

Minutes
Academic Affairs Climate and Diversity Committee
March 2, 2016 9 a.m. – 10:30 a.m.
Career Center Conference Room

Present: Elizabeth Bledsoe, Mark Dawson, Suzanne Droleskey, Mario Rojo del Busto, Leslie Uptain, Arthur Watson

Not Present: Rachelle Dudley, Annette Shenkir

I. Approval of Minutes (Watson)

Minutes from the February meeting were not sent out. Holding the approval of the February minutes until the next meeting.

II. Announcements (Droleskey)

A. Website Revision Update

Nancy Sawtelle has completed the website revisions with the exception of the subcommittee rosters by year. These will be up shortly.

B. Presentation to DOC rescheduled for March

Droleskey & Watson will present on March 28 at 3:30 pm using outline of info AACDC approved in February.

C. Posters for Climate Conference

Droleskey shared the posters created by graduate assistants. Droleskey will present for half of the conference and Dr. Kristin Harper will present the other half on the hiring practice poster. Ms. Shelpe Hegde will present the recommendation and appreciation poster with support from Droleskey for the 2nd part.

III. Old Business

A. Budgeted Projects

a. Summer Supervisor Meeting 2016 (Uptain)

Uptain will meet with Droleskey, Rojo Del Busto, and Bledsoe to begin initial planning

i. Possible topics

Committee members should send recommendations to Uptain. Additionally Uptain will look through recommendations from Recognition & Appreciation subcommittee and the Recruitment & Retention subcommittee to create a list.

ii. Advisory Group

b. Manager Training (Droleskey)

i. Types of training that may be offered and When to offer: separately, as part of supervisor meeting/both

AACDC will think about this more and plan for the future. A question will be added to the supervisor's survey to ask what type (e.g.: conflict/resolution, possible ideas from climate survey, 7 languages of appreciation in the workplace). If the response is not great, we will garner feedback from supervisors at supervisors' meeting this summer.

c. Mediation Training (Watson and Dawson)

i. Potential invitees (high numbers of supervisees/high conflict areas)

ii. Division managers who have already been trained

Watson reported from his meeting with Dr. Stanley. Stanley encouraged us to contact Dr. Nancy Watson. She also counselled that we invite participation vs. target specific individuals. Arthur Watson will contact her, schedule a meeting to discuss. He will report back to AACDC in April meeting. Dawson reported that all HR Liaisons will take the training.

IV. New Business

A. Reports from Subcommittee Conveners

- a. Recruitment and Retention (Rojo Del Busto)—No Report
- b. Benchmarking (Dudley)—Dudley absent, No Report
- c. Climate Survey (Droleskey or Turner)—See notes from Provost Leadership Team (C below)
- d. Mini-Grants (Watson)—Watson reported that the deadline for the grants was Friday and his subcommittee would make decisions for spring 2016 by the end of March.
- e. Tradition of Excellence New Award Criteria (Mark Dawson)—The ALT has approved the subcommittee recommendations, with minor revisions. Droleskey handed out the recommendations that were submitted.

B. Draft of Supervisor Survey about Career Ladders/Promotion (Bledsoe)

The steering committee discussed the survey. Particular attention was given to questions about career ladders. At Rojo Del Busto's and Dawson's suggestion, it was decided to table the questions about career ladders until we learn more about the System Pay Plan, which is new. It was also decided to change survey focus and add questions about working titles and suggestions for manager training. Bledsoe will edit and bring back to the group.

C. Feedback from AACDC Liaison on Projects (Watson and Droleskey)

Droleskey and Watson shared feedback from ALT. They were amiable to the recommendations given by focus group and gave feedback through the liaison, Joe Pettibon. Droleskey and Watson handed out the email Pettibon sent with regards to focus group recommendations. AACDC discussed adding some clarifying language, and will begin the implementation process as soon as the language is added to the Climate Survey Report so the report can be finalized. Discussion will need to ensue about how to share the results and begin implementation. Dawson volunteered to discuss with HR information about what may be possible in relation to the training options and provide input in April. Finally, the ALT liaison confirmed that Gib Sawtelle's department is no longer in the Academic Affairs reporting line so he will no longer be a liaison for AACDC.

D. Budget (Watson)

Watson shared the budget with the team, via spreadsheet from AABS.

E. Committee "retirement" process (Droleskey)

- a. Who needs to do this?
- b. What needs to be done
Droleskey described the process of Certificates and letters of appreciation for subcommittee members when their time is complete on the committee. Droleskey will

create both for Dawson's, Dudley's, Rojo-Del-Bustos's and Turner's subcommittees if they will provide supervisor information. Pettibon will be asked to sign the letters. Then the committee chairs can send them and the e-mails to the committee members.

V. Next Meeting: April 6 , 2015, 9 – 10:30 a.m. Career Center Conference Room