

Diversity and Inclusion Toolkit



IN OUR GRIT, OUR GLORY™



What does a Diversity and Inclusion Toolkit entail?



What is a diversity and inclusion toolkit?

It is with great pleasure to introduce the 2020 CoJMC Diversity and Inclusion (D&I) Toolkit. This toolkit is intended to assist the University of Nebraska-Lincoln (UNL) students, staff, and faculty interested in forming an environment that is welcoming and inclusive for all. We will honor people's differences as we advocate for the well-being of our communities. This toolkit is part of an ongoing effort to recognize and address our campuses and organizations' diversity to make sure that all feel welcome and valued.

This toolkit includes guides on campus databases, helpful resources, local dining options, and more. This toolkit is meant to energize outreach efforts to engage all UNL community members effectively.

The CoJMC D&I Toolkit is a living document. We want to hear from you about what to include in future updates to make this an even more useful resource. The more voices we hear from, the more inclusive and knowledgeable we can become. You will find who to contact for changes at the end of this document.



Why are diversity and inclusion important?

Today's society is built of a variety of ethnic groups, cultures, languages and traditions. Our communities and demographics are changing and will continue to evolve. With such diverse populations reflected on our campus, there is no single answer to make every identity feel included. That's why it is imperative that our committees and RSO's reflect the inclusivity of the people being represented at UNL.

Having a diverse organization or campus is a wonderful opportunity to learn from each other while creating positive change in our community. Involving an assembly of diverse individuals in decision making is an important way to engage, educate and equip new members to get involved in UNL initiatives and activities. When leadership and committees reflect their communities, they are more likely to create initiatives that are supported and successful.



Why are diversity and inclusion important?

Another reason why diversity and inclusion efforts are such important factors in an RSO is because every individual person is made up of their own unique experiences, therefore every member contributes different ideas to an organization. Diversity and inclusion also become important because, if your committee or RSO membership consists of people from the same backgrounds, the number of “lived experiences” known by your group becomes limited. According to Harvard Business Review, people from diverse backgrounds might actually alter the behavior of a groups social majority in ways that lead to improved and more accurate group thinking.

Literacies in this context is defined as “competence or knowledge in a specified area,” according to Merriam Webster. This could range from languages known, to what social groups (or cultures) people are able to communicate with naturally. The more literacies your RSO collectively holds, the more communities you all will be able to connect with.



What is the purpose of a D&I position?

The goal of a D&I Committee or executive board position is to accurately assess, and work in the interest of the members that make up a community. A committee or executive board member also serve as advocates, as well as support systems for the communities they represent.

A university-appointed Vice Chancellor of Diversity and Inclusion is critical to guiding diversity and inclusion efforts but forming a smaller committee for diversity, inclusion and outreach will add support to such initiatives and be more effective than vesting all responsibility in just one person. Such a committee can include RSO members addressing the particular communities that populate your campus program.



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How do you create D&I Positions and Initiatives?

“Having a diversity initiative is incredibly rewarding but it requires continuous work and effort. It is more than just a statement. It is a movement.”



Start by Building an Inclusive Environment

Having a well-balanced team of diverse members can assist you in identifying the most pressing concerns that exist within your organization.

In order to represent the students in your organization, assemble a diversity and inclusion committee that reflects the students that make up your community. Start by asking yourself:

- Is everyone in this organization being heard?
- Do the leaders who represent our organization reflect who we are?

Remember to think beyond ethnicity.

Starting this conversation may be uncomfortable at first, but there are a few ways you can initiate it. You can distribute a survey to your organization that answers the following question:

- Why do you think having a diverse organization is important?



Step One: Assemble the D&I Positions & Initiatives

Elect the holder of the D+I position. This person will be the head of the D+I committee that is created.

Establish the D+I committee:

- When assembling a diversity and inclusion committee, a crucial step in the process is assigning roles and duties that individuals will be responsible for. The best way to assign responsibilities is by assessing what skills, talents, or resources members currently or potentially possess.
- An easy way to do so successfully is by following the “[Asset Based Community Development](#)” model. This is a method that relies upon and strengthens a community’s resources and is more likely to lead to community empowerment and sustained change.
- By following this model, everyone’s assets and strengths in the RSO will be utilized.



Step Two: Set Goals and Milestones

To keep your diversity efforts on track, your team needs to establish goals. These goals will serve to measure the effectiveness of your initiatives. Your team may need to establish short term and long term goals. Typically, short-term goals are to be met within a year, and long-term goals take over a year to reach. Regardless of the timeline, all goals should be SMART.

Milestones are used to track your progress. You can view milestones as a checklist for success. Every time you reach a milestone, you are one step closer to reaching your goal.

