President’s Commission On Diversity  
Meeting Minutes  
11-12-07

President’s Committee on Diversity (PCD) Members  
Present: Sharful Alam, Graduate Assistant; Linda Duckett, co-chair; Michelle Washington Carter; Genine Edem, Graduate Assistant; Michael Fagin, ex officio; Kristen Halloran (undergraduate student); John Seymour; Ashley Skaja (undergraduate student); Julie Snow; Chinna Venkata Swamy Tavva, Graduate Assistant; Betty Young, co-chair

Proceedings:  
Meeting called to order.

I. Meeting Minute Approval:
   - Linda Duckett and Betty Young passed around copies of the 10-23-07 meeting minutes for approval. The meeting minutes could not be approved due to lack of quorum of members present. They will be emailed to members for electronic approval.

II. Welcome and Introductions of Undergraduate Students Attending:
   - Linda Duckett welcomed everyone, and introduced the agenda, introduced the members to the undergraduate students attending the PCD meeting. Ashley Skaja and Kristen Halloran introduced themselves. They are freshman level students enrolled in American Racial Minorities class. The students were welcomed.

III. PCD Website Development:
   - We are working with the Marketing Team to develop the PCD Website! Chinna Tavva explained to the members the plan for adding “People Committed To Diversity” biographies onto the PCD website. We want to add all PCD members’ bios and photos as the initial additions to the website. A form was passed around for members to fill out. The goal is to have a few of the biographies added to the website before the luncheon with the President to demonstrate as an example. Members will be emailed the form to fill out and send back to Chinna with a photo. If they do not have a photo, they are requested to contact Chinna. chinna-venkata.tavva@mnsu.edu Chinna will assist members in arranging to have one taken. The bio information can be posted without a photo until we receive one if needed. Members were thanked for their cooperation and support in assisting the process!

IV. PCD Membership, Representation and Terms:
   - Michelle Carter asked what had happened to the call that went out to the unions concerning membership. How are members named? Rotated? A suggestion was made for this to be addressed in bylaws.
   - Search Teams: Michelle Carter discussed the need for involvement of PCD members in search teams. Members discussed observed differences in posting when there are internal candidate applications
for positions. Questions about the procedure for public position announcements and the length of time required were discussed. Is there a difference between academic posts and union post timeframes?

- Can we make a recommendation for a PCD member or a member of an underrepresented group to sit on high level (search) committees? How are people being selected for major committees? Should there be a clear membership charge for PCD membership that addresses a requirement to participate in search committees?

V. **Top Ten Things to work toward in the upcoming year proposal:**

- Betty Young described the top items compiled to present to the President for approval to work toward in the upcoming year. Members were asked to email Betty and send comments, suggestions and input toward this list. Betty handed out the list and went through each item compiled asking for further discussion and input.

- **Application Statement:** Centralization of the application for employment with a statement of diversity on every vacancy notice. The search training that begins in January 2008 will include the new information.

- **Hiring Diversity Candidates based on Market Conditions:** The market’s supply and demand (current market conditions) will determine the market rate for hiring pay. Diversity candidates for hire are described as “underrepresented groups”, this includes all underrepresented groups.

- **Incentives for Diversity Hires:** Monetary incentives for departments and units to hire and retain candidates for three years were estimated to be $3000 and distribution will be based on successful retention.

- **Presidential Scholarships:** Five minority recipients of Presidential Scholarships for undergraduate study at MSU effective August 2008. The scholarship candidates must be at the top 10% of their class to be eligible. They are required to maintain a minimum GPA in college and contribute back to the university while on scholarship in some capacity. The scholarship is a full tuition ride without stipend.

- **Military Event on Memorial Day 2008:** An event to honor military families and soldiers will be planned in conjunction with MSU based and state based Veteran services. Dave Schraeder will assist with arranging this event and help with the bridging effort to bring information to veterans. Discussion of the amount and type of information given to veterans by MSU’s admissions and in their initiation to the university and the process of responsibility.

- **Reports from MSU Divisions, Colleges, Departments, and Units:** A uniform method of receiving reports from various areas of the university is essential. They need to be available in written form to the PCD. Accountability was discussed.

- **Diversity Action Hiring and Retention Team (DAHRT):** Implementation of a DAHRT to obtain reports from various bodies, to
evaluate the exact number of hires of under represented group candidates, and to function as a contact and referral source for employees and candidates for hire. This is envisioned as a proactive approach, an assistance team to help smooth the process, and serve as an informative body. Potentially it could become a full time position in the future. The Portland DAHRT has been the main model selected. The PCD will look at the various models at other universities, collect data, and compare with historical elements to attempt to maximize the effectiveness.

- **PCD office, Computer and Equipment Request**: A request has been made for an office and equipment for the PCD. This is a means to better utilize graduate assistant contributions and a more consistent transition of information and projects from year to year. It is a place where information can be stored and potentially be accessed as a referral source in the future.

- **Recognition Event for People Committed To Diversity**: A recognition event for people committed to diversity is being planned for next year to honor and appreciate their contributions.

VI. Betty Young asked the undergraduate students attending if they had any questions. Betty explained that the meeting they attended was focused on yearly goals today instead of student related issues, and then described several areas the PCD is concerned with in relation to students.

VII. Meeting was adjourned.