

Minutes
Academic Affairs Climate and Diversity Committee
December 7, 2016, 9 – 10:30 a.m. Career Center Conference Room

Attendees: Droleskey, Watson, Piwonka, Thomas, Rouche-Herdman, Shenkir, Dudley

Not Present: Rojo Del Busto

I. Approval of Minutes

Minutes for both November 2 and November 16 were approved. Thomas moved approval and Rouche-Herdman seconded.

II. Old Business

A. Budget

Watson presented the budget and requested input from the group about where to fund the Mediation Training from. The budget allowed for \$5,000 for mediation training. However, the bill was approximately \$6,350 plus the amount for food for three days. AACDC agreed to fund the remaining amount from the Manager Training budget, including the next iteration of the program to be held in July 2017 because all the attendees have been managers.

B. Accountability Report Status

The report was submitted on time with no changes from the Liaison or the Provost. Droleskey and Watson met with AACDC's liaison, Joe Pettibon and discussed the new format, which requests that the presentation be focused on three questions (rather than a summary of the material in the accountability report). Droleskey drafted responses to the three questions based on that discussion and presented it to AACDC for discussion. AACDC suggested edits. Droleskey offered to create a draft presentation from the draft responses to the questions. Shenkir will contact Susan Wolf about creating a powerpoint based on the data and coordinate with Droleskey. Next month, AACDC needs to finalize the content and identify what the handout will contain.

C. Recommendation Follow-Up Chart Walk Through

Thomas noted updates on the Career Ladder and Promotion Review that she was asked to pursue. AACDC agreed to update the matrix to remove AABS from creating a website to post open division job openings. Watson and Piwonka suggested sending out an e-mail (Piwonka will draft) to instruct division staff about how to find job postings in the division. Shenkir will explore whether WorkDay will allow people to sign up for alerts about Division job openings. Because Rojo Del Busto is not present, Droleskey will update the matrix for this report to reflect this information.

Watson walked through the equity matrix and added information based on AACDC discussion and observations. The group discussed the need to change timelines based on the FLSA and System Pay Plan efforts. Watson will update the matrix accordingly.

AACDC discussed the revised Standard Supervisory Training Shenkir provided. There was a discussion about whether there was a difference between someone who has just moved into manager responsibilities as a new supervisor and experienced supervisors who are new to the division. The decision was that all supervisors would have several training programs required of

them, regardless of experience level. Dudley noted that other training should be up to the supervisor to assign, but could be recommended. Shenkir and Rouche-Herdman requested more flexibility related to timeframes owing to workloads in offices, so AACDC lengthened the timeframes for both tiers of training. Droleskey questioned the inclusion of the Title IX training program given that so much of it seems to be included in the other recommended courses. AACDC decided to remove the Title IX training from the list of recommended courses. Shenkir will discuss changes with Brandy Kosh.

D. Red Flag Report Review

Owing to lack of time remaining in the meeting, Thomas handed out the report and all members were requested to read it and be prepared to discuss it in January.

E. Training (Watson)

There was no time to discuss the Mediation Training Assessment Report draft; however, AACDC discussed the need to continue this training in July. Watson booked the dates and will discuss fall dates for the remaining 2 days of training to be paid for by participants. Watson urged members of AACDC to sign up for NCORE 2017 and will work with AABS to ensure that the appropriate account will come up for members in CONCUR so they can register for the conference. Droleskey reminded members that there is a registration link for the 10% discount for TAMU staff and faculty. Thomas and Rouche-Herdmon discussed sending out the required training notification from AACDC and needing an updated list of e-mail addresses.

III. New Business

A. Reports from Subcommittee Conveners

There was not time for any subcommittee updates other than the Mini-Grant subcommittee, which has awarded three more grants.

B. Website Updates

Droleskey noted that she is about to send in a significant list of changes and updates to Nancy Sawtelle so that the website can be updated before the Diversity Council references anything in the Diversity Accountability report.