

**Academic Affairs Climate and Diversity Committee**  
**September 7, 2016, 9 – 10:30 a.m. Career Center Conference Room**  
**MINUTES**

**Members Present:** Suzanne Droleskey, Mario Rojo-Del Busto, Catherine Roueche-Herdman, Mofie Thomas, Annette Shenkir, Rachelle Dudley, Elizabeth Piwonka

**Not present:** Arthur Watson

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

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

**II. Announcements (Droleskey)**

- A. **Nov. 16 meeting 9 – 10:30 a.m. is added to the schedule** – Career Center Conference Room.  
Please add to your calendars. There are two November meetings and this one will be used to walk through the accountability report prior to submission.

**III. Old Business**

**A. Mediation Training (Watson)**

1. First training date will be Nov. 2, 3, and 4 (must attend all three days, 8 – 5 p.m.)  
Tentatively reserved large space on 8<sup>th</sup> floor of Rudder  
There is a long list of tasks to be completed prior to the date of training. Send Watson a list of the tasks you are willing to complete.
2. Notification of Cohort members by AACDC representatives  
Committee members will send email invite to individuals within their respective units with response deadline of Friday, Sept. 23. If original individuals respond negatively, the AACDC member is welcome to ask someone else in their unit to fill the spot. Allocation of remaining seats will be discussed at Oct. meeting or before via e-mail.
3. If someone cannot commit to these dates, need to wait for second iteration.

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

1. Career Ladder and Promotion Review (Fall 2015) (Rojo Del Busto)  
Tabled
2. Equity Matrix (Watson)  
Tabled
3. Climate Survey 2012 (Droleskey)  
Only remaining item is to identify recommended training courses for new supervisors. Shenkir met with Brandy Kosh and Bill McGlothlin to discuss this. Thomas will invite both to the next meeting for further discussion (including tracks for new versus continuing supervisors and the recommended time-frame for completion).
4. Climate Survey 2014 (Roueche-Herdman)  
Remaining items – track completion of staff discussions on survey results (email follow-up to directors for completion confirmation)

-engage/hire faculty member to facilitate next climate survey (suggestions are Mindy Bergman, Jeff Froyd, or other Social Sciences professor). Rojo del Busto will bring back some suggestions of other faculty to consider. This is a paid position and funding is budgeted.

-develop diversity/inclusion training program. AABS can track course completion and will assign the EOD online Intro to Diversity & Inclusion course to all AA staff who have not completed prior to January 1, 2016. This will likely be done prior in early November 2016. AACDC will notify supervisors prior to course assignment. Roueche-Herdman and Thomas will create the notice to supervisors regarding the course assignment. Droleskey has an initial draft to send to them for some edits based on discussion. Thomas advised that it should be sent to all staff vs. only to supervisors so that everyone is aware of it and we are not dependent on supervisors to forward it. AACDC agreed that this is a good plan.

-develop and market "Guide to Promotion" (Dudley will share information from Gib Sawtelle regarding a meeting he used to conduct related to ensuring employees understood their obligations about how to position themselves for potential raises and promotions. This will be another topic of conversation with AABS representatives at the October meeting. Details on the System-Wide Pay Plan should be distributed later this week)

**C. Supervisor Meeting** (Roueche-Herdman and Bledsoe)

1. Follow-ups to those who did not attend? Yes, with links to information on AACDC website and excerpts from the evaluations. Roueche-Herdman will draft this.
2. Final budget numbers. Budget should be increased to \$4000 for future supervisor meetings based on the number of supervisors we now have.

**IV. New Business**

**A. Reports from Subcommittee Conveners**

1. Recruitment and Retention (Rojo Del Busto) No report at this time
2. Benchmarking (Dudley and Shenkir)  
Data in draft from UT, UFL, Penn State and Purdue. Suggestions to combine "Nonresident Alien" and "International" numbers and move "Declined to Specify" near "Not Specified." We should have highlights/bullet points from the data to review next week that will be sent via e-mail. Droleskey recommends that we review the Benchmarking Subcommittee Report from January 25, 2016, in concert with this data since the accountability report asks not just to relate data points but also to discuss strategies related to what peers do and what we do for recruitment, retention, climate, and equity. She also noted that we have some climate information usable from the Recognition and Appreciation subcommittee report, with the action having been to improve the Tradition of Excellence Awards and sharing with supervisors the many types of rewards used across the peer institutions. But, individual units will want to consider whether they need to collect information from other peers about this.
3. Climate Survey (Droleskey and Thomas)
  - a. Tracking training for required trainings – draft e-mail to supervisors (already discussed in earlier conversation above.
  - b. AABS -- recommendation of supervisor trainings

Brandy Kosh and Bill McGlothlin to be invited to next meeting for discussion

- c. Does Wellness initiative relieve us of some recommendations? AACDC determined that this does complete the recommendation and we will not pursue it further.

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

Tabled

- B. **Red Flag Report** (Thomas) Droleskey reminded AACDC that this report is the one we are obligated to do given the results of the Recruitment/Retention subcommittee report from Fall 2015. It will track promotions by race and ethnicity and departments to “red flag” where there may be potential inequities. Thomas is working with Kelli Holt on this report and feels it may be available for the next meeting. Shenkir is aware that she will have to duplicate the process for VPR’s data.
- C. **Sending AABS Announcements** (Droleskey, Thomas) Brandy Kosh suggested AACDC develop our own listserv for supervisors because AABS doesn’t have all supervisors on a listser. After discussion, Piwonka noted that it will be difficult to do upkeep on that type of listserv. Thomas suggested that we send items out to ALL staff in Academic Affairs. Emails to supervisors can be distributed via ad-hoc requests and AACDC will request those from AABS and the VPR’s office when needed.
- D. **USC Representative email Request to Rojo-Del Busto (Droleskey)** Suggestion was to request additional information from sender because the request was somewhat vague and AACDC is not sure how to address.

**V. Next Meeting: October 5, 2016, 9 – 10:30 a.m. Career Center Conference Room**