



OFFICE OF THE CHANCELLOR

UNIVERSITY of WASHINGTON | TACOMA

MEMORANDUM

To: Business Diversity & Equity Advisory Board

From: Mark A. Pagano, Chancellor

Date: March 1, 2021

Thank you for your willingness to serve on the UW Tacoma Business Diversity & Equity (BD&E) Advisory Board. The BD&E program is a very important initiative for UW Tacoma that has made good progress in its early stages. However, we believe with the guidance and participation of this new Advisory Board, we can make even greater strides moving forward. The project already has high visibility across the UW, and the Board of Regents has requested periodic updates from the three campuses. Also, our UW Tacoma Chancellor's Advisory Board has strongly endorsed the BD&E initiative and has offered their full support.

The BD&E program is an opportunity for you and your unit to assist in aligning your department with the purpose, scope, and policy of the recent Board of Regent's Policy #60 (<https://www.washington.edu/admin/rules/policies/BRG/RP60.html>). This program aims to increase purchasing and contracting opportunities for local, small, women-and-minority-owned businesses to reflect the rich and diverse population we serve in the City of Tacoma and surrounding Puget Sound area. This initiative will better position UW Tacoma to invest in communities of color, and promote thriving and economic prosperity for historically marginalized communities in the South Puget Sound. As you know, this is central to our mission as an urban-serving institution and is directly in line with our core values.

This initiative is being co-sponsored by UW Tacoma *Finance and Procurement Services* and the *Office of Equity and Inclusion*. Angela Jones will serve as the UW Tacoma Lead for this work. The estimated time obligation will involve an on-going commitment to meetings that are expected to occur at least once per quarter. The workload should not be significant above and beyond your current primary duties. The extra efforts are more about training and education designed to influence the work you already carry out. This initiative is about raising awareness during purchasing decisions and taking a more intentional approach in utilizing more diverse vendor options.

We hope to have an initial orientation meeting with the entire group and then schedule a second opportunity for the group to meet with Aleanna Kondelis, who leads the effort for UW. We can use the second meeting, or the summer, to form and solidify the mission and goals that have already been developed in draft form.

Again, thank you for agreeing to join this critical effort on behalf of UW Tacoma and your home unit.

cc. James McShay, Vice Chancellor for Equity and Inclusion
Robert Hardie, Procurement Services Manager
Angela Jones, Procurement Specialist
Josh Knudson, Vice Chancellor for Advancement
Elizabeth Hansen, Director for Student Involvement & Leadership
Sean Schmidt, Assistant Director of Student Planning & Administration
Maria Hamilton, Director of Finance and Operations
Stanley Joshua, Director of Facilities Services
Julia Smith, Executive Administrator
Michael Russell, Assistant Director
Jan Rutledge, Associate Vice Chancellor for Finance
Lisa Reeves, Executive Director
Abbey Schwarz, Administrator
Altaf Merchant, Gary E. & James A. Milgard Endowed Dean & Professor of Marketing
Cindy Valerio, Director of Operations
Jimmy McCarty, Director for the Center for Equity and Inclusion
Jessica Immerman, Administrator