



Purpose

The purpose of the **Diversity & Inclusion Committee** is to foster a welcoming and inclusive work culture within the division. The committee serves to seek input and provide leadership on diversity and inclusion efforts at the division level.

Specifically, the committee will:

- Develop the division work plan in alignment with the [MnDOT Unified D&I Plan](#) and [MnDOT policies](#).
- Gather input from within the division and identify opportunities to foster a diverse and inclusive work environment.
- Implement the division work plan to improve engagement, and retention.

The Diversity and Inclusion Unit of the Office of Equity and Diversity provides on-going support to the committee.

Authority

Diversity and inclusion is one of [MnDOT Vision, Mission and Core Values](#). It is everyone’s responsibility to practice and live each of these core values: safety, excellence, service, integrity, accountability, and **diversity and inclusion**.

MnDOT is committed to expanding its intercultural competence and diversifying its workforce, in order to be:

- Responsive to and trusted by the communities we serve
- Effective in delivering high quality, dependable transportation systems
- Competitive for a highly-skilled workforce
- Supportive of a work environment where all employees feel valued and contribute their best

MnDOT’s work aligns with [Executive Order 15-02](#), “Establishing the Diversity and Inclusion Council,” for statewide and interagency diversity and inclusion policy goals.

Membership

This committee will have no more than 14 members. Interested division staff will be able to volunteer to participate as a member of the committee for a minimum two-year term, with half the membership rotating out after the second year.

If there is insufficient volunteer participation or the membership does not effectively represent the diversity noted below, the co-chairs will solicit additional members.

Division Charter of the Diversity & Inclusion Committee

(State Aid Division)

Charter Contents

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Founding Co-Chairs

Founding Members

Office of Equity and Diversity



The membership of the committee should reflect the diversity of the division staff and include:

- Office, position level, ethnicity, generation, function, gender, sexual orientation, disability, diversity of thoughts, and experience
- At least one member from the Executive Inclusion Council
- Division leader will chair and appoint a co-chair to serve a two-year term

Responsibilities

Committee

The committee is a forum to develop cultural competency. The committee operates under the auspices of co-chairs and receives staff support from the Diversity and Inclusion Unit. Resources will be available to promote and execute the Charter and Work Plan

- Discuss diversity and inclusion issues
- Share ideas and information from local offices on diversity matters and events
- Collaborate on and implement diversity initiatives, and leverage divisional resources
- Communicate top diversity issues to leadership and employees by developing a work plan that provides recommendations for action

Co-Chairs

- Preside at all meetings
- May appoint task groups to study, research or report on issues related to the work of the committee
- Lead the development and submission of an annual division work plan
- Request nominations for memberships to the division diversity and inclusion committee
- Remove members due to lack of attendance or business reasons

Members

- Actively participate, share ideas, contribute to the collective work of the committee
- Respect individual differences and promote community within the committee
- Share the work of the committee with office colleagues and bring reaction from the office back to the committee for further discussion
- Be open and respectful to difficult conversations
- Be committed to developing one's cultural competency
- Listen, learn, and share the gaps and successes of diversity and inclusion efforts within one's respective office

InReach Coordinator

- Provide coordination for each of the six MnDOT division committees
- Provide resources to leverage the success of the committee
- Participate in the development of documents to support the work of each of the committees
- Coordinate with each committee in completing personal, cultural competency work and development
- Collaborate with the committee to establish a baseline of current diversity and inclusion awareness and identify opportunities for growth and the committee work plan
- Attend and actively participate in committee meetings
- Attend preliminary meetings with co-chairs
- Provide on-going consultation and support
- Maintain records and documents for each of the six MnDOT division committees

Operating Procedures

Time

Members will attend monthly committee meetings lasting 1.5 hours to 2 hours. MnDOT will provide self-development training outside of these monthly meetings for members. It is the expectation of the co-chairs that members will attend training offered.



Agenda

The co-chairs and the D&I In-reach Coordinator will develop the monthly agenda for distribution to members one week prior to each meeting.

Minutes

Co-chairs will develop a system to ensure the responsibility of taking meeting minutes at each monthly meeting. Co-chairs will review and approval prior to dissemination to the members.

Meeting Schedule

The committee shall meet once a month at specified date and time.

Attendance

Members are expected to attend committee meetings (or teleconference) as often as practicable. Please notify one of the co-chairs if attendance is not possible. A proxy is not appropriate for committee meeting attendance.

Work Plan

Personal Level

- Promote personal work around cultural competency development within the committee and the division

Division Level

- Establish baseline and gather input from within the division regarding what is currently in place and what is needed to foster a diverse and inclusive work environment
- Build internal division capacity to ensure MnDOT integrates its core value of diversity and inclusion
- Serve as a communication channel through which all division employees will be able to express ideas related to diversity and inclusion

Revision to Charter

This charter provides guidance for the formation and initial functioning of the committee. Given that this committee is new, charter changes are likely over time. Once formed, the division committee can propose additions, deletions, and revisions to the charter to the MnDOT Diversity and Inclusion Unit.

Pledge

Diversity and inclusion is one of six core values. We exist to seek input and provide leadership to diversity and inclusion efforts at the division level. We will update the work plan annually as our inclusion efforts become more definitive. We will continue to define and hold ourselves accountable for how we each engage in diversity and inclusion work. We are committed to creating a more engaged and inclusive environment.

We know that when individuals feel welcome, they join us, and they stay with us. From a business perspective, we care about recruitment and retention. From a community perspective, we care about the relationships within our division and at MnDOT, and the customers we serve. This charter represents our efforts to express a unified voice and effort to help establish MnDOT as a place of diversity and inclusion.

To achieve this, we pledge to:

- Work to develop our individual and organizational cultural competencies.
- Promote and champion our diversity and inclusion core value.
- Treat everyone with dignity, respect, and fairness.
- Create a workforce that is reflective of Minnesota and where all employees are respected and valued.
- Respect and solicit diverse viewpoints.
- Be ambitious about our diversity and inclusion goals and regularly measure progress.
- Share our successes with partners and divisions across the agency and state government.
- Deliver our services in a way that reflects the diverse needs of our communities.



Effective Date

The D&I Committee approved this Charter at its meeting on _____, 2016.

Founding Co-Chairs
Founding Members