Present: Droleskey, Watson, Stoker, Williamson, Thomas, Cunningham, Alexander, Owen
Absent: Shenkir, Murphy

I. Approval of Minutes (Watson) Owen motioned to approve. Droleskey seconded. No changes needed.

II. Announcements (Droleskey)
   A. Feedback from ALT re: exit survey draft (which will now be handled by HROE):
      - Overall, there was a thought to frame the survey more positively to frame as how can we
        as an institution improve rather than more of what we did wrong?
      - Consider questions like “What could we do to improve? What could we have done to keep
        you? Would you recommend us to others?”
      - Questions 12 and 13 need to be reworked as there is concern about the legal implications
        of responses. Can it be less legalistic?
      - Add a question – “Would you like to talk to someone in person about your experience?”
      - Remove the Reporting Options and Anonymous Reports as it gives the feeling that we
        think people leave for only negative reasons and need to report.
      - HROE needs to manage and make sure the data collected is actionable at an appropriate
        level.

      Owen will share the above with Scott Bauer at HROE.
   B. Edit to Diversity report: Changing “Sex” to “Gender” was the only comment.
   C. Co-Chair rotations coming up: Droleskey (January 2020); Watson (January 2021)
      - Droleskey will rotate off and stay until February 2020 as requested by the liaison to
        coincide with the meeting of the Council on Climate and Diversity. Watson will be rotating
        off in 2021. Discussion on duties and experiences of the chairmanship roles took place.
        Droleskey noted that there is a member considering taking on the chairmanship when she
        steps down, but urged others to learn more about it. She agreed to send information
        about Diversity Operations Committee expectations since the co-chairs serve on that
        committee as well.

III. Old Business
   A. Budget Report (Watson)
      1. Final Budget
      2. AABS clarifications – Tradition of Excellence
         1. Association of Former Students will fund these awards. The first year the awards
            were taken out of the AACDC budget (the overage). Now we can re-budget the
            categories to have more funding in needed areas. This explains the carry forward
            from year’s prior.
      3. NCORE funding Award Letter
         1. Add Provost and Executive Vice President and Diversity Office funding. About 30
            people.
            1. Cunningham motioned to approve. Droleskey seconded. Update to
               budget. Add $2000
         2. Update Undergraduate studies to $4000 on form and add the full account
            number.
3. Thomas will update form.

B. Recommendation Follow-Ups
   1. New Required Diversity Training Announced; therefore, all existing, approved recommendations have been implemented.
   2. We are still waiting for two sets of recommendations to be approved from subcommittees.

C. Remaining Follow-ups from ALT meeting
   1. Advertising for diverse candidates – Recommendation completed: AACDC will need to check in May/June how well it is working. Owen will follow-up and AACDC will decide at that time if we should continue.
   2. Mini-Grant report on impact (Watson)
      1. Add a brief summary to the beginning
      2. Add to website after it is final
   3. Once the above are completed, the recommendations are fully implemented and this item can come off the agenda.

D. 2019 Accountability report Issues (Droleskey)
   1. Status – submitted on time. Watson was complimented for his efforts in drafting the document.
   2. What did we learn?
      - Next year we will not need to gather benchmarking data.
      - The format has changed over the last several years. Usually we know sometime in the summer what the report will look like.
      - Cunningham felt that the report was a little reactionary. The categories have been the same for the last few years. Droleskey said that the categories have been constant for about 4 years and the idea about how the strategies move the needle don’t change. She and Watson recommended that focusing unit conversations on strategies selected by the unit and keeping those conversations occurring throughout the year will keep the momentum going in non-benchmark years.
      - Williamson proposed that NCORE information be moved to a different section in the future.

F. Training opportunities for FY 2020
   1. Mediation Training scheduled for October 7 – 11 – report (Watson)
      1. Completed. Survey sent out to gather feedback from the training. 11 of 14 people responded. The feedback was generally good. Watson said that feedback will be shared with trainer to improve quality of the program.
      2. Stoker presented first hand experiences to the group. The quality of the material was good. Presentation of the material was not as good. The biggest drawback were the examples. The trainer used case studies that were tailored to examples in higher education that Stoker felt were better resolved by supervisors vs. sending someone to mediation. Watson noted that the people attending were supposed to be supervisors and learning how to mediate these conversations themselves. Advertising needs to be clearer that these are skills to take back and use before sending supervisors to mediation.
2. Ouch That Hurts – Spring 2020 (Williamson)
   1. Potential to happen late March- April. Watson suggested February could work better for attendance. He will look up survey information from supervisors to determine what the best time in spring would be.

G. Subcommittee Issues
   1. Draft Guidelines for Subcommittees Awarding Funding (Alexander)
      1. No update at this time
   2. Hiring Practice review Sub-Committee - anyone willing to chair?
      1. Should be launched in Fall 2020 for the Hiring Practice review.
      2. Stoker will chair. Droleskey will be a member.
   3. Anyone willing to help with website upkeep or certificates?
      1. Droleskey presented a layout of a new website format. This is necessary before the holidays because the Provost is launching a new website. Approved to move forward.
      2. The communications group developing the new site has requested that we use live documents vs. PDFs. We will be changing these as time goes on.

IV. New Business
   A. Reports from Subcommittee Liaisons
      1. Climate Survey 2017 (Droleskey) – waiting on leadership to approve/edit recommendations
      2. Climate Survey 2020 (Cunningham) -- 2020 subcommittee forming; suggestion from Diversity Office to combine with theirs
         I. Partner with the larger roll out in the spring. AACDC could add on questions based on the previous survey.
         II. They will pull out Academic Affairs respondents so our subcommittee can analyze data as planned.
      3. Benchmark Subcommittee (Stoker) – report submitted to leadership; awaiting feedback on recommendations
      4. Mini-Grants (Watson)
         I. Awarded 4-5
         II. Watson will bring information to next meeting regarding the awardees.
      5. Idea Subcommittee (Alexander)
         I. The contest opened Nov 1 and closes on Dec 6.
         II. Sent information for website update.
      6. Recruitment and Retention (Owen)
         I. Two tasks have been completed (exit survey and where to post nationally). Kathleeen Speed will have meeting next month to start looking at information about resources needed by new staff. That was an initial assignment that was overcome by other tasks that were prioritized.
      7. Supervisor Subcommittee (Stoker/Williamson)
         I. First meeting already happened. They will send a roster to Droleskey to get up on the website. November 20 is the next meeting.
      8. TOE Award Change Review (Stoker)
         I. Reached out to AABS HRPR to get information. Stoker has not yet heard back. Thomas will check on this.

B. Tracking Local vs. out of area/state Hires (Owen/Cunningham)
a. Hold for next meeting

V. Next Meeting – December 4, 2019