



EVPA's Advisory Team Charter

Background

Melissa Woo, executive vice president for administration, announced on October 3, 2022, the creation of an EVPA Advisory Team to help guide a comprehensive EVPA strategy. She asked the EVPA Office of Diversity, Equity and Inclusion to work collaboratively with unit stakeholders to create an EVPA Advisory Team to support enterprise and unit-level action plans addressing survey results.

Advisory Team Charge

To propose a formal recommendation to the executive vice president for administration that addresses EVPA Climate Survey results and staff needs by **November 1, 2023**.

Advisory Team members are responsible for proposing a formal recommendation that reflects the prioritized needs, informs action planning efforts, and guides decision making and strategy development based upon the EVPA Climate Survey results. In short, help determine and guide outcome-driven action steps, incorporating unit stakeholder input, that would most effectively improve employee experience, perceptions, and address organizational needs.

Guiding Principles

EVPA's executive leadership team proposes the following guiding principles for the advisory team to deeply consider when drafting the recommendation. Guiding principles informing the recommendation, to include:

- Equity across the EVPA portfolio between and within all employee groups.
- Consideration of existing resources and support offered by EVPA.
- Identification of gaps and areas of opportunity that reflect evolving EVPA need
- Sensitivity to the appropriate stewardship of university resources in the context of other university priorities

Deliverable

A formal recommendation to the executive vice president for administration that addresses EVPA Climate Survey results and staff needs by **November 1, 2023**.

Implementation considerations

Outline a framework for implementation of the recommendation that accounts for the following factors:

- Consideration and incorporation of existing resources and support.
- Benchmarking against effective outcome driven practices.



Office of the Executive Vice President for Administration MICHIGAN STATE UNIVERSITY

Timeline

Meetings are held monthly via Teams with ad-hoc email communications and updates shared within our Teams channel. The recommendation is that the committee structure a phased approach to offering a recommendation that includes (1) Prioritize Gaps/Needs (2) Define Outcome-driven Action Steps (3) Create Recommendation Report.

Roles

- The team lead is expected to schedule meetings, keep the work of the group advancing over the time.
- Advisory Team members are asked to bring their EVPA and professional perspective to the working group and connect with unit influencer groups to help draft a recommendation.
- The team lead will submit any reports or documentation that the group generates to Melissa Woo, executive vice president for administration.

Membership

Advisory Team members consist of mid to frontline EVPA supervisors and staff that ensures diversity of cross-unit representation and groups at the broadest levels and is proportionate to unit size.