

MINUTES
Academic Affairs Climate and Diversity Committee
January 7, 2015
10:00 a.m. to 11:00 a.m.
Career Center Conference Room

Present: Suzanne Droleskey, Leigh Turner, Gib Sawtelle, Arthur Watson, Jennifer Reyes, Michael Caudle, Mario Rojo Del Busto

Not Present: Rachelle Dudley, Annette Shenkir

I. Approval of Minutes – December 3, 2014. Rojo del Busto moved approval and Watson seconded. Minutes were approved.

II. Announcements

A. Droleskey confirmed the time and location of the Diversity Council presentations.

III. Old Business

A. Supervisor Meeting Follow-ups - Droleskey informed the AACDC about the status of the “at will employment” and handed out a string of emails for discussion. Droleskey indicated that HR reviewed the template offer letter and advised that the supervisors should take responsibility for explaining to prospective and current employees what “at will” entails. AACDC approved the proposed idea. Sawtelle proposed that Rojo del Busto contact Janelle Ramirez and ask her to insert in the offer letter template a contingency statement pertaining to the prospective employee providing employment eligibility documentation to work in the United States. Droleskey further indicated that AACDC should let the “focus groups” and supervisors know that this matter had been dealt with. However, she suggested that the announcement should be reviewed by Janelle Ramirez first and perhaps even sent by her.

B. Feedback from Nine Additional Recommendations - Turner informed the AACDC that the recommendations had been redrafted to provide actions only for those things that we have control of. This approach was encouraged by Dr. Butler-Purry after discussion with the Provost’s leadership team, who conveyed appreciation for having seen all the initial ideas. Droleskey added that the recommendations are now split into two sections: items over which supervisors have control and items with actions that AACDC can take. Rojo Del Busto discussed the first consideration of the December 15, 2014 draft and proposed deletion of the last part of the sentence. After a discussion among the members of the AACDC it was agreed to modify the last sentence to better explain the due process portion of it. Modifications to the first consideration are due by January 9, 2015.

IV. New Business

- A. Review of Diversity Council Presentations - Droleskey handed out a draft of the Diversity Council presentation for Dr. Butler-Purry and Mr. Pettibon for review and discussion among the AACDC members, who suggested insertions and modification in several of the slides. Likewise, Droleskey handed out a draft of the one page handout that will be distributed together with the presentation. AACDC members provided corrections to some of the department names listed in the handout. Sawtelle, Watson and Reyes asked to have more time to provide further comments. Droleskey invited all members to provide comments to the presentation and the handout by January 9, 2015.

Droleskey brought to the attention of the AACDC the observation that there is a small number of photographs depicting visually detectable diversity themes in the university repository online that she became aware of while drafting the presentation. Turner indicated that departments in Academic Services do have these types of pictures, and there may be an opportunity for all to share such photos in a common repository.

B. Reports from Subcommittees

- Benchmarking – Dudley was absent from meeting
- Climate Survey – Turner reported that there was a great response to the survey. 56% overall response and 4% more males responded this time as compared to the last survey. Turner also reported on several other preliminary findings that had not yet been confirmed.
- Mini-Grants – Watson informed the group that the subcommittee received feedback on the proposals and changes were made. The application and the proposal will be sent out next week if everything is fine. He further indicated that the entire proposal/application package will be handled on-line. The due date for the applications is February 13, 2015, and these will be judged by mid-March.
- Recruitment/Retention – Rojo del Busto had no significant updates. The subcommittee is still working as planned.

- C. Review of “Respectful Communicator” DVD – AACDC reviewed the film, “The Respectful Communicator” and briefly discussed its potential impact on viewers. Caudle handed out several documents that he had crafted for use post-viewing of the film in a training session and invited AACDC to provide feedback on them. In addition he shared a handout he had developed that provided a listing of all on campus training resources for supervisors through several campus entities including EOD and the Office of the Provost. Part of Caudle’s role in AABS is to offer a number of training opportunities to the Division, and he will be using the DVDs he is sharing as well as other training programs he has developed to accomplish this. Some of these new options are included on the list of campus training resources for supervisors.