

**Academic Affairs Climate and Diversity Committee**  
**January 6, 2015 9 a.m. – 10:30 a.m.**  
**Career Center Conference Room**

- I. **Approval of Minutes** (Watson)  
There are no minutes to approve from December. Will review via email or at the next meeting.
  
- II. **Members Present: Suzanne Droleskey, Leslie Uptain, Arthur Watson**  
**Members not Present: Elizabeth Bledsoe, Mark Dawson, Rachelle Dudley, Mario Rojo del Busto, Annette Shenkir**
  
- III. **Announcements** (Droleskey)
  - A. **Accountability Report Submitted Dec. 8 (deadline)**
  - B. **Poster Proposal Deadline for Diversity Matters Conference January 22**  
Droleskey would like to put together posters for some of the data the AACDC has been collecting: Vision 2020 comparisons of appreciation and recognition as well as the division hiring practices report from fall 2013. She has reached out to those who were primarily responsible for collecting the data to see if they are okay with us using it this way. AACDC needs to showcase what we've done and also make others aware of the work we're doing. This will be one way to do that.
  
- IV. **Old Business**
  - A. **Budget** (Watson and Droleskey)
    - a. A process for expending and managing allocated funds has been set up through a meeting with AABS staff (Mason and Brandy); they'll create an AACDC account with subaccounts for our new efforts. Co-Chairs will be able to sign on the accounts and will receive monthly reports of the account status. There will be a new ongoing agenda item to report the budget to subcommittee members.
    - b. Projects that need to be started:
      - i. Spring or Summer Supervisor Meeting 2016  
Need to share: Recognition/appreciation data, climate survey results, mini-grants status and types of winners, recommendations/findings from career ladder and promotion review. Watson and Uptain indicated that it would be best to look into summer when more might be able to attend. Droleskey suggested reaching out to supervisors to give the opportunity to spearhead and organize to allow for more engagement and involvement. Uptain volunteered to spearhead convening an advisor group/committee. Droleskey will serve in an advisory role since she organized the one in 2014.
      - ii. Manager Training  
Watson will seek out advice from Dr. Stanley to identify how to go about seeking recommendations for attendees for mediation training among supervisors of the division.
      - iii. Mediation Training  
Watson will follow up with Dr. Stanley to identify who all have already completed this training within the division thus far, and obtain advice about whether to put a call out for volunteers or seek out recommendations.

- iv. AACDC steering committee off campus conferences:
  - 1. Texas Diversity and Leadership Conference (Houston, April 13 – 15 Houston)  
Watson will send out to the committee that Uptain is interested in attending.
  - 2. NCORE: National Conference on Race and Ethnicity (San Francisco, May 31 – June 4, 2016)  
Watson will send out to committee that he and Droleskey are interested in attending. Dawson is also scheduled to attend through a mini-grant award.
  - 3. SHRM: Society for Human Resource Managers, Diversity and Inclusion Conference and Exposition (Austin, October 24-26 2016)  
Droleskey indicated that given the endorsement from Gib Sawtelle and the location, she hopes someone from AACDC will be able to attend.
  - 4. No other conference opportunities were identified at this time.

**B. Follow ups from Recruitment and Retention Subcommittee (Droleskey, Rojo Del Busto)**

- a. Implementation next steps for Division Equity Plan
- b. Implementation of Report related to Promotions and Career Ladders  
These issues were tabled because two key members (Rojo del Busto and Dawson) were not in attendance.

**C. Clarifications on Recommendations to implement for Recognition and Appreciation Subcommittee (Droleskey)**

Droleskey said that the recommendations were approved by the Provost. She has shared several with Brandy Kosh in AABS who have responsibilities related to them. Brandy will be looking into how they can facilitate implementation. Droleskey also is presenting the summary observations to Staff Council in mid-January. Clarifications related to the Tradition of Excellence Awards were provided to Dawson for his subcommittee.

**V. New Business**

**A. Reports from Subcommittee Conveners**

- a. Benchmarking (Dudley)  
Not present to discuss.
- b. Climate Survey (Droleskey or Turner)  
Leigh has set up a facilitation group to create the first recommendations for the new Climate Survey. Recommendations will go to the leadership group via Arthur and Suzanne.
- c. Mini-Grants (Watson)  
Discussing dates for first round for the spring. Will discuss assessment piece for those that receive the grants.
- d. Tradition of Excellence New Award Criteria (Mark Dawson)  
The final meeting with the subcommittee is tomorrow. Dawson will send recommendations to AACDC via e-mail for a review. These are due to the provost on January 15. Droleskey will send out a notice about the timeline to AACDC after double-checking with Dawson on it.

**B. Proposed Revisions to AACDC Website (Droleskey)**

There is a need to work to reorganize the website so that the content is more clear and easily found by visitors. Droleskey shared a concept for organization. Watson

recommended that the website identify who all have contributed to the committee efforts. Because so many members were absent, the discussion will continue at the next meeting.

**VI. Next Meeting: February 3 , 2015, 9 – 10:30 a.m. Career Center Conference Room**

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