

**Academic Affairs Climate and Diversity Committee**  
**Minutes from**  
**March 4, 2015 Meeting**

**Members present:** Mike Caudle, Suzanne Droleskey, Mario Rojo del Busto, Leigh Turner, Arthur Watson, Rachelle Dudley, Gib Sawtelle (liaison), Annette Shenkir (liaison)

**Members absent:** None

**I. Approval of Minutes (Turner)**

Arthur Watson moved to accept; Reyes seconded; all approved.

**II. Announcements**

- Deadline to register for Community Respect Seminar is today – March 4, 2015
- Climate Matters Conference scheduled for next week, March 9-10, 2015

**III. Old Business**

**A. Supervisor Meeting Follow-ups**

Droleskey reported that the HR “at will employment” explanation letter from HR was forwarded to Brandy Kosh to share on the AABS listserv. Caudle indicated he would check on its status.

**B. Status of Nine Theme Recommendations – Common Themes**

Turner reported the revised version submitted to Dr. Butler-Purry has now been approved. A discussion ensued among the group about what the next steps would be. As part of this discussion, Caudle was noted as having responsibility for many of the action items.

Caudle noted that he was already collecting information about training activities, including Team Building, Mentoring, and New Supervisor Orientation information he asked for input on. AABS’ website will eventually have a location to display a list of these and other tools for supervisors to utilize.

Droleskey volunteered to convene a short term subcommittee related to reviewing awards opportunities. Shenkir will send Droleskey the Division of Research Staff Award information and volunteered Kim Williamson to serve on the one-time review committee.

It was agreed to send the regular message to all employees of the Division of Academic Affairs one time a year. Caudle will ensure that it is sent out each September.

**C. Certificates (Droleskey)**

Certificates were approved to move forward. Droleskey distributed a list and asked if anyone on this list in an AACDC member’s unit could be reviewed to note the supervisor’s name. The supervisor’s name will be on the letter to the employee.

**IV. New Business**

**A. Reports from Subcommittee Conveners**

- Benchmarking (Dudley) – Dudley raised concerns about the amount of time required for the remaining review of other institutions’ Diversity Plans and climate surveys. AACDC

suggested she ask the members if they are willing to continue serving given this uncertainty.

- Climate Survey (Turner)
  - The quantitative analyses of the survey data is ongoing but this should be completed shortly. Have yet to begin qualitative analyses, but Jennifer Reyes is heading this up and Leigh plans to reach out to AACDC members and focus group participants to solicit volunteers. She also encouraged those AACDC members to share this opportunity with their subcommittee members.
  - Leigh reiterated that the survey netted a 59% response rate.
  - She also stated that the survey results and responses from staff members of the VP-Research and for University Libraries were provided to Annette and to Pixey Mosley, respectively. These staff members inadvertently received the survey when it was administered because these units were included in the BPP's Academic Affairs category.
- Mini-Grants (Watson) – Watson reported that there are four mini-grants applications received so far. The deadline is Friday, March 6<sup>th</sup>.
- Recruitment/Retention (Rojo Del Busto)
  - Data promotions granted
  - Analysis – identifying specific individuals
  - Anonymous – will have to ID pins
  - Focus one gender and age
  - Maybe the University needs to hire a consultant to proceed further?
  - Very difficult task
- FYI – how do we report this data? Mario will bring to next meeting

**B. Review of “Ouch That Hurts” DVD (Caudle)**

This was an overview of the type of program available from AACDC. Four members (Reyes, Watson, Caudle, and Shenkir) were able to remain after the meeting to review the DVD