



Administrative Services

POINT OF CONTACT

Trevor Wiseman
Administration
twiseman@lmu.edu | [Website](#)

PARTICIPATION AND REPORTING

- Attended SA Consultation Session
- Submitted a Progress Report

This unit has not presented in a Report Out session.

1 2 3 4 5 6 7 8

SYSTEMIC ANALYSIS STEPS UTILIZED

PROCESS ■ ISSUES ■ ACTION STEPS ■ OUTCOMES

PROCESS

The Administrative Services Unit, which includes Conference and Event Services (CES) and the Children’s Center (LMUCC) discussed the systemic analysis process and the unit is committed to the following process. This process is adaptable and may change as we further engage members of the Administrative Services community.

- a. The unit has created an inclusive excellence working group and will expand its membership once all individuals have returned from furlough.
- b. Engage members of CES and LMUCC in listening sessions and survey.
- c. Review Administrative Services unit’s infrastructure, approaches, policies, processes, and the scope and content of the unit’s services.
- d. Evaluate structural diversity of staff and populations served in both CES and LMUCC.
- e. Review, analyze, and discuss strategic partnerships.
- f. Evaluate the values reflected in the CES and LMUCC vision/mission statement.
- g. Identify training needs and opportunities to create learning discussions.
- h. Create a process for accountability and assessment of inclusive excellence.

The process will occur throughout summer 2021.

ADMINISTRATIVE SERVICES INCLUSIVE EXCELLENCE WORKING GROUP

1. Trevor Wiseman (Chair)
2. Trish Carlson
3. Ani Shabazian
4. Seal Flores
5. Grizel Lopez
6. TBD
7. TBD
8. TBD

Additional committee members will be added when staff returns from furloughs.

ISSUES IDENTIFIED

Issues will be identified through listening sessions, survey, and the process previously indicated.

ACTION STEPS

- * Administrative Services will participate in group listening sessions.
- 📄 Based on listening sessions Administrative Services will develop DEI learning and training opportunities for staff.

OUTCOMES

- * TBD based on feedback from staff and DEI committee.
- 📄 Administrative Services will ensure candidate pools are diverse and hiring managers and search committees are properly trained.
- 📄 Staff is trained and knowledgeable about DEI topics to strive towards an inclusive work environment and community.

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 |