



# Human Resources and Payroll

## POINT OF CONTACT

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## PARTICIPATION AND REPORTING

- Attended SA Consultation Session
- Submitted a Progress Report

This unit has not presented in a Systemic Analysis report out session.

1 2 3 4 5 6 7 8

## SYSTEMIC ANALYSIS STEPS UTILIZED

## PROCESS ■ ISSUES ■ ACTION STEPS ■ OUTCOMES

### PROCESS

Step 2 – Review your infrastructure, policies and processes

1. Phase 1:
  - a. Explore HR and Payroll’s physical spaces (Assess artwork, historical references, images and displays for the messages they convey. Develop a space that reflects inclusivity.)
  - b. Examine the culture of HR/Payroll communications – how are people included or excluded?
  - c. Review hiring practices and promotion in HR/Payroll
  - d. Review HR/Payroll policies and determine whether they reflect inclusivity
2. Phase 2: Conduct a unit-wide survey to evaluate the climate of HR/Payroll
3. Phase 3: Ensure that complaints of implicit/explicit bias or other issues identified in the survey are addressed within HR/Payroll

Step 3 – Review the scope and content of your programs, activities and work

1. Phase 1: Review the services provided by HR/Payroll and for each:
2. Phase 2: Review the services provided by HR/Payroll and for each; execute plan regarding how to evaluate for:
  - a. The ways race/ethnicity or other dimensions of diversity can be reflected
  - b. Potential biases or omissions in HR/Payroll offerings and how they are utilized by faculty and staff

Step 4 – Evaluate structural diversity of staff and populations served

1. PHASE 1: Review data regarding the diversity of HR/Payroll staff
2. PHASE 2:
  - a. Create plan/additional steps for increasing hiring/retention of underserved populations
  - b. Create plan for addressing any patterns regarding reasons for attrition

Step 6 – Evaluate the values reflected in your vision/mission statement

- I. Review mission statement and whether it reflects:
  - a. Ideals contained in LMU Mission
  - b. Commitment to Equity & Inclusion
  - c. Inclusive language
  - d. Alignment with HR/Payroll policies and practices
- II. Determine whether revisions are needed

HR/Payroll will complete review of Steps 1, 7 and 8 in consultation with the new VPHR. Review included: services review, staffing review, data review, etc.

## HR/Payroll DEI Inclusive Excellence Working Group

- Brandi Tate - Chair
- Ana Botosaru
- Julissa Campos
- Jocelyn Lai
- Janet Lindsay
- Shannon Pascual
- Christiana Simpson
- Sara Trivedi
- Jeff Yau

## OUTCOMES

- \*The DEI Working Group will create and approve a survey tool to be sent to HR+Payroll and then will seek assistance in reviewing the data.
- \*The DEI Working Group will meet and discuss what steps need to be taken to address issues that are revealed by the survey on an immediate and ongoing basis.
- \*I. Review the services provided by HR/Payroll and for each; execute plan regarding how to evaluate for: a. The ways race/ethnicity or other dimensions of diversity can be reflected b. Potential biases or omissions in HR/Payroll offerings and how they are utilized by faculty and staff i. Determine whether we have data from community regarding perception of HR/Payroll services

## ISSUES IDENTIFIED

Due to the impending arrival of a new VPHR, we were limited to review of certain areas. We developed phases of review and completed Phase 1. We intend to move forward with Phases 2 and 3 when the DEI Working Group convenes. We will address categories 1, 7 and 8 after the VPHR has had time to onboard.

## ACTION STEPS

- \*Conduct a unit-wide survey to evaluate the climate of HR/Payroll
- \*Ensure that complaints of implicit/explicit bias or other issues identified in the survey are addressed within HR/Payroll
- \*Phase 2 Plan – Initial stages: DEI Working Group to review data obtained in Phase 1 regarding HR/Payroll services and analyze for areas of change

## LEGEND FOR PRESIDENTS COMMITMENTS

- Hiring
- \*Culture and Climate
- Education

## SYSTEMIC ANALYSIS STEPS: QUICK REFERENCE

- |   |                                      |
|---|--------------------------------------|
| 1. Listen to your team and constituents | 5. Analyze strategic partnerships    |
| 2. Review infrastructure and policy     | 6. Evaluate vision/mission statement |
| 3. Review scope and content of programs | 7. Identify training needs           |
| 4. Evaluate structural diversity (data) | 8. Accountability and Assessment     |