## Diversity Committee Meeting Agenda

**Date/Time:** August 7, 2019 at 10:00am  
**Location:** CMT, 8790 Purdue Rd., Indpls  
**Call in number:** 217-793-8475, 27016#

### Name | Firm | Position | E-mail | Attendance
--- | --- | --- | --- | ---
Reddick, Melanie | Crawford, Murphy & Tilly | Chair | mreddick@cmtengr.com | ✔
Bailey, Bill | Crawford, Murphy & Tilly | Board Liaison | wbailey@cmtengr.com | ✔
Attallah, Ismail | Quigg Engineering, Inc. | | iattallah@quiggengineering.com | ✔
Butcher, Meg | Christopher B. Burke Engineering | | mbutter@cbbel-in.com | ✔
Castle, Susan | Metric Environmental | Secretary | susanc@metricenv.com | ✔
Chen, Emily | WSP | | emily.chen@wsp.com | ✔
Counsell, David | Guidon Design | | dcounsell@guidondesign.com | ✔
Cross, Ryan | American Structurepoint, Inc. | | rcross@structurepoint.com | ✔
Donze, Bryan | Kaskaskia Engineering Group | | bdonze@kaskaskiaeng.com | ✔
Eisenhauer, Josh | VS Engineering | | jeisenhauer@vsengineering.com | ✔
Hartman, Holli | CDM Smith | | hartmanhm@cdmsmith.com | ✔
Lee, Alex | Parsons | | alex.lee@parsons.com | ✔
Loftus, Karen | Loftus Engineering | | kloftus@loftusengineering.com | ✗ via call-in
Money, Bonnie | USI Consultants, Inc. | | bmoney@usiconsultants.com | ✔
Zale, Kate | Etica Group | | jnickloy@eticagroup.com | ✔
Quebe, Greg | SJCA P.C. | | gquebe@sjca-pc.com | ✔
Schickel, Seth | HNTB Corporation | | sschickel@hntb.com | ✔
Schilling, Cherylynn | Powers Engineering, Inc. | | ccs@powersengineeringinc.com | ✔
Sebree, Rachel | CAD-Vantage | | cvi@indy.net | ✔
Shergalis, Katlyn | Butler, Fairman & Seufert | | kshergalis@bfsengr.com | ✔
Siler, Emily | Infrastructure Engineering | | esiler@infrastructure-eng.com | ✔
Stroebel, Samantha | CHA Consulting, Inc. | | sstroebel@chacompanies.com | ✔
Trachtman, Jim | Hanson Professional Services | | jtrachtman@hanson-inc.com | ✔
Warren, Anthony | Shrewsberry & Associates | | awarren@shrewsusca.com | ✗ via call-in

1. Welcome and Introductions
   - Attendees introduced themselves by name, company, and favorite subject in school.

2. Secretary Volunteer
   - Melanie Reddick asked if anyone would like to volunteer to be the secretary for the Diversity Committee. Susan Castle volunteered to be the secretary for the 2019-2020 committee.
3. 2018/2019 Committee Survey Results

- Melanie Reddick discussed the results of the 2018 – 2019 Diversity Committee Survey questionnaire.
- Question 1: There is alignment between our goals and purpose and the actions taken and/or the decisions made by the committee. 54.55% strongly agreed, 36.36% agreed, and 9.09% unclear if the goals and purpose of the committee have been clearly communicated.
- Question 2: The committee has adequate resources (for example: members, stakeholders, budget) to support its function. 18.18% strongly agreed and 81.82% agreed.
- Question 3: Committee meetings are held regularly and with appropriate frequency. 36.36% strongly agreed and 63.64% agreed.
- Question 4: As a general rule, when I speak, I feel listened to and that my comments are valued. 63.64% strongly agreed, 27.27% agreed, and 9.09% strongly disagreed.
- Question 5: The minutes of our meetings are accurate and reflect the discussion, next steps and/or action items articulated by the members. 36.36% strongly agreed and 63.64% agreed.
- Question 6: Please share what you like the most about the committee meetings. Answers included:
  - Good discussions on how to move diversity forward, both in the workplace and with teams and clients.
  - Making a difference on items and initiatives to increase diversity within our state.
  - Productive discussions in the meetings.
  - Events that we organize and the ideas discussed in the meetings.
  - Everyone brings a different perspective to the diversity committee.
  - Good group of people from representative firms.
  - The group is receptive to varying opinions and ideas.
  - Meetings held only when needed and not just for the sake of holding meetings.
- Question 7: Please comment on areas you feel the committee could improve upon. Answers included:
  - Difficult to focus on several topics each year. Might pick one or two specific subjects.
  - Structure to the Spring Event such as a way to build upon year’s past, continuous improvement with the Network Fair.
  - More subcommittee on different topics that are discussed in the meetings.
  - Committee is too large. Some have no input.
  - Engage more prime firms for spots on the committee and participation in Diversity Committee events.
  - Do more with the manpower we have. Our events are very good; however, we could expand.
- Question 8: What areas should the committee focus on in the future? Answers included:
  - Workforce and leadership diversity.
  - Continue to focus on diversity across the state.
Creating a diversity award to make sure we are recognizing those firms who are going the extra mile. Also helping DPW revamp their XBE initiatives and goals.

