In attendance: P Alexander, S Droleskey, T Owen, A Shenkir, A Stoker, M Thomas, A Williamson, and A Watson

Absent: G. Cunningham

I. Approval of Minutes – Stoker moved approval; Droleskey seconded. Minutes were approved.

II. Announcements

A. Watson reminded members about the Diversity Accountability Timeline
   - Draft sent to AACDC and liaison to read and comment – October 4, Friday is the original date to receive these. However, Watson will be out of town and said he would send this to members by October 7 instead.
   - Review/edit/finalize in meeting – October 9, Wednesday 9:00 – 10:30 a.m. Watson noted that if you will not be able to attend, email any comments or suggested edits to him in advance.
   - Submit report to liaison – October 14 (Monday)
   - Submit report to Diversity Office – October 28, 2019 (Monday)

B. Academic Affairs listserv updates

Shenkir noted that the VPR division, while a member of Academic Affairs, has never been included in the “All Academic Affairs” listserv. This has been resolved. For issues that may differ in processes between AABS and REBS, please still send separate emails. Williamson asked if there is a comprehensive Academic Affairs Supervisor List. There is not. Shenkir has it for REBS and Thomas noted that AABS will have one shortly.

III. Old Business

A. Budget Report (Watson)
   1. Examine proposed Budget
      1. Watson is meeting with Academic Affairs to receive clarification on the budget that we have received
      2. A Williamson and A Stoker have volunteered to cochair the Bi-annual Supervisor’s meeting
   2. Consider additions and vote on it
      After discussion among members, several modifications were suggested. Modifications will be sent out by Droleskey. They will be voted on during Oct 9 meeting.

B. Recommendation Follow-Ups
      i. Shenkir reported that the format and content have been approved by the ALT Liaison, Pettibon. It will become an annual report created by HR not just for Academic Affairs, but for the campus. It will become available for the first time in
spring 2020 and be reviewed by ALT leadership to determine whether there are inequities that need to be addressed.

ii. Droleskey requested information to be able to send a thank you letter to the workgroup members. Shenkir will send her information about who was in that workgroup.

iii. Watson will try to include the impact of this effort in the annual diversity accountability report since this recommendation from AACDC has impacted not only the division, but will potentially reach beyond the division to other units.

2. Logistics to announce New Required Diversity Training (Droleskey/Watson)
   a. Waiting for Provost's Welcome Back e-mail/program for Provost to notify Supervisors/Staff -- Droleskey/Watson will follow up with Pettibon

C. Remaining Follow-ups from ALT meeting
   1. Where to advertise for diverse candidates – (Owen)
      a. Payment to the vendor has been done
      b. Website scraping has begun
      c. Highlighted positions and features should be Manager level and up first per our ALT liaison, but the process to determine these needs to be created between AABS and REBS.

   2. Mini-Grant report on impact (Watson)
      1. At the suggestion of the ALT Liaison, the drafts were sent to Tamara Garza to be formatted.
      2. AACDC agreed that a similar request for feedback should be created for those who attended NCORE on AABS funding. Droleskey volunteered to draft a Qualtrics survey for the AACDC funded NCORE attendees from 2019.

D. 2019 Accountability report Issues  (Droleskey)
   1. Benchmarking Data -- Comparison of overall data for the division was provided to the members with draft observations. All are asked to provide to Arthur other observations and potential strategies we may need to include in the Diversity Accountability report after considering these data. Droleskey and Stoker noted similarities to the Benchmarking Subcommittee findings related to males, Asians and African Americans in the findings related to groups who don’t obtain interviews with the same frequency as others.
   2. Members are asked to bring back other ideas at next week’s meeting.
   3. Members discussed issues related to hiring that may need to be addressed at a future AACDC meeting, including relocation allowances.

F. Training opportunities for Fall 2019
   1. Mediation Training scheduled for October 7 – 11
      1. Currently 2 free seats, contact A Watson directly to have someone added.
      2. Mediation training will be conducted again in the spring.
   2. Other ideas for training were also discussed:
      1. Williamson will arrange a repeat of Ouch it Hurts training in Spring open to all staff.
      2. Williamson will chair a subcommittee to plan and implement the Biannual Supervisor’s meeting. She can also ask this subcommittee or the meeting to find out what training supervisors/managers and employees want/need.
IV. New Business

A. Reports from Subcommittee Liaisons
   1. Climate Survey 2017 (Droleskey/Cunningham) – waiting on leadership to approve/edit recommendations; 2020 subcommittee forming; Droleskey is waiting to hear about how our 2020 climate survey will work with the larger university wide survey being done in spring.
   2. Benchmark Subcommittee (Stoker) – report submitted to leadership
   3. Mini-Grants (Watson) – The new subcommittee has formed; the chair is grooming someone to take over when she departs at the end of 2019; the call for proposals is out.
      I. Recruitment and Retention – Owen noted that the exit survey submitted to leadership was shared with HR, who will fold it into one they are developing campus wide with the X-Ref service. Therefore Academic Affairs will not be completing one separately. Owen noted that he felt the decision to pursue this at the university level was assisted by the exit survey requested by the Provost for AACDC’s subcommittee to create. Shenkir stated that this Exit survey will not be anonymous because it is otherwise impossible to take action to rectify problems. Williamson asked what measures may be taken to ensure that people feel safe to provide input. Shenkir will investigate further.
   4. Idea Subcommittee
      I. Alexander reported that Angela Allensworth will chair. First meeting Oct. 16
      II. Discussion about questions related to being on the subcommittee and being able to submit application took place via email. This also arose with the mini-grant subcommittee. Droleskey asked if AACDC should have guidelines about whether people who have submitted ideas were eligible to sit on the subcommittee. Currently, no rules exist prohibiting this. Alexander agreed to draft something for AACDC to consider at a future meeting.
   5. TOE Award Change Review
      I. Stoker noted that he was unable to find titles of people who won awards in the past two years. Thomas recommended contacting HRPR for the name and titles of people at the year of the award. Stoker may also have to contact REBS for any people in that division.

B. Subcommittee Membership
   1. Droleskey noted that we have two volunteers for the Hiring Practice review Sub-Committee and we will need someone from AACDC to lead that effort. She asked AACDC to think about whether one of them would like to be involved with that.
   2. Williamson asked for help identifying supervisors for the supervisor subcommittee. Droleskey will follow up with her on that.
   3. Droleskey reminded AACDC that she always creates certificates/letters for those leaving subcommittees or subcommittees disbanding. She needs AACDC’s help in knowing who may need to receive these certificates/letters.
   4. Droleskey asked AACDC members to consider whether they would like to help with the process of thank yous and possibly helping to keep the website up to date. Currently she does these things.

V. Next Meeting – October 9, 2019