

MINUTES
Academic Affairs Climate and Diversity Committee
January 21, 2014
9:30 a.m. to 10:00 a.m.
Career Center Conference Room

Present: Suzanne Droleskey, Donna Pantel, Mario Rojo Del Busto, Gib Sawtelle

Not Present: Jennifer Reyes, Nancy Sawtelle, Leigh Turner, Arthur Watson, Rachelle Dudley

I. Approval of Minutes– January 7, 2014

Pantel moved, Droleskey seconded. Minutes were approved.

II. Announcements

There were no announcements.

III. Old Business

A. Draft Equity Matrix

- Pantel informed the group about her discussions with Human Resources and FMO related to questions raised at the last meeting on the Equity Matrix. The members agreed to revisions on the matrix based on this information about what type of documentation might actually be available for each issue.
- Rojo Del Busto briefly reviewed the information he had sent out via e-mail related to rules and regulations about posting and appointing people to various positions. It was determined that this was not actually a “new hire benefit”. The category was revised to “hiring process”.
- G. Sawtelle provided insight about staff knowledge of career ladders and how they work in terms of understanding the rules related to these. He gives workshops on this topic owing to the confusion about this. He also noted the website from Human Resources called “new.tamu.edu”. The matrix was slightly revised as a result of this conversation.
- Droleskey took notes on the matrix changes and agreed to type them up and send them out for the group to review prior to submission to the AACDC liaison.

B. Best Practices Related to Hiring, Retention, Promotion

- Droleskey noted that no one had sent any comments about the draft report except a suggestion to add a short summary at the start. She agreed to do this. The committee voted to finalize the report given that no additional comments were returned.

C. Populating Standing Committees

- Several members submitted names of individuals from their units who had expressed interest in serving on a subcommittee, and Droleskey provided the names of those who had signed up at the Brown Bags. However, these individuals were not in sufficient numbers to staff each subcommittee, so the committee voted to send out a request to all division staff members inviting them to participate. Rojo del Busto tentatively agreed to convene the recruitment and retention subcommittee. An AACDC steering committee member is still needed to convene the Benchmarking subcommittee. Droleskey will follow up with Turner about sending out a division-wide announcement to include the form she had drafted earlier in the year.

IV. New Business

- Droleskey mentioned that we may need to identify a new regular meeting time given the number of people absent in the last several meetings.
- The issue of additional recommendations was not able to be discussed owing to the lack of members present and the time.

V. Adjourn