President’s Committee on Diversity (PCD) Members

Present: Sharful Alam, Graduate Assistant; Loretta DeLong; Linda Duckett, co-chair; Genine Edem, Graduate Assistant; Tom Gjersvig; Ricardo Muggli; Hahn Huy Phan; John Seymour; Chinna Venkata Swamy Tavva, Graduate Assistant; Betty Young, co-chair

Proceedings:

I. Meeting Called to Order. Meeting Agenda Approved.

II. Meeting Minute Approval:
   o Meeting minutes have not been able to be posted on the website because of lack of a quorum for approval. Electronic approval was attempted through emailing members, but the response to approve was limited. An electronic approval procedure needs to be developed.
   o Meeting minutes will be emailed out to all PCD members requesting electronic approval. A deadline of one week will be given to provide feedback or adjustments. If there is no response after seven days, approval will be assumed by lack of response within seven days.
   o If major adjustments to content are made (not including simple wording or typo errors) to the meeting minutes, they will be re-emailed out to all members for approval with a three day response time frame. After three days, electronic approval will be assumed if there are no electronic emailed objections.

III. Pre-doctoral Discussion: Discussion of the pre-doctoral program.
   o What is the application and approval process? How often is it looked at? Who defines an “underrepresented” person? How is it defined? There are several process questions.
   o How can we address awareness of the pre-doctoral program to reach members of underrepresented groups that may be unaware of it?
   o PCD members asked Linda and Betty to invite Dr. Fagin to attend the next PCD meeting to explain the process.

IV. Bylaw Discussion: Discussion ensued on the need for PCD bylaws to define our procedures, and framework of operations. A committee was formed to begin to look at this. Committee will determine if any bylaws currently exist and look at various issues. Issues suggested were:
   o Meeting minutes approval: Add procedure for electronic approvals: (see II and IX below)
   o PCD Membership: Definition of membership and responsibilities, terms of commitment and service, staggering 3 year terms, staggering co-chair terms, membership representation across university
V. Implementation of the Diversity Plan: Committee and Workgroup Formation: Groups will give reports monthly at PCD meetings. See attached for committee priorities. Committees are:

a. Employment: Michelle
b. DAHRT: Betty, Linda, John
c. Students: Mike, Tom, Hahn Huy
d. Special Events & Awards:
   i. Memorial Day Event (Betty, Linda & Hahn Huy)
   ii. Diversity Grants & Recognition Event (Genine & Chinna)
e. Marketing & Information Website: Sharful, Genine & Chinna
f. Marketing & Information Resources: Michelle, Sharful, Genine & Chinna
g. Bylaws & Membership: Ricardo, Tom
h. Summit on Diversity: Kelly & Jessica
i. Members not assigned yet: Calvin, Julie, & Loretta

VI. Web page discussion: An example of a design for the PCD webpage was shown to the members. The page titled "Who We Are and What We Do" was distributed for discussion and input by members. Members asked for the information to be reworded and bulleted as:

What We Do:

o We serve as an independent advisory to the President concerning diversity, and provide suggestions for various changes and enhancements.
o We review, update and monitor the design, progress and implementation of MSU’s Diversity Plan.
o We pose difficult questions and invite comments from the university community.
o We are responsive to yearly charges from the President who directs our efforts according to the Presidential priority planning and vision.
o We meet regularly, publish annual reports, and inform the President of concerns and successes.
o We improve communication across campus on diversity issues, supporting an open inclusive environment that moves the diversity initiatives forward.
o We provide advocacy with our diverse populations.
o We promote an inclusive campus environment and the positive forces of a pluralistic society across the university and community.

Website Suggestions:
   i. Be careful to consider accessibility issues for people with disabilities who may be using software that is not compatible with various types of files and formats e.g. flash files
1. We will need to run our page ideas by IT and perhaps other university resources; i.e. disability services
   ii. In a listing with bullets, put the most important information first and then list the second most important last

VII. **Schedule for Spring Semester Meetings:**
   o Discussion of moving meeting dates to 8 am or 4 pm to accommodate all members. There were stated conflicts at 8 am and 4 pm was indicated as too late in the day for other members.
   o Ricardo Muggli suggested we set meetings well ahead of time to accommodate planning. The difficulty for some faculty and members to anticipate their schedule into the next semester was discussed.
   o Discussion of setting meetings on the same day of the week and at the same time consistently; i.e. 9 am on the second Monday of the month.
   o Genine will send out requests to members for times they are NOT available during spring semester for now. Scheduling meeting will be added to the agenda for the next PCD meeting in January.

VIII. **Initial Work Group Committees:**

IX. **Schedule for upcoming meetings:**
   o **How can we improve attendance?** Discussion of options for improving attendance at PCD meetings.
     i. Can we require people to attend a certain number of meetings a year- or if they miss a certain number have replaced?
     ii. Should this be set as a number can be missed in a year or term? What if they have a reasonable excuse; illness, etc.?
     iii. Can we explore accountability, perhaps requiring notification of missing and/or a proxy replacement? Is there a need to notify the union?
     iv. How can we address this issue with new and existing PCD members? Should responsibilities be better defined?
   1. **Bylaw committee work group will explore options for:**
     a. Defining responsibilities as PCD members:
       i. Meeting attendance, arranging proxies, and giving notification
       ii. Role as a multiculturalist; representing the union, university, and all areas of workflow. Representing and advocating for members in and out groups, with prominence given to advocational role of groups they do not belong to or identify with e.g. person with disability.
       iii. PCD members as global thinkers.

X. **Meeting was adjourned**
Committee Priorities and Work Plan

I. EMPLOYMENT--*Michelle
A. Application Processes
   • Centralization of applications (consistency for Twin Cities publications -- Asian American Press, Spokesman Recorder, Lavender, La Prensa and The Circle)
   • Statement on all vacancy notices (see example)
     o Qualifications: a demonstrated commitment to fostering a diverse working and learning environment
     o To apply: submit information on how you value and can contribute to the diversity of our campus
   • Special education (for these initiatives) included in search training starting January 2008
   • All search committees for cabinet and extended cabinet positions to include representative member from President’s Commission on Diversity

B. Market conditions for diversity candidates (immediately)
   • Explore rules and regulations with MnSCU, MN Office of the Attorney General

C. Incentives for departments/units for diverse hires, January 2008
   • $3,000 a year to units for up to three years based on successful retention
   • Part of search training

II. DAHRT—*Betty, Linda and John
A. Diversity Action Hiring and Retention Team
   • Paid position by August 2008
     o Position description in place by February 2008
     o Identify office space by August 2008
   • Charge and membership by February 2008
   • All reports of campus activities and events dedicated to promoting diversity should be submitted to the DAHRT Office

III. STUDENTS-- *Mike, Tom, Hahn Huy
A. Presidential Scholarships for underrepresented students
   • In place by August 2008
   • Number should reflect percentage of MSU Mankato population

B. Pre-Doctoral Programs, one per college/division, in place by August 2008

IV. SPECIAL EVENTS and AWARDS
A. Memorial Day Military Event, May 2008 (collaborate with Bob Hoffman) *Betty, Linda, & Hahn Huy
   • Activities and events for soldiers and families
   • Special programs in place by August 2008
     o Planning group in place by January 2008
     o Establish student recruitment goals and plan

B. Diversity Grants-- *Genine & Chinna
C. Recognition event for People