



Q4 FY22 Demographic Focus Group Meeting

Demographic: Gender

Focus Group: Women

Leadership Sponsor: Thia Keppel

Council Ambassador: Michele Khasidis

Meeting Agenda

Introductions & Ground Rules

Reported Progress on Designated Actions

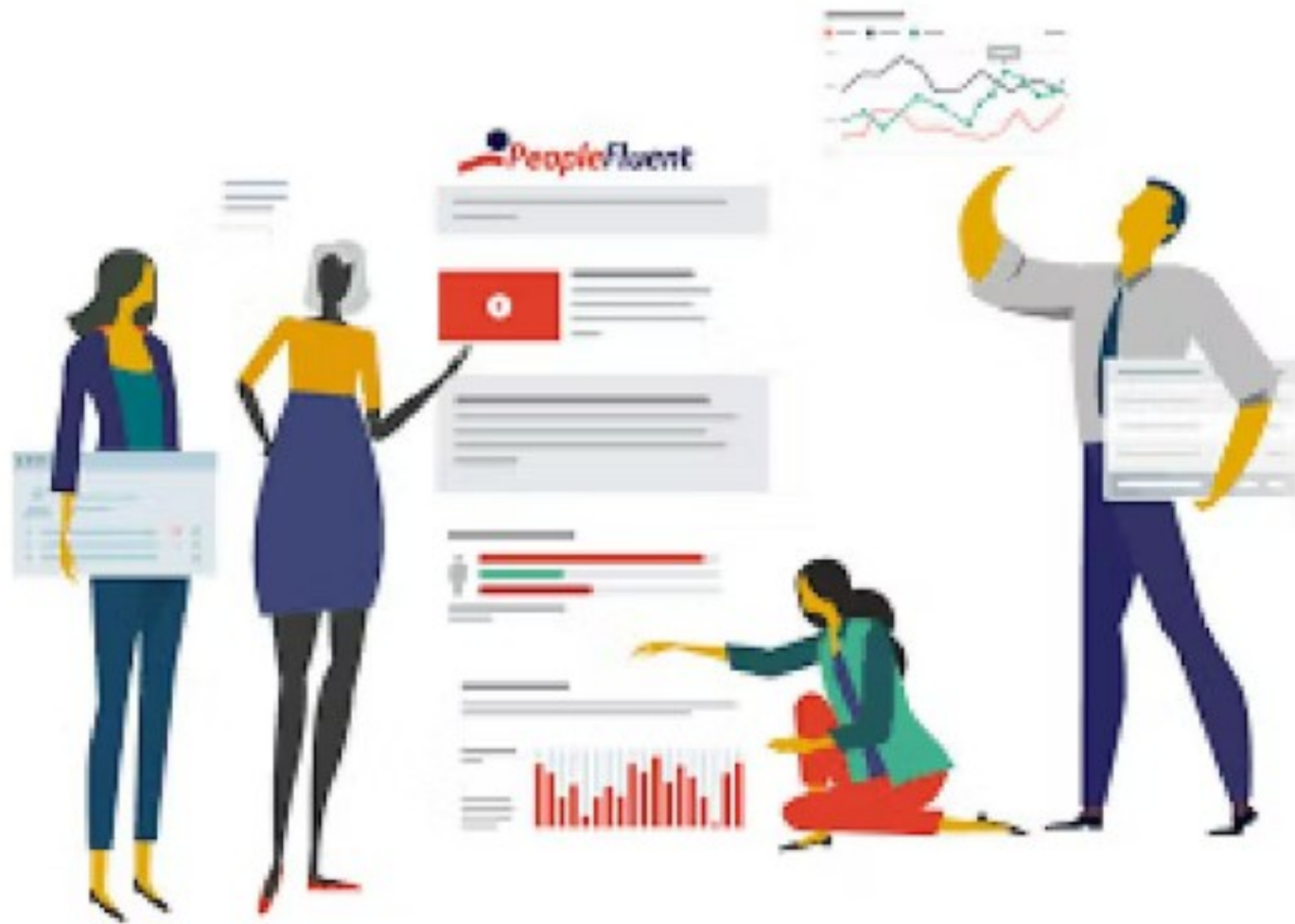
Mentimeter Questions

Close Out



Ground Rules

- Please mute microphones when not speaking, and raise your hand if you want to speak
- Be present in the moment, put away any distractions.
- Actively listen when others are speaking.
- Wait to be prompted to speak.
- Respect the opinions shared by others.
- Suggest options or solutions to improve situations shared (as appropriate).
- Do not share information you are uncomfortable sharing. If there is something private, you would like to convey contact your AD/DH, HR or Leadership Sponsor after the meeting or via email.