Tips

- Set timelines for goal completion.
- Delegate tasks to team members based on their strengths.
- Hold all members and leadership accountable.
- Don't forget to celebrate your successes!

S	Specific (What is your goal?)
M	Measurable (How much?)
A	Attainable or Action Plan (How are you going to do it?)
R	Realistic (Can be done in that period of time?)
T	Time based (How long until you reach that goal?)






What is a budget?

- A tool used for planning and allocating funds.
- A detailed outline of estimated expenses and income.
- A record of the organization's spending.

What can a budget do?

- Help you create realistic goals based on funding.
- Keep your spending on track.
- Help with future planning based on past budgets.

Refer to the [Finances & Your RSO](#) page in the Recognized Student Organizations Advisor Handbook for more details on budget creation.



Milestones should be assessed monthly or quarterly and adjusted when necessary to set your diversity efforts up for success. They should be communicated regularly with members so they stay top of mind.

New committees often start very passionately with big goals and many objectives in mind. However, the best way to be successful is setting them realistically with careful consideration of available resources and time frame.



Tips on tracking and achieving D&I goals

- Create a detailed plan with SMART goals: Decide on the best strategy to meet your goals. When planning, make sure to keep record of every step of the plan, responsibilities, and due dates.
- Align smaller goals with the bigger picture: Committing to these goals serve no purpose if they don't feed into the big picture.
- Be supportive, not controlling: You will find times when your best idea doesn't align with an audience or goal, so finding ways to provide constructive feedback that empowers your team is important. Value moments when team dynamics must be navigated because they are diversity and inclusion in action.
- Track and measure goals regularly: Establish which methods will be used to track and measure progress. This could be through project management tools like Asana, a designated Google Drive folder, or group messaging apps like Slack. Whatever you choose, make sure it's accessible to all.



Step Three: Try New Ideas

Having a diversity committee or executive board position allows your campus organization to explore and learn through new experiences. Some of the best ideas come from hearing many different perspectives during the brainstorming and planning phases of an initiative.

As you plan your events and activities for the year, make sure that you get input from as many viewpoints as possible. Don't be afraid to try something new or step outside of the box. Some ideas may work well and some may not.

Either way, your committee will learn and grow from the experience.



Step Four: Partner with Other Diverse Groups

When implementing diversity initiatives on campus, you do not need to operate in a vacuum. RSOs are a great platform and resource for you. Some already have diversity committees or roles that have been successfully executed. Feel free to reach out to these groups to learn from them!

You can reach also out to diversity groups within the CoJMC, in your city or a neighboring city, or across the country, especially if your organization is a part of a larger entity. Connecting with other diversity groups and leaders can provide insight and best practices to enrich your initiatives. Don't be afraid to reach out and learn more!

[Reach out to UNL RSOs.](#)





Helpful Resources to be Successful



In need of refreshing methods to stimulate new ideas for implementing D&I? Check out the linked document for some sample activities you could utilize in your organization.

[Example activities document](#)



UNL's Student Affairs Office has put together a comprehensive list of a variety of campus resources ranging from gender-inclusive housing to campus counseling. Check out the resource page [here](#).



