

BWIS Quarterly Meeting
with Laboratory Leadership

September 17, 2017



Attendees: Doon Gibbs, Robert Lincoln, Will Safer on behalf of David Manning, Anna Goldberg, Kathy Walker, Wen Hu

I. Call to order by: Anna Goldberg

II. Comments or questions regarding minutes from last meeting: None

III. Open Issues:

a) Follow up on last meeting action items:

i. BWIS:

1. Robert Lincoln, Maggie Sullivan and Anna Goldberg met to discuss D&I as performance appraisal tool, how to study impact of diversity training, distribution of BWIS flyers in hiring/orientation packages. As per Maggie Sullivan's email:

- Maggie and Shirley discussed the metrics. The awareness training is a long term initiative and will not produce immediate tangible results. Over time, we will be measuring metrics associated with respectful workplace as well as the demographics of the Laboratory.
 - BWIS suggested to have the training at non-lunch hours in the future; Doon agreed to provide a variety of times for the training; supervisors to encourage their groups to attend; Bob agreed to use attendance and feedback as a metric for the effectiveness of the videos and advertise the Employee Concerns Program as an avenue to bring up bias concerns;
 - Periodic evaluations of effectiveness should be established during the training to determine continuation, since long term, if the training is ineffectual an alternative should be looked at.
- Maggie, Rosa and Shirley are meeting to discuss this including BWIS flyer in hiring/orientation packages and will include Anna in the meeting. Expect a meeting notice in the next few weeks. Rosa is pulling some information together.
 - BWIS would still like a separate handout to distinguish BWIS from BERA Affinity Groups, since BWIS is a 501(c)(3).
 - . BWIS will have an updated pdf flyer ready soon

- Maggie to reach out to Ivy Algazy – Maggie has a proposal from Ivy on a workshop that Talent Management will be able to fund. We will coordinate with BWIS on this workshop
2. Robert Lincoln, Shirley Kendall and Anna Goldberg met and discussed administrative help for BWIS. As per Maggie Sullivan's email:
 - Shirley and Bob have discussed Menzel providing administrative support to BWIS. As a result of the SSVSP resources in the diversity office have been reduced limiting the Diversity office's ability to provide this level of support. Additionally, the Diversity Office has received requests from other affinity groups asking for similar support and feels that the groups should be treated equitably.
 - Bob offered to prepare an administrative duties handout instead
 3. Pete Genzer/David Manning: design and establish D&I section on BNL website
 - Will Safer is working on the Diversity Office website; needs to discuss with BWIS on how to best address BWIS recommendations
 4. Doon Gibbs: distribute BWIS listserv link to sign up for BWIS events – best way of doing so needs to be established with Pete Genzer/David Manning
 - Will Safer to work with BWIS on distribution. October is the BWIS Membership Dues Month – may be a good opportunity to combine the campaigns

IV. New Business:

- a) BWIS mention in All-Employee Meeting – Doon is doing a very good job incorporating diversity and BWIS into his regular addresses to the community, BWIS hopes that other management levels follow suit
- b) BWIS budget submission for FY2018 – Bob mentioned that the first review happened last Friday; final budget decisions should be coming in a few weeks;
- c) Employee Awards gender diversity – the committee was started by Jack Anderson; will meet next week and report at the next quarterly meeting.
- d) Bob is going to set up a meeting with BWIS Leadership Team on discipline and awards in the next few weeks

V. Upcoming BWIS events

- a) American Association of University Women – Suffragette Trail on LI, October 26, 2017

- b) New article on the BERA Summer Camp Science Fair on the BNL website:
<https://www.bnl.gov/newsroom/news.php?a=212505>

VI. Action Items:

- a) Robert Lincoln:
 - i. track attendance and feedback from implicit bias training;
 - ii. provide instructions for administrative tasks;
 - iii. set up a meeting about discipline and awards with BWIS
- b) Will Safer/ David Manning:
 - i. Work with BWIS on diversity website
 - ii. Work with BWIS on membership campaign and distribution of
- c) BWIS:
 - i. Set up next quarterly meeting – COMPLETED: 12/19/17 at 3:00 pm
 - ii. Provide BWIS handout pdf to Maggie Sullivan for distribution with other affinity group handouts
 - iii. Meet with Maggie Sullivan and Ivy Algazy on the possible workshop

VII. Adjournment at 1635 PM