Progress of Actions Lab-wide

- **Launched Applicant Tracking System**
 - Improve candidate and in house user experience
 - Revised the application process so that internals are now only required to attach a resume and answer a few short questions. Process takes less than 5 minutes to apply
- **Paid Parental Leave added to Benefits Portfolio**
 - Supports efforts to achieve a more inclusive workforce and retention of staff, particularly females
 - Three staff currently utilizing this benefit, four pending approval, three staff completed their six weeks of PPL and eight staff have benefited from this program since it launched in May 2022. *(data as of 10.13.22)*

Progress of Actions Lab-wide

- **Implemented Remote Work Policy**
 - Designed to optimize employee flexibility while meeting mission needs
 - Introduced “Remote Work at Jefferson Lab” eLearning for staff
 - Facilitator course available: “Leading a Hybrid Team at Jefferson Lab”
 - 60% of staff approved for some form of remote work (*as of 10.1.22*)
- **Expand and invest more towards outreach plan**
 - Engage with local community colleges such as Virginia Peninsula and Tidewater to technician career paths at JLab, partner with Historically Black Universities, Minority Serving Institutions, and SURA Universities
 - The Road to Jefferson Lab, 45 schools invited (*postponed till Spring 2023*)
 - Post on open jobs on diverse job boards



Individual Career Profile (ICP)



PROGRESS

- As of October 1st, **27%** of staff have completed their ICP and reviewed by their supervisor
- **8%** ICP's submitted by employee are awaiting supervisor review

WORK TO DO

- **12%** Employee started ICP but did not finish
- **53%** No form in any status

JLab Mother's/Wellness Rooms

- To support a more positive, relaxing environment for the lab community and new mothers at the lab, there are now two dedicated wellness/mother's rooms available for use. Each room has a refrigerator, seating and a nearby sink.
 - CEBAF Center (Bldg. 12) Room F333
 - Accelerator Maintenance Support Building (Bldg. 87) Room 113
- When space is not in use by a new mother, the room is available for anyone to take a quick breather and relax. The lock on the door handle will indicate when the room is in use. In the case of emergency, there is a break glass case containing a key outside the door.
- Should you have any questions, contact David Fazenbaker, CRE Project Engineer at 757.269.5808 or via email at fazenback@jlab.org.

The above information was originally shared in June 8th's JLab Weekly. More Wellness/Mother's Rooms (Bldg. 28, Room 7A and Bldg. 55, Room 2519) are planned to be ready this month. When ready, communication will be shared through the weekly briefs.





- To foster real- time communication, ongoing engagement with senior leadership, staff and Users through Demographic Focus Group meetings
- Developed routine promotion of DEI resources, events, and information in a centralized location
- Published real-time and relevant content through the DEI Corner (*biweekly edition of the Weekly Brief*) to increase awareness and conversation
- Updated **DEI website** with real-time resources
- Hosted DEI virtual sessions celebrating key heritage months, mental health awareness
- Held Get Connected Events to foster inclusive culture – bridging meet-n-greets for new and seasoned staff (*next event – December 6th*)

DEI – Planned Initiatives

- Introduce specific core competencies with a focus on DEI for line management
- Leverage Individual Career Profiles to identify career pathing opportunities and address retention
- Launch Inclusion Survey early 2023 (staff & Users) and benchmark progress from 2020.

We want to hear from YOU!



Suggested Reading List

Personal Growth & Development

[Crucial Conversations](#) by Kerry Patterson, Joseph Grenny, Ron McMillan, & Al Switzler
[Your Belief Quotient](#) by Dr. Lisa Van Allen
[Attitude Is Everything](#) by Jeff Keller

Personal Effectiveness

[How to Win Friends and Influence People](#) by Dale Carnegie
[The 7 Habits of Highly Effective People](#) by Stephen R. Covey
[The 8th Habit: From Effectiveness to Greatness](#) by Stephen R. Covey
[First Break All the Rules: What the World's Greatest Managers Do Differently](#) by Jim Harter, Marcus Buckingham
[The Proactive Professional](#) by Chrissy Scivicque

Personality Type: Understanding Your Own and Others'

[Type Talk at Work](#) by Otto Kroeger with Janet M. Thuesen & Hile Rutledge
[The Art of Speedreading People](#) by Paul D. Tieger & Barbara Barron-Tieger
[The New Birth Order Book](#) by Dr. Kevin Leman