Community Resources

Legal Aid of Nebraska

941 O St Suite 325, Lincoln, NE 68508
<https://www.legalaidofnebraska.org/>

Nebraska Appleseed

941 O St #920, Lincoln, NE 68508
<https://neappleseed.org/>

Nebraska Department of Health and Human Services

301 Centennial Mall S, Lincoln, NE 68508
<http://dhhs.ne.gov/Pages/default.aspx>

StarTran

701 J St, Lincoln, NE 68508
<https://www.lincoln.ne.gov/city/ltu/startran/>

TeamMates of Lincoln

5905 O St, Lincoln, NE 68510
<https://teammates.org/>

Malone Center

2032 U St, Lincoln, NE 68503
<https://malonecenter.org/>

Center for People in Need

3901 N 27th St, Lincoln, NE 68521
<https://www.cfpin.org/>

Mental Health Association of Nebraska

1645 N St, Lincoln, NE 68508
<https://mha-ne.org>

Partnership for Healthy Lincoln

4600 Valley Rd, Lincoln, NE 68510
<https://www.healthylincoln.org>



Domestic Violence Resources

Friendship Home

P.O. Box 85358, Lincoln, NE 68501

<https://friendshiphome.org/>

Voices of Hope

2545 N St, Lincoln, NE 68510

<https://www.voicesofhopelincoln.org/>



Gender & Sexuality Resources

Women's Clinic of Lincoln

220 Lyncrest Dr, Lincoln, NE 68510

<https://womensclinicoflincoln.com/>

Lincoln Bi Community

<https://www.facebook.com/lincoln.bi.community/>

OutNebraska

211 N 14th St, Lincoln, NE 68508

<https://outnebraska.org/about-us/>



People with Disabilities Resources

Assistive Technology Partnership

3901 N 27th St, Lincoln, NE 68521

<https://atp.nebraska.gov/>

Answers4Families

206 S 13th St #1000, Lincoln, NE 68588

<http://www.answers4families.org/>



Religious Resources

Catholic Social Services (CSS) of Southern Nebraska

2241 O St, Lincoln, NE 68510

<https://www.csssus.org/>

Lutheran Family Services (LFS) of Nebraska

2301 O St, Lincoln, NE 68510

<https://www.lfsneb.org/>



Community Action Partnership of Lancaster and Saunders Counties

210 O St, Lincoln, NE 68508

<https://www.communityactionatwork.org/>

Good Neighbor Community Center

2167 Y St, Lincoln, NE 68506

<https://www.gncclincoln.org/>



Cultural Resources

Lincoln Asian Community and Cultural Center's (ACCC)

144 N 44th St, Suite A Lincoln, NE 68503

<https://www.lincolnasiancenter.org/>

El Centro de las Americas

210 O St, Lincoln, NE 68508

<http://www.elcentrone.org/>

Indian Center, Inc.

1100 Military Rd, Lincoln, NE 68508

<https://www.indiancenterinc.org/>

Latino American Commission

1445 K St, Lincoln, NE 68508

<https://latinoac.nebraska.gov/>

Lincoln Literacy

745 S 9th St, Lincoln, NE 68508

<https://www.lincolnliteracy.org/>

Proteus, Inc.

3830 Ver Maas Pl, Suite A Lincoln, NE 68502

<http://www.proteusinc.net/>



Black Hair Salons

Haleb Braids

1075 N 33rd St, Lincoln, NE

https://braids-by-haleb.business.site/?utm_source=gmb&utm_medium=referral

Black Dahlia Salon

2130 Winthrop Rd, Lincoln, NE

<https://www.facebook.com/BlackDahliaSalon/>

Oasis Barber Shop

2709 O St, STE 8, Lincoln, NE

4230 S. 33rd St, Lincoln, NE

<http://oasisbarbershop.com>

Beyond Braids

2401 N 48th St Unit 4 Lincoln, NE

<https://www.facebook.com/BeyondBraids402/>

Asian Hair Salons

Manner Hair Care

611 N 27th St #11, Lincoln, NE

Asian Nail Salons

Hot Nails

2700 Holdrege St, Lincoln, NE

<https://www.facebook.com/hotnailsoflincoln/>



AmuManu Ramen Bar

1451 O St, Lincoln, NE

<https://osoburritolincoln.com/menu>

The Oven

201 North 8th St, Lincoln, NE 68508

101 Pioneer Woods Dr #110, Lincoln NE 68506

<https://theoven-lincoln.com>

Sultan's Kite

1311 O St, Lincoln NE

<https://sultanskite.com>

Daffodil Mediterranean

5500 Old Cheney Rd, Suite 21, Lincoln, NE

<https://www.facebook.com/DaffodilMediterranean/>

Locally Owned Businesses

Banhwich Café

940 N. 26th St Suite 201, Lincoln, NE

<https://www.banhwichcafe.com/#/>

Blessing Thai Restaurant

4451 N 26th St Suite #800, Lincoln, NE

Places.singleplatform.com

Blue Orchid Restaurant

129 N 10th St #111, Lincoln, NE

<https://m.facebook.com/blueorchidrestaurant/>





Locally Owned Businesses

Parthenon

5500 S 56th St # 8, Lincoln, NE
<https://theparthenon.net/>

AliBaba Gyros

112 N 14th St, Lincoln, NE
<https://www.facebook.com/AliBabaGyros/>

House of Hunan Restaurant

2401 N 48th St, Lincoln, NE

Pho Nguyenn Restaurant

611 N 27th St #5, Lincoln, NE
<https://www.facebook.com/phonguyennlincoln/>

Tandoor Indian Cuisine

3530 Village Dr #100, Lincoln, NE
<https://tandoorus41.com/>

Hiro 88

Haymarket: 601 R St #100, Lincoln, NE
South Lincoln: 5730 Hidcote Dr, Lincoln, NE
<https://hiro88.com/>

Stur 22 Lounge

2110 Winthrop Rd, Lincoln, NE
<https://stur22lounge.com/>

If you'd like to make any suggestions or edits to this toolkit, please reach out to UNL PRSSA at cojmcunlprssa@gmail.com

