

# MICHIGAN STATE UNIVERSITY

January, 21, 2021

## MEMORANDUM

**To:** Samuel L. Stanley Jr, M.D.  
President, Michigan State University

**From:** Women's Advisory Committee for Support Staff (WACSS)

**Subject:** Improving the composition of committees at MSU

### **Purpose and Intent:**

WACSS has observed that the composition of University-wide committees, while including Support Staff, frequently uses the same person(s) to represent our constituency. In order to support MSU's commitment to Diversity, Equity, and Inclusion (DEI), we would expect that the support staff positions are filled by different representatives who are each qualified candidates from across the support staff population.

One of the biggest obstacles to DEI is limiting opportunities to be at the table. If the same person is always in the seat, we do not have diversity. WACSS believes that by implementing the following recommendations, it would create a more inclusive and diverse representation.

### **Recommendation 1: Create guidelines for a committee's application and/or appointment process.**

- Establish limits on length and frequency of terms served.
- Expand the pool of potential committee members through an open application process.

### **Recommendation 2: Improve opportunities and channels for dialogue.**

- Consider the needs, schedules, and resources available to MSU Support Staff.
- Commit to consistent and transparent communication strategies using existing groups, networks, and offices.

Our committee would appreciate an opportunity to discuss these possibilities with you. Thank you in advance for your time and consideration.

Kind regards,

Women's Advisory Committee for Support Staff (WACSS)

cc: Jabbar Bennett, Sharon Butler, Barbara Roberts, Melissa Woo



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