



Diversity Education Committee Charter

Mission

To provide diversity education and support to Medica employees. In doing so, we seek to increase our ability to understand and support the health care needs of our customers, and become the community's health plan of choice. We also seek to cultivate a respectful, inclusive workplace that reflects the communities we serve in order to support Medica's business initiatives and goals.

Definition

The Diversity Education Committee (DEC) defines "diversity" as the variations and differences in backgrounds, experiences, values and beliefs among individuals and groups within a community.

These differences may include, but are not limited to:

- Age
- Culture
- Ethnicity
- Gender
- Personal or family circumstances
- Physical ability
- Religion/spirituality
- Sexual orientation

Purpose

DEC's purpose is to:

- Serve as a resource to Medica employees by providing education about areas of diversity.
- Provide employees with opportunities to experience diversity.
- Assist in creating an open and respectful work environment that celebrates the individual.
- Support Medica's business goals by promoting diversity, cultural competency and community interaction.
- Raise awareness of Medica's diversity initiative and its purpose at Medica.

Responsibilities

DEC's responsibilities are to:

- Select, plan, and coordinate or sponsor events to educate Medica employees about diversity in our workplace and community.
- Collect or develop diversity-related resources for employee use.
- Publicize community events and volunteer opportunities related to diversity.
- Collect and process employee feedback on diversity-related events and issues.
- Offer feedback and recommendations to senior management on the diversity needs and concerns of Medica employees and our customers.

Committee Sponsor

A designated Medica vice president serves as the DEC sponsor.

Committee Chair(s)

A designated DEC member serves as committee chair, or two DEC members may act as co-chairs.

Committee Members

DEC seeks representation from all business units throughout Medica. DEC members serve on a voluntary basis for an indefinite term. Each committee member is expected to serve on at least one subcommittee.

Reporting Structure

The DEC Steering Committee reports to the committee sponsor. The committee sponsor reports to Medica senior leadership.

Subcommittees

- **Steering Committee:** Liaison between DEC and senior management. Plans committee strategy. Ensures that committee activities support business objectives.
- **Events Committee:** Plans, promotes and executes diversity-related educational events; recruits volunteers to participate; collects employee feedback.
- **Operations Committee:** Develops and maintains committee infrastructure: policies, instructions, criteria for event selection or sponsorship, activity documentation and recordkeeping.
- **Resource Committee:** Develops, collects and maintains educational and support resources: speakers' bureau, resource library, community links.

Each subcommittee selects a chair and manages its own schedule and agenda. Medica employees may participate in subcommittees without being members of DEC, but each subcommittee chair must be a DEC member.

Each subcommittee reports regularly to DEC. Subcommittee proposals and decisions are presented to the Steering Committee and are subject to the full committee's approval.

Meeting Frequency

DEC meets monthly. Subcommittee schedules vary according to each group's needs.

Interested in becoming a DEC member or would like to volunteer to help out with an upcoming DEC event?

Contact [Scott Mikesh](#) via e-mail.