# UW Business Diversity & Equity Charter

**Name**  
UW Business Diversity & Equity (aka UWBD&E)

**Date of last revision**  
July 2019

**Purpose (Summary)**  
The UW Business Diversity & Equity exists to implement Regent Policy No. 16; lead the enterprise is business diversity, equity, and inclusion practices in contracting; and report to stakeholders.

**Executive Sponsor**  
1. Regent Harrell  
   Chair of the Board of Regents Diversity, Equity & Inclusion Subcommittee  
2. Lou Cariello  
   Vice President, UW Facilities  
3. Brian McCartan  
   Vice President, UW Finance

**Executive Leadership**  
A. Barbara Wingerson, AVP UW Facilities  
B. Ann Anderson, AVP UW Procurement Services

**Partnership**  
A. Aleanna Kondelis, Chair | UW Facilities, Procurement & Sourcing  
B. Ray Hsu, Co-Chair | UW Finance, Strategic Sourcing & Contracts  
C. Michael Verchot, Sr. Member | UW Foster School of Business, Consulting & Development Center  
D. Colleen Olson | UW Medicine Supply Chain  
E. Kendra Yoshimoto | UW Bothell  
F. Angela Jones, Robert Hardie | UW Tacoma  
G. Rene, President | Supplier Diversity Organization, Registered Student Organization

**Meeting schedule**  
- Monthly, 3rd Wednesday of the month, 9-10:30AM  
- Place rotates between partner conference rooms  
- Call-in/web meetings should be made available when possible

**Partner Expectations**  
1. Each UW organization represented on the BD&E shall staff UW BD&E with personnel in a position of influence that can direct their organization in business and contracting practices.  
2. Each represented UW organization shall be prepared to update, revise, change, and modify any of their organization’s practices, policies, templates, procedures or similar if the BD&E Partners agree to a “best practice.”  
3. Each represented UW organization shall seek support from BD&E in their daily contracting, procurement, buying, and outreach as needed to consistently approach procurement across all lines of UW business.  
4. Each represented UW organization shall share current practices, templates, or similar with BD&E.  
5. Each represented UW organization shall notify BD&E of any meeting, event, forum, or similar that the UW organization intends to participate in and seek support from BD&E.

**Responsibilities**  
Chair  
- Host monthly partner meeting  
- Meets regularly with Sponsors and Leadership, seek direction  
- Prepare agendas  
- Make presentations  
- Finalize any printed materials and/or reports  
- Other duties as requested by Sponsors or Leadership
Co-Chair
- Co-hosts monthly partner meeting
- Meets with Chair, Sponsors and Leadership to seek direction and support
- Makes presentations with Chair
- Provides subject matter expertise regarding procurement
- Provides direction as necessary as the “contracting authority” for the University

Sr. Member
- Leverage community relationships, focus on opportunities for business development
- Leverage academics in support of the missions BD&E
- Leverage Foster School of Business to further the mission of BD&E

Standing Members
- Ensure all interactions with campus, clients, community to have a lens of BD&E
- Work within operational units, departments and organization to bring a consistent message of BD&E and instill UWBD&E expected practices
- Bring opportunities, templates, processes, procedures for consideration and alignment with BD&E
- Responsible for individual organizational inclusion performance as demonstrated by monthly reporting.

Deliverables and Work Product
- UW Representation to the contracting/business community
- Website
- Work Plan
  - Alignment (“community of practice”)
  - Community Engagement
  - Campus Engagement
  - Business Development
  - Monthly Reporting
  - 2nd Tier Spend
- Quarterly Presentations
- Contracting Metrics and Data
- Interns
- Policies and Guidelines