

2019 GRCC Team Charter

Team Name: Supplier Inclusion Team

Team Leader: Lisa Freiburger (Chair), Mansfield Matthewson (Co-chair), Danelle Sedore (Co-chair)

Chartering is a two-way process

Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (*What is this team expected to accomplish?*)

To establish and implement proactive policies and programs to ensure institutional commerce with all business classifications, with measurable benchmarks reflective of our community, that are monitored and strongly encouraged.”

2. Decision-making Context and Scope (*What level of decision making authority does this team hold?*)

Team influences purchasing policy and execution as related to supplier diversity and inclusiveness.

3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? I.e. what will they do?*)

To ensure that we establish, monitor and maintain policies/procedures that advocate for fair, effective and considerate competition. We also strive to develop and maintain a supplier base that is inclusive of ALL possible sources.

4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

- President
- VP for Finance and Administration
- Chief Equity and Inclusion Officer
- Woodrick Diversity Learning Center

- Diversity Team
- Budget Control Officers
- Budget Control Officer Secretaries
- College at Large

5. Resources Needed (*both people and budget*)

- Influential Team Participants
- Credentialed Diversity/Inclusion Speakers
- Diversity and Inclusion Training

6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)

Team Brainstorming

7. Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)

Team members were strategically selected for their departmental spends and influence in their departments.

8. Review Progress (*How and when will the work of this team be reviewed?*)

Work is reviewed annually at fiscal year end and reported to Board of Trustees, typically in the month of November.

9. Team Leader, Current Members, and Membership Specifications

Are team members appointed? Volunteers? Is team membership permanent? Term-limited? Is this team accepting new members? Please also list the current members on the Team by name.

Team members are appointed.

Chair: Lisa Freiburger

Co-Chairs: Mansfield Matthewson & Danelle Sedore

Members: David Anderson, Dan Clark, Cheryl Cole, Jeff Danner, Melissa Davis, Lisa Freiburger, Nanci Guigue, Kathy Keating, Mansfield Matthewson, Pamela Miller, Eric Mullen, Julie Parks, Sara Rose, Danelle Sedore, David Selmon, Jim VanDokkumburg, John VanElst & Jeffery Vanderveen.

10. List the major team accomplishments over the past year. (*What are your outcomes?*)

Fiscal Year	MBE Percent	WBE Percent	Combined Percent
2013-2014	7.30%	7.30%	14.60%
2014-2015	3.97%	8.30%	12.27%
2015-2016	1.59%	5.41%	7.00%
2016-2017	6.56%	4.92%	11.48%
2017-2018	4.00%	7.56%	11.56%

11. List the major team goals for the upcoming year. (*What do you plan to accomplish as a team in 2018?*)

- Continue to increase diverse spend for GRCC
- Continue to monitor purchasing activity to ensure equal opportunity is being afforded to all.

12. Please describe any current challenges the team is facing.

- Outreach and engagement of Veteran and LGBTQ groups
- Maintaining and increasing diverse spend
- Tangible engagement of the entire team
- Establish key departmental Supplier Inclusion Team advocates.