Administrative Career

[The Leader Assistant](#) by Jeremy Burrows
[The Innovative Admin](#) by Julie Perrine
[The Organized Admin](#) by Julie Perrine
[Become a Procedures Pro](#) by Julie Perrine
[Administrative Excellence](#) by Erin O'Hara Meyer
[SuperCompetent](#) by Laura Stack
[Become an Inner Circle Assistant](#) by Joan Burge
[Be the Ultimate Assistant](#) by Bonnie Low-Kramen
[Not Just an Admin](#) by Peggy Vasquez

Strengths

[StrengthsFinder 2.0](#) by Tom Rath (includes an assessment)
[StandOut](#) by Marcus Buckingham (includes an assessment)
[Find Your Strongest Life](#) by Marcus Buckingham

Personal Branding & Professional Appearance

[Make a Name for Yourself](#) by Robin Fisher Roffer
[Career Distinction](#) by William Arruda & Kirsten Dixon (includes an assessment)
[Oh No She Didn't](#) by Clinton Kelly

Productivity and Time Management

[Inbox Detox and the Habit of E-mail Excellence](#) by Marsha Egan
[The Exhaustion Cure](#) by Laura Stack
[What to Do When There's Too Much to Do](#) by Laura Stack

Ideas for Book Reading Applicability

- Don't train for entertainment; train for applicability
- Think about how the book applies to you and your work
- How can you apply the books' theme or principles to your work?
- How will you know that the books' ideas or principles are making you better?
- Thoughts on starting a book club?



You Asked, We Answered

What other areas associated with gender do you feel should be considered moving forward?

- **Daycare on-site**
 - Each lab varies in the benefit offerings for their employees. For example, the Fermilab daycare has been established for decades. We currently have no plans to establish one at JLab.
- **Training/Support for Women in leadership at the lab**
 - This is a great reason to fill out your ICP. Use that tool to identify training or other resources you desire to grow professionally and speak with your supervisor about them.
- **Re-evaluate/evaluate pay and promotion opportunities for women**
 - Work with third party vendor on evaluating - Biddle
 - 22% of promotions from last year were women (lab population 24% women). Promotion rate for women is on target based on the lab population.
 - Ken teaches a Promotion/Compensation courses and more than half the lab has attended the course
 - Next class – December 8, 10 – 11am

<https://misportal.jlab.org/training/classes/112508>
- **Hybrid remote work**
 - Officially launched April 2022
 - [Remote Work Policy 206.07](#)
- **Mentorship opportunities**
 - The lab is in a growth period and somewhat of a catch-up cycle to evaluate where we have Operations staffing needs and how these needs can be prioritized and funded.
 - There are active conversations ongoing with the Ops Leadership Team and Director's Council to determine prioritization since all these positions must be funded from the Lab's Operations budget and this too must fund payroll as well as running of the machine.



Has anyone in the group utilized any of the current lab-wide changes? If so, what is going right and what can be improved upon?

Yes, I'm using remote work 2 days a week and it's great!

Completed the ICP and using remote work three days a week .

Thank you Thia for saying yes to us and leading this group!
We need you!

I will soon be using our paid parental leave but wondering how soon will the mom room be developed in the Ted-F building.

Remote work allowances seem somewhat subjective vs based on individual position

Same jobs different allowances

Loving the remote work policy. We can remember to consider the remoter workers when planning gatherings and ceremonies

Remote work is great. However, the policy is implemented differently by different managers, so the same job category in different departments might have different rules.

it's unfortunate that some departments are able to all work fully remote and it seems it's the department heads decision not a system-wide policy per say. seems unfair for some of the departments who can fully work online just like the finance team.

Has anyone in the group utilized any of the current lab-wide changes? If so, what is going right and what can be improved upon?

Even though my position cant be considered remote, I have an awesome supervisor that accommodates us very well to flex and find minor things to do from home.

Way to go CFO Division!!! We love our remote accommodation

Meeting was very informative.

Would be nice to have more males attend too

The links are hard to find

How was this meeting for you? We are interested in your feedback!

Great meeting!

Are we able to directly invite all women from the lab here because many may not be aware?

This was very informative, personally I would like an in person meeting due to it not being many women on this side.

Would be nice to have more men attend too

I appreciate that we have this space, I wish more women would be a part.

Invite a friend to the meeting.

Thank you!

**Next DFGM: March 2023
TBA in Weekly Briefs/Insight**