

**President's Commission on Diversity
Meeting Minutes - January 26, 2015**

Present: Astrid Davis, Andy Feinstein, Stacy Gleixner, Debra Griffith, Andrew Hsu, Veronica Mendoza Hand, Fernanda Karp, Carmen Lara-Kirkpatrick, Aditya Mairal, Mary Okin, Lydia Ortega, Julie Paisant, Michael Randle, Itza Sanchez, Renee Barnett Terry, and Hyon Chu Yi-Baker.

Absent: Lynda Heiden, Aaron Miller, and Meg Virick.

Co-Chair Feinstein brought the meeting to order at 10:05 a.m. Co-chair Barnett Terry introduced our new student member, Carmen Lara-Kirkpatrick.

Updates on action items:

1. **Campus Climate Survey (Meg & Lydia):** The campus climate survey is ready for distribution. The SPRI's (Survey and Policy Research Institute) preliminary proposal for conducting the students' survey was discussed. A few questions arose in regard to the distribution, marketing and outreach process. Meg will reach out to SPRI Director Melinda Jackson for clarification. Question number two was taken out of the student survey as was found to be irrelevant. The survey is slated for distribution in late February or early March.

Next Steps:

- Meg will reach out to SPRI Director Jackson to clarify survey distribution, marketing and outreach process questions, as well as cost clarification.
 - The surveys will be launched in late February or early March.
 - Stacy to ensure no other surveys are slated to go out at the same time as the campus climate survey.
2. **Spring Forum/s (Stacy, Itza, Michael, Fernanda, Mary & Aditya):** The PCD Forums subcommittee was not able to meet during the winter break. Stacy prepared and sent a written plan to the Spring Forums Sub-committee for their review/input. The subcommittee will be meeting soon and will be ready to provide an update at the next PCD meeting. Stacy reported that she did her best in trying to find dates of all of the spring campus events, to consider best date to hold the spring forum and cultural celebration, but it proved to be not an easy task. Itza has placed a hold on the Music Concert Hall as a possible venue for the spring forum.

Next Steps:

- The PCD Spring Forum subcommittee will be meeting very soon and will report back to the PCD at the next meeting.

3. **Master Plan (Lydia & Stacy):** An Update on the 22 Action Items will be posted on the PCD website the week of February 2.

Next Steps:

- Update on the 22 Action Items will be posted on the PCD website the week of February 2.

4. **Proposed Structure for Office of Diversity – CDO Position Description.** The PCD discussed the Chief Diversity Officer position description. This newly created position calls for more specific wording terminology of duties and responsibilities; required qualifications vs. preferred qualifications, etc. PCD members were asked to submit recommended revisions to Stacy by noon on Friday, January 30th. She will then reach out to our Office of Human Resources to finalize and take back to the PCD for further discussion/approval.

Next Steps:

- PCD will provide edits to the CDO position description and submit to Stacy by noon tomorrow
- Stacy to reach out to Human Resources to finalize position description

5. **Website Revisions (Astrid):** Work to keep PCD website updated continues and will be completed before the end of this week.

The meeting adjourned at 11:10 a.m. The next meeting will be scheduled for Monday, February 9, in ADM 250.