

**Academic Affairs Climate and Diversity Committee**  
**October 5, 2016, 9 – 10:30 a.m. Career Center Conference Room**  
**MINUTES**

**Members Present:** Suzanne Droleskey, Catherine Roueche-Herdman, Mofie Thomas, Annette Shenkir, Elizabeth Piwonka, Arthur Watson

**Not present:** Mario Rojo-Del Busto, Rachelle Dudley

**Guests:** Brandy Kosh and Bill McGlothlin,

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

The motion to approve the minutes was given by Thomas and seconded by Roueche-Herdman. Motion passed.

**II. Supervisor Training Efforts (Shenkir)**

A. Guests: Brandy Kosh and Bill McGlothlin

B. Final 2012 Climate Survey Recommendation:

“AACDC will work with Employee and Organizational Development (EOD), the Academic Affairs Business Services Office (AABS), and key supervisors in the Division of Academic Affairs to identify a recommended slate of training courses to provide consistent training for new supervisors entering the division ranks. This has already been discussed with AABS.”

Jeannie Laird and Mark Dawson started on a journey by completing the EOD Certificate Program on Supervisor Essentials and Diversity and Inclusion in the Workplace. They formed a focus group of division supervisors to discuss what classes were relevant to Academic Affairs. One possibility is that Academic Affairs can partner with EOD on a certificate program that is tailored to the supervisor needs of Academic Affairs. Content can be added or deleted to fit our specific need. AABS is considering adding more content to the resources tab on their website as a place supervisors can go to get information. AABS will be hosting monthly meetings that are relevant to Academic Affairs. They will be partnering with various groups around campus to provide meaningful content to Academic Affairs staff. The working group is going to be reactivated (Bill McGlothlin, Brandy Kosh, Elizabeth Piwonka, Kim Williamson, and Annette Shenkir) to finalize a draft slate of courses that AA supervisors would be recommended to take. This group is meeting next week and hope to have recommendations ready for AACDC review in the next 4-6 weeks. One recommendation could be a Supervisory Mentor Program or a time line of trainings similar to the Vanderbilt model. Droleskey noted that recommendations would come first to AACDC and then be taken from AACDC to the Provost for review and approval. She also noted that this is the last of the 35 recommendations from the 2012 division climate survey to be implemented.

**III. Announcements (Droleskey)**

A. Upcoming deadlines for Accountability Reports:

- Noon Oct. 21 (Friday) -- Individual office reports due to AACDC representative (if the rep creates the unit report and gets it approved by the unit leadership) –
- Noon Nov. 3 (Thurs) -- Unit Reports and subcommittee updates (Equity, Climate, and Benchmarking) due to AACDC compiler(s) for rollup  
Suzanne will be out of office but checking email.

**B. Liaison Update**

Joe Pettibon is our liaison to the Provost. 1.) He requested that the data from the supervisor survey be broken out into length the employee has been a supervisor. New supervisors wanted to know the rules and be involved. Across all supervisors they feel we have a problem with equitable, consistent, and transparency. Our liaison is going to look into this.

2.) The Liaison also asked for an assessment of the mediation training. Piwonka and her group are going to help facilitate a survey. Droleskey presented a draft of potential questions and will send that to Piwonka.

C. New Roster uploaded on the AACDC website with Piwonka's name change.

**IV. Old Business**

**A. Mediation Training (Watson)**

1. Status of invitations to unit attendees; any remaining seats?

4 or 5 seats remaining. Roueche-Herdman will send out an e-mail inviting all supervisors to apply for the remaining seats on a first come-first served basis. AACDC members should all send to Watson a list of attendees by noon Friday (10/7) so he can send the names to the facilitator.

2. Shared workload; who is doing what?

Many members volunteered to help with the work on the list. Arthur requested help to rework case studies. If members have any modifications/new cases send those to Annette by 10/14. Additional two-day training may be available to complete the certification. This cost would be on the employee. A second session for mediation training is going to be set for spring or summer.

**B. Recommendation Follow-Up Chart Walk Through**

1. Career Ladder and Promotion Review (Fall 2015) (Rojo Del Busto)

Tabled

2. Equity Matrix (Watson)

Tabled

**C. Red Flag Report Update (Thomas)**

A preliminary chart was presented to the committee. After discussions on formatting and content, changes will be implemented and a new version will be presented at the next meeting.

**V. New Business**

**A. Reports from Subcommittee Conveners**

1. Recruitment and Retention (Rojo Del Busto)

a. Status of HR information

b. Reformation of committee

Tabled

2. Benchmarking (Dudley and Shenkir)

Some edits will be made to the report presented. Subcommittee will send data by weeks end to facilitate conversations in units about the accountability report. They will

also think about potential benchmark options from the handout that Droleskey presented, drawn from the earlier benchmarking subcommittee report.

**3. Mini-Grants (Watson)**

Kristen Harper will chair this sub-committee. A call for proposals will be coming out soon. Watson will send Droleskey an updated roster for the website.

**4. Hiring Process Review Subcommittee (Droleskey)**

The subcommittee is making progress. There are two studies: compare 2013 and 2016 data to see if interventions worked. Look at the data from all 2016 to get a new baseline. They spoke with DARS to ensure use of accurate data sampling techniques and review processes. Next step, the committee will meet again to “norm” and start reviewing files.

**5. Idea Contest (Roueche-Herdman)**

Stephanie Matlock will chair this subcommittee. More info to come.

**VI. Next Meetings: November 2 and November 16, 2016, 9 – 10:30 a.m. Career Center Conference Room**