March 4, 2020  
Rm. 318 A, Jack K. Williams Bldg.

Meeting Minutes

Members Present: A. Watson, A. Shenkir, P. Alexander, D. Polk, M. Thomas, A. Scott, G. Cunningham

I. Approval of Minutes (Watson)
A. Shenkir asked to strike 11E from the minutes of the previous meeting. After no other corrections, M. Thomas moved to approve the minutes with the correction. A. Shenkir seconded. Motion passed.

II. Announcements (Shenkir)
Shenkir introduced the newest steering committee member from the Division of Research, Amanda Scott.

a. The representative from PPO has not yet been determined/

b. Reminder (see meeting agenda)

c. Website Update: Shenkir will send out shell of website to steering committee for review.

d. May 13, 5:00-6:30 pm-NCORE Reception—please RSVP to Cathy Netterview

III. Old Business

a. Budget Report (Watson)
Watson suggested that AACDC pay all expenses associated with the Ouch Training. Watson will send out the budget plan so that all members are aware of how our budget was allocated for FY 20.

b. Recommendation Follow-ups
Still awaiting feedback from leadership

c. Remaining follow-ups
i. Report coming in May/June on advertisements in Diverse Issues in Higher Education

ii. Mini-Grant report on impact complete

d. Training Opportunities
i. Mediation Training is scheduled for March 30-April 3; All seats are reserved and there is a waiting list. Since there are only 3 on the waiting list, Watson will ask if those 3 can participate anyway

ii. Ouch That Hurts—was held Feb. 25. Awaiting feedback from assessment.
iii. **Administrative Issues**
   1. Draft guidelines for subcommittees awarding funding (Alexander)
      a. To be discussed at the April Meeting
   2. Follow-up from Diversity Poster Gallery (Watson)
      a. Brief discussion on diversity poster day. Most of the feedback was positive

IV. **New Business**
   a. **Reports from Subcommittees**
      i. Climate Survey 2017—still awaiting leadership approval
      ii. Climate Survey 2020—no updates; Cunningham will supervise graduate students in analyzing the data. They will receive a stipend from AACDC
      iii. Benchmark Subcommittee—no report
      iv. Mini-Grants—call went out for spring; awaiting award notifications from subcommittee
      v. Idea subcommittee
         Alexander will bring the rubric to the next meeting. Discussion about having a two rubrics (one for part one and the other for part two). Discussion to add supervisor approval question to the form.
      vi. Recruitment and Retention
         There will be a meeting with Scott Bauer to look at report Wes Wynn put together.
      vii. Supervisor Subcommittee
         Recommendation to have someone from Flourish Office attend and discuss the Flourish program
      viii. TOE Award Change Review
         Discussion about what “Above & Beyond” means and how we need to better articulate this.

b. **Next meeting—April 1, 2020**