

## Office of University Counsel (OUC) CWC Action Plan

## Focus Area: Belonging

Goal 1: Strengthen employees' sense of connection to and community within System Administration.

**Strategy 1:** Ensure OUC employee participation on the committee charged with developing System Administration organizational values. Ideally, two or three people from OUC, from different campuses and job classifications, will participate in the committee.

**Strategy 2:** Director of Litigation Support will engage System UIS to eliminate cross-campus collaboration barriers, specifically in TEAMS in FY 23.

Goal 2: Increase employees' awareness and understanding of identity and culture and strengthen their skills and abilities to engage in culturally responsive ways.

**Strategy 1:** Director of Operations will distribute information regarding the System Administration's self-paced asynchronous DEI resources and the quarterly lunch and learn sessions available to all employees. Each office will have representation at each session and will report back on the content at regular campus office staff meetings or via email.

**Strategy 2:** Provide a DEI CLE requirement once a year at the annual Office of University Counsel retreat by end of 2024.

## Focus Area: Growth & Development

Goal 1: Address barriers to employee participation in relevant professional development opportunities to support their growth, learning, and acquisition of new skills.

**Strategy 1:** Survey OUC to help identify the barriers to participation (time, cost, subject matter) and identify the types of opportunities people want to see.

Goal 2: Ensure employees and supervisors engage in effective employee goal setting, feedback, coaching, and career growth processes to support employee development.

**Strategy 1**: Make goal setting a mandatory part of the annual evaluation and encourage each employee to add a goal outside their everyday job responsibilities.

**Strategy 2:** Clearly communicate OUC structure, including career growth possibilities and expectations, at the time of hire. Hold open forums at each campus OUC office for current employees to attend. Revisit career growth expectations annually during performance evaluation. Make position qualifications and salary ranges, and any updates, available on TeamConnect.