

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 in business diversity, equity, and inclusion practices in contracting; and report to stakeholders.
Executive Sponsor	<ol style="list-style-type: none">1. Regent Harrell Chair of the Board of Regents Diversity, Equity & Inclusion Subcommittee2. Lou Cariello Vice President, UW Facilities3. Brian McCartan Vice President, UW Finance
Executive Leadership	<ol style="list-style-type: none">A. Barbara Wingerson, AVP UW FacilitiesB. Ann Anderson, AVP UW Procurement Services
Partnership	<ol style="list-style-type: none">A. Aleanna Kondelis, Chair UW Facilities, Procurement & SourcingB. Ray Hsu, Co-Chair UW Finance, Strategic Sourcing & ContractsC. Michael Verchot, Sr. Member UW Foster School of Business, Consulting & Development CenterD. Colleen Olson UW Medicine Supply ChainE. Kendra Yoshimoto UW BothellF. Angela Jones, Robert Hardie UW TacomaG. Rene, President Supplier Diversity Organization, Registered Student Organization
Meeting schedule	<ul style="list-style-type: none">• 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	<ol style="list-style-type: none">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	<p>Chair</p> <ul style="list-style-type: none">• 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