- Diversity in the workplace and talent acquisition.
- The ACEC engineering excellence awards does not highlight any diverse companies or projects. Diversity committee needs to help in that area such as hosting our meetings with diverse clients, perhaps at their office and bring diverse speakers in to help us learn more things we can do.
- Encouraging mutually beneficial relationships between prime and XBE firms.
- Continue to engage with the workforce development committee.
- Spend more time focusing on workforce development.

4. Diversity Committee Goals and Objectives
   a. Events
      - Network Event Forum with speakers – Spring
      - Cherylynn – Prizes? Colleen – Not necessary, more focus on team firms
      - Promote event on social media
      - Suggest primes to promote event on social media at registration time
   b. Focus on XBE Participation
      - Goal is 20% more participation
   c. Focus on Diverse Engineering Workplace
      - Colleen discussed focusing on networking such as partnering

5. Committee Meetings and Events – Melanie discussed upcoming meetings and events. Note: a. and b. were added as they were noted listed on the meeting agenda and were provided to Melanie by Rachael.
   a. September 25 and 26, 2019 - IUPUI 2019 Career Stem Fair and Diversity Breakfast
   b. September 27, 2019 – IDOA Diversity Business Conference
   d. November, 2019 - Committee Meeting / Debrief of Networking Fair
   e. February 2020 - Committee Meeting
   f. April 2020 - Committee Meeting
   g. April/May 2020 - Diversity Forum Subcommittee planning meeting
   h. May/June 2020 - Diversity Forum – Discussion from Networking Event

6. Diversity Fair Format Discussion
   b. No speaker unless someone has a LOT of work coming out
      - If there is a speaker, advertise keynote speaker to help draw interest
   c. Reach out to find NEW XBEs - ideas from committee?
      - If anyone knows XBE firms not currently ACEC members, reach out
      - Approximately 20% of ACEC members do not attend the event. Let’s reach out to them - see contacts sheet that Colleen provided.
      - $200 for one exhibit hall staff and $25 for an additional staff
   d. Invite "VIPs" to fair - see contacts attachment - volunteers to make contact, Colleen has sent out sign-up sheets for contacts. Please return to her.
• Dr. Jackie Gatson or Dr. Darryl Dickerson from Purdue Minority Engineering Program - bring along students in the MEP?
  • Invite Purdue to have a booth
• Invite KYTC representatives?
• Invite organizations from the Partnership Outreach list as guests of ACEC
• Encourage Diversity Workforce to attend
• Encourage Primes to attend - see contacts list that Colleen provided
• Promote to young professionals

e. Sponsorship Suggestions
• Promote sponsorship opportunities, suggest new sponsors
• No need for gift sponsors
  • Small useful give away item from Diversity Committee. Suggestions included thumb drive, keychain, bag, coaster
  • Activity booth such as different types of candy for attendees to select. Get together as a group and show how we’re diversified by the types of candy individuals selected.
• Promote social media posts, no need for gift
• Consider sponsorship level of $200 for "Diversity Supporter" - firm's name and logo would be on the program, in the intro remarks and on the PowerPoint
• Encourage co-sponsors for the larger sponsorship such as “Bar Sponsor”
• Cocktail tables as booth in center did not work last year. This year tables will be used close to booths for discussion tables.

7. INDOT/KYTC DBE Exchange Program
   • Discussed certification which can be viewed on ACEC website
   • Program has been renewed for another year

8. City of Indianapolis Reverse Trade Show - August 27, 2019 10am-2pm at Martin University
   • Colleen discussed XBE’s to meet with primes, Hospitals, Universities, Utilities.

9. IAA Professional Services Diversity Outreach Event - September 10, 2019 9am-noon
   • ACEC had a booth at the airport last year promoting Diversity and the Networking event. Melanie and Rachael will man booth this year.

10. City of Indianapolis' Disparity Study - final draft of report expected in December 2019
   • Was Principal called? Colleen will follow up.
   • On Aug. 13, Colleen emailed the committee asking for a volunteer to attend the disparity study meeting on Sept. 9. Please let Colleen know if you can attend and provide a summary of the presentation.

11. Consideration of "Diversity Award" Creation
   a. Eligibility
   b. Criteria
   c. Nomination process
      o Group Discussion: Offer an Engineering Excellence Award for XBE on High Profile Project - Prime and Sub
      o Subs are not currently recognized.
      o Nominations of XBE subs made by Primes
Any Firm can submit for award – Add with option of Subs recognized for their involvement with the project

- Sub-committee was formed during the meeting, consisting of Rachael, Bonnie, Greg, Ismail, and Seth to create an XBE award/acknowledgement. Maybe recognition this year and an award next year.

12. IDOA Process for Certifying XBEs
- Brian discussed he has experience with Illinois certifying XBE’s. They use paper forms as opposed to electronic, which tends to be a long process. The majority of the committee was not interested in pursuing this issue.
- Rachael will give Brian Mia’s (Illinois) contact information so Brian can contact her.

13. Upcoming ACEC Events – Colleen discussed upcoming ACEC Events
- August 14, 2019 - Principals and Owners Forum
- September 10, 2019 – INDY DPW Designer Training
- September 26, 2019 – Environmental Business and Funding Sources Conference

14. Workforce Development Committee – Seth spoke
- Workforce Development Committee is in partnership with Team App.
- Team App matches firms to individuals and recruits individuals outside of Indiana to return to Indiana
- Small fee for Firm to be on website and small finders fee
- Focusing on young engineers
- First of its kind in the country

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