims to further personal and professional development, cultural competence through exposure to differences and commonalities, social responsibility, community and employee engagement, collaboration, and foster an inclusive work climate by providing:

- Meaningful volunteer opportunities for employees
- Services and opportunities to underserved audiences in the larger external community
- Nonprofit (board) leadership opportunities and placement

Landscape Services raised over \$6,000 in support of seven local families in need this past holiday season.

IPF continues to make progress on supplier diversity that expands efforts to incorporate diversity, equity and inclusion into work with vendors and suppliers by enabling access to opportunities and advances supplier inclusion for qualified businesses to participate in the procurement process in an environment that fosters equitable practices. A supplier has been selected to support the infrastructure needs of program development. We recently entered phase 3 of the Supplier Diversity action plan and developing an implementation plan for key elements, including policy, system infrastructure, and training.

- 4.4% (\$4.7M+) diverse spend, 81% MI-Based in 61 counties; PO spend highest with Small Businesses and Woman Business Enterprises (WBE)
- Tier II Spend - \$12,541,822 ; Top classifications – Woman Business Enterprises (WBE), Veteran Business Enterprise (VBE), Small Disadvantaged Business or 8a (SDB)

Alex Redfern, operations supervisor in IPF Materials and Logistics was awarded the [individual Excellence in Diversity, Equity and Inclusion Award for 2023!](#) The award is given by the MSU Office for Institutional Diversity and Inclusion. From his nomination form:

“

He is committed to leading a team that embodies diversity, equity, and inclusion and seeks to diversify all that we do in procurement and operations spend.



MSU COMMUNITY PARTNERSHIPS

- Transportation Services recently hosted dozens of East Lansing firefighters to provide training on how to safely respond to emergencies involving electric vehicles, including disconnecting the battery before providing response services.
- On November 17, 2022, the open house/ribbon cutting ceremony was held for the new African American and African Studies Department. The project renovated approximately 8,400 square feet on the second floor of North Kedzie Hall. This was a \$1.374 million expedited delivery project, managed by the IPF PDC design team and Laux Construction. The construction consisted of the renovation of 20 rooms including new ceiling, lighting, flooring, HVAC and electrical. New furniture was installed throughout the space. Features include a flex room, which allows for events and activities, and a recording studio. The project also updated the offices and student learning and study spaces.

Maintenance Central HR Learning & Development presented at the MSU IT Educational Technology Summit (7/27/22) to discuss the deployment of Nintex Promapp for Process-Based Learning across IPF and Central HR, focusing on how the system has been applied to distribute process information in a format and manner that each user finds most accessible.

- IPF and Consumers Energy hosted an electric vehicle community engagement tailgate within Tuck Town for the MSU vs. Minnesota home football game. The event celebrated National Drive Electric Vehicle Week and Michigan State's commitment to convert the university fleet to electric, along with raising awareness for how electric vehicles, charging stations, and associated rebates help people make a more informed decision.
- During PDC's bidding and onboarding process for the Duffy Daugherty construction project, they asked their trade partners to help develop engagement events through their trade unions and associations. As a result, Granger Construction sponsored a high school site visit by Lansing School District Building Trades students at the Duffy project on November 29. Summit Contractors reached out to the Training Director (Dale Goerge) for the Lansing Electrical JATC, who helped coordinate the class field trip. The purpose of the trip was to expose the students to construction in practice. They talked with 25 students on site, showed them around, and answered any questions they had about the skilled trades and construction in general.

- Surplus & Recycling partnered with MSU Sustainability at the Spartans School Day Event to present on vermicomposting and waste diversion.
- IPF Power and Water director, Sherri Jett, participated PBS KIDS Day with WKAR 2023 at WKAR studios on MSU's campus, representing women in STEM careers; and will be featured in a Curious About Careers segment on the PBS Emmy-Award winning kid's science program "Curious Crew" which airs on WKAR, PBS Kids!, social media, and other PBS Affiliates nationwide. Curious About Careers is a short segment geared primarily towards girls in the hopes of boosting their interest in STEM careers.
- IPF HR has partnered with the Office of Research and Innovation to share IPF's onboarding program template to meet ORI's onboarding needs and will provide feedback to help fine-tune the content.
- IPF supported the instruction of six Women in the Skilled Trades (WIST) apprenticeship training sessions focused on blueprint reading, architectural and engineering scaling and dimensioning, and model building.





FUTURE GOALS

Our commitment to diversity, equity and inclusion remains unwavering and we continue to be accountable to ourselves and others for achieving progress. As part of the five-year plan implementation, IPF longitudinally tracks metrics that represent important factors in assessing progress toward our goals.

At regular intervals, we update the IPF workforce and MSU community on our progress. Tracking and reporting occur at the university as well as the school, college and unit levels.

In the near-term, we track our progress on plan-related action steps such as implementation and participation in programs, utilization of services, increased awareness and other leading measures of progress. Longer-term measures include trends in the demographic composition of our unit workforce over time and consider shifts in climate and Key Performance Indicators of equity across populations.

As IPF enters year five of its five-year DEI strategic plan, we look forward to celebrating progress and the many efforts made toward advancing diversity, equity and inclusion and embedding DEI into everything we do. Areas of focus include aligning DEI through the newly established [EVPA Office of Diversity, Equity and Inclusion](#), increasing DEI programming and education, and implementing supplier diversity data management systems, unit policy and employee training. We will continue to build for the future and partner with our campus community to build a culture that cares toward a better normal for all employees.

IPF AT A GLANCE

AS OF 6/30/2023

All Employees (Regular, Temporary, On-call)	All Employees Percentage	Regular	Temp	On-call	Total Count FY 2022-23
Asian	1.16%	1.1%	3.0%	0.0%	13
Black or African American	10.14%	8.34%	12.24%	16.84%	105
Hispanic	7.24%	7.08%	8.16%	7.65%	75
Native American or Alaska Native	0.39%	0.51%	0.0%	0.0%	4
Two or More Races	1.25%	1.26%	4.08%	0.51%	13
Total Employees of Color	20.17%	18.33%	26.53%	26.02%	209
White	79.83%	81.67%	73.47%	73.98%	827
Employee Total	1,036	791	49	196	1,036
Female	25.87%	24.40%	24.49%	32.14%	268
Male	74.13%	75.60%	75.51%	67.86%	768

- 92% retention rate
- 91% felt welcomed during the first days of employment
- 90% felt included during first days of employment
- 67% Recommend IPF as a place to work in exit interview
- 28% Race/ethnic diversity in applicant pools, 35% interviewed
- 23% Sex diversity in applicant pools, 35% interviewed
- More than 570 employee DEI professional development hours
- ELT exceeded unit-wide applicant pool goals (83% race/ethnic diversity and 67% sex diversity)



DIVERSITY, EQUITY AND INCLUSION ANNUAL REPORT

Fiscal Year 2022/23

For more information about Diversity, Equity
and Inclusion at IPF, contact:

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INFRASTRUCTURE PLANNING
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