

Business Services Directorate, Diversity, Equity & Inclusion (DEI) Council Charter

Organizational vision & mission statement

Vision

BSD will continue to enrich the Diversity, Equity & Inclusion (DEI) culture within Brookhaven National Laboratory (BNL). The BSD DEI Council will perform activities and advise on policies that sustain a diverse, talented, and collaborative BSD workforce, establishing itself as a dynamic, creative, and engaged cross-functional organization.

Mission statement

Activities of the Council focus on recruitment, education, outreach, staff life, coordination, and communication with the goal of developing a psychologically safe and respectful environment for all at BSD. We measure our impact based on the specific activities defined yearly by this Council. This mission aligns with the [Department of Energy \(DOE\)](#) and [Brookhaven National Lab \(BNL\)](#) DEI initiatives and supports the objective of fostering a diverse and inclusive research environment. This Charter will outline the logistical procedures of the Council, with specific strategies and items to be voted on.

Organizational Structure

The following outlines the organizational structure of the Council. These are elected members who will serve terms of one year by default. Any member of the organization's structure can resign at any time. See appendix "A" for current list of members.

Chair

The Chair is the leader of the Council and will assume the following responsibilities:

- Elected yearly by the Council members, with the possibility of re-election. To start, we agree that the Chair shall serve no more than 2 terms (1 term = 2 years, four years total).
- Ensures that the activities of the Council are decided upon, performed, and measured yearly according to this Charter.
- Ensures that the roles and activities are attributed to Council members according to their skills, preferences, and availability.
- Ensures that the Council meets regularly, bi-weekly in the introductory period, and monthly thereafter.
- Will be the primary point of contact with BNL and BNL management.

Deputy/Co-Chair

The Deputy/Co-Chair assists the Chair in managing their responsibilities and assumes the Chair's responsibilities when the Chair is absent.

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Secretary

Responsible for meeting minutes, coordination and logistics. (It's fine for multiple people to share/support this role).

Activities, Roles & Responsibilities

Under BSD management, the Council as a whole will:

1. Define a schedule of activities and priorities yearly at the beginning of the fiscal year.
2. Define metrics of success related to the upcoming activities.
3. Perform an assessment of the previous year's success and lessons learned yearly.
4. Assign or confirm detailed responsibilities for the year according to the activities.

These are many-to-many relationships, and it is expected that multiple, overlapping groups of Council members will perform these duties together.

Coordination, communication & outreach

- Within BSD: serve as a point of contact for collecting all DEI related activities. This includes coordinating with BSD management in making DEI-related activities accessible and helping to facilitate the process of getting more BSD employees involved.
- Within BNL DEI and Office of Educational Programs (OEP): serve as a conduit between BSD staff/groups and organizations that offer opportunities for outreach within and outside BNL, e.g., Employee Resource Groups (ERGs) and other collaborations (external speakers or Battelle managed laboratories).
- Note: a non-goal of this role is to actively acquire new collaborations with *external* parties. This is likely outside of the reasonable scope of this role and should be left to lab administration.
- Invite possible speakers (both internal and external) to talk to BSD about DEI.

Staff life

- Ensure *all* staff feel that they are working in a comfortable, inclusive environment.
- Coordinate with management and possibly the lab-level DEI office on resolving any DEI related concerns.
- Coordinate with the BNL DEI office on DEI-related training.
- Quantify staff problems and suggestions for improvement through *fully anonymous* surveying.
 - This includes e.g., SurveyMonkey polls set up and run by the Council, and specifically *not* the lab-sponsored survey systems, e.g., the CultureIQ Deep Dive survey, etc.
- Generally, have the goal of making staff life more pleasant (onsite and virtual).

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- Work with HR to enhance and encourage mentoring and/or Buddy system for new hires and existing staff.

Recruitment

- Increase diversity in hiring process (both new and existing positions). DEI council members to be part of the interviewing process.
 - Increase candidate pools by diversifying the locations of hiring postings. This includes working with HR to expand the reach of BNL's job postings: e.g., LinkedIn, Indeed, social media in general, postings at universities, etc.
- Work with HR to quantify and report hiring metrics in annual reports to BSD management.
- Encourage participation in the interview panels.

Metrics

Metrics for the activities of the Council will be established every year together when the activities and priorities for the year are defined. The success of the activities will be assessed internally within the Council on a yearly basis at minimum, in conjunction with determining activities and new metrics for the year. Currently, BNL-DEI has data on this, we would request BNL-DEI for the data, or ask them to run the relevant reports for us, which we would then curate for BSD management.

- Review growth opportunities and potential risk, track and evaluate progress, measure.
- Qualitative data: e.g., the Council will utilize anonymous polls, as outlined in Activities, Roles & Responsibilities.
- Quantitative data focused on employee lifecycle, resolved by demographic, age, etc.
 - Hiring (recruitment percentages)
 - Representation
 - Retention/Attrition
 - Advancement/Promotion statistics
 - Compensation data
 - Performance statistics
 - Job satisfaction and engagement
 - ERG participation (includes new hire "bubby" assignments)
 - Accessibility
 - Leadership representation
 - Cross functional support
- Membership (#'s, cross functional, rotations, levels, sourcing and onboarding new members).
- Attendance at D&I meetings, initiatives, events, etc.

Governance & operations

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- The Council has established a mailing address for communications with the Council by BSD staff (bsddeicouncil@bnl.gov). This will be our primary method for communication with BSD staff.
- The Council will establish and maintain a procedure to facilitate anonymous communications if necessary.
- Minutes, documents, general information, etc. are maintained on the BSD-DEI MS-Teams channel.

Council Members

A BSD staff member can become Council Member by any of these methods:

- 1) They can be nominated by BSD management.
- 2) They can be nominated by another BSD-DEI Council member.
- 3) They can volunteer or self-nominate within one of the Council meetings or by sending an email to the DEI-Council email address.

Voting

- After a year of operation, the leadership of the Council must be chosen from among existing Council members who have served on the Council for at least 6 months.
- All leadership will be elected by majority vote.
 - If a majority is not achieved in a single vote, a new vote will be called with the top two candidates (those receiving the two most votes in the first vote) only.
 - If the tiebreak itself results in a tie, the Chair along with upper management will break the tie.
- After nominating, new Council members will be confirmed by majority vote.
- A quorum of greater than 50% of Council members is required before a vote can be called.
- This Charter, and any substantive changes to it, requires "ratification" by greater than 50% majority vote.

Redundancy

- If the Chair resigns, the Deputy Chair assumes their role as Acting Chair until an election is called to elect a new Chair, at which point the Acting Chair will resume their role as Deputy Chair.
- If the Deputy Chair resigns, the Council will proceed without a Deputy Chair until an election is called to elect a new Deputy Chair.
- If both the Chair *and* Deputy Chair resign, the Secretary will assume the role of acting Chair and immediately hold an election for Chair and Deputy Chair at the earliest convenience.
- If the entire governing board resigns, an election will be held immediately (and possibly without quorum) to elect a new governing board, until elections (with a quorum) can be held.

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Meeting Schedule

The Council will meet at least once per month, more often if needed. Currently, this will be the 2nd Thursday of every month, barring a lab holiday, where in that case the scheduled date of the next meeting will be decided the meeting before.

Expected to participate in Chief Financial Officer's meetings at least on a quarterly basis.

Interaction with management

Upper management at BSD includes Fiscal, Budget Officers and Business Operations Managers for indirect/direct, division/departments. Interaction with management will be on an as-needed, informational basis. Occasionally upper management will attend our meetings at their request or the Council's, receive formal updates on a schedule agreed by them and the Council, and provide feedback on activities and results. These interactions will be mediated by the Chair.

Interaction with the BNL Chief Diversity Officer and the BNL DEI Office will be on a continual basis. A BNL DEI Office representative (liaison) will attend the Council meetings.

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Appendix ‘A”

Current sponsor, advisors and members of BSD DEI Council and roles as of June 2022.

Susan McKeon – Sponsor and CFO

McKeon2@bnl.gov

Noel Blackburn – BNL Diversity Officer and Advisor

blackburn@bnl.gov

Margaret-Ann Douglas-Miles – Advisory Member of the Council

mdouglas@bnl.gov

Nick Gilas – Member and Chair of the Council

ngilas@bnl.gov

Mary Rogers – Member and Co-Chair of the Council

mrogers@bnl.gov

Jasmin Scott – Member and Secretary of the Council

scott@bnl.gov

Debra Basozmen - New Member of the Council effective March 2023

dbasozmen@bnl.gov

James Desmond – Member of the Council

desmond@bnl.gov

Cynthia Crawford (formerly Klemm)– Member of the Council

ck@bnl.gov

Cheryl Henderson – Member of the Council

henderson@bnl.gov

Menzel Smith-Jones – Member of the Council and Human Resources Representative

mjones@bnl.gov

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Maria Boyle (formerly Baldonado) – Member of the Council

mboyle@bnl.gov

Changes to BSDDEI Council Members

New Member added March 2023

Debra Basozmen

dbasozmen@bnl.gov

Former Member of the Council – Removed March 2023

Megan Botchler – Member of the Council

mbotchler@bnl.gov