

**President's Commission on Diversity
Meeting Minutes - February 23, 2015**

Present: Astrid Davis, Andy Feinstein, Stacy Gleixner, Debra Griffith, Fernanda Karp, Carmen Lara-Kirkpatrick, Lydia Ortega, Julie Paisant, Michael Randle, Itza Sanchez, Renee Barnett Terry, Meg Virick, Hyon Chu Yi-Baker.

Absent: Lynda Heiden, Andrew Hsu, Veronica Mendoza Hand, Aditya Mairal, Mary Okin,

Co-Chairs Feinstein & Terry brought the meeting to order at 10:05 a.m.

Updates on action items:

1. **Campus Climate Survey (Meg & Lydia):** Meg made some revisions to the February 9 meeting minutes as follows: Lydia reached out to Institutional Effectiveness and Analytics (IEA) – not Survey and Policy Research Institute (SPRI). IEA is not comfortable using Qualtrics survey tool (not SPRI). They are working to do everything possible to launch the surveys by this Thursday, February 26. If this plan does not materialize, the surveys will be sent the first week of March. Stacy will prepare a draft of the email notification that will go with each of the surveys by no later than Wednesday, February 25. It was determined that the emails should go under the names of the PCD Co-chairs. Director Mike Cook from Information Technology Services (ITS) will be sending the surveys. The deadline to complete the surveys will be two weeks from the date sent. A reminder to complete the survey will be sent to everyone, even if they have responded.

Next Steps:

- Working to try to get all surveys out before the end of February. If not, it will happen the first week of March.
 - Stacy Gleixner will be preparing a draft of each of the emails that will go with each of the surveys by Wednesday, February 25.
 - Mike Cook from ITS will be sending the surveys.
2. **Spring Forum/s (Stacy, Itza, Michael, Fernanda, Mary, Veronica, Carmen, Aditya):** April 28 and April 29 were identified as good dates to hold the spring 2015 Open Forum. May 12 and May 13 were identified as good dates to hold the Diversity Champions Celebration. If anyone sees a conflict of interest with these dates, please let Stacy know by end of business day this Wednesday, February 25. Mireya will make the venue reservations. The Arthur Dunklin Awards nomination criteria/process will be adapted for the Diversity Champions Celebration. Stacy handed out copies of the Arthur Dunklin Awards criteria for the PCD's review. She asked that revisions to the nomination criteria be sent to her by end of business day on Wednesday, February 25. Part of the plan calls for both, Professor Rona Halualani and Professor Susan Murray, to be recognized for the

groundbreaking campus climate research projects led by each of them (perhaps present the Hall of Fame Award to each of them).

Itza made contact with our campus Spartan Dailey newspaper. Spartan Dailey will be reaching out to Stacy for an interview in regard to the planning efforts for these two events and the PCD overall.

Next Steps:

- Let Stacy know if anyone may find conflicts with the dates identified to hold the Open Forum and the Diversity Champions Celebration by end of business day on Wednesday, February 25.
- Spartan Dailey will be reaching out to Stacy for interview.

3. **Master Plan (Lydia & Stacy):** The Master Plan update has been completed, incorporating all that was said verbally last semester. There are no big gaps to address. They are working on the Diversity Champions Awards as well as putting in place a more formalized process for the formation of affinity groups.

Next Steps:

- Diversity Master Plan Update has been completed with no big gaps to address.
- Working on formalized process to form affinity groups.

4. **Proposed Structure for Office of Diversity – CDO Position Description (Stacy).** The Chief Diversity Officer Search process will commence very soon. The Call for nominations to serve on the search committee went out on February 17, with a deadline to submit nominations by March 3. All members of the PCD were encouraged to submit nominations to serve on the search committee. Andy will look into possibility of PCD members meeting with each of the candidates when they visit the campus for interviews.

Members of the PCD questioned why there seemed to be such a rush to have the CDO in place by this summer. Co-Chair Andy explained that President Qayoumi had made a commitment to complete the search by this summer. It was suggested that candidates be brought in for interviews in April vs. May.

Next Steps:

- Members of the PCD were encouraged to submit nominations to serve on the CDO search committee. Stacy will make the position description suggested revisions and submit to Senate Chair Heiden, to use in sending the call for nominations for serving on the CDO Search Committee.
- Fast passed search process is due to commitment to implement this position by this summer.

5. **Hate Messages on Campus (Hyon):** Hyon addressed a concern about some disturbing hate messages tagged on campus and questioned the University Police process from reporting, investigating and tracking of graffiti found on the campus. In particular, the questions came up as to how they get tracked and addressed to the larger campus community being that it happens quite frequently on the campus (or who should be the body that addresses this kind of thing to the larger community). It was decided to reach

out to UPD Chief Decena and invite him to attend the next meeting to discuss how these campus incidents are handled.

6. **Process for Approval of Ethnic Vendors for Ethnic Student Programming (Michael):** Michal addressed his concern about the approval process for bringing in ethnic food vendors to campus. SJSU's current process is a logistical nightmare with only one employee in Purchasing able to process such requests and no flexibility from Spartan Shops, Inc. Andy will look into this and report back as soon as possible.

Next Steps:

- Andy will look into approval process for bringing in ethnic food vendors to campus.

7. **Commission Appointments (Renee and Andy):** Frances Howard, University Library, was elected to serve as a faculty representative and Zain Ahmed was elected to serve as a student representative, taking Aaron Miller's seat.

The meeting adjourned at 11:30 a.m. The next meeting is scheduled for Monday, March 9, in ADM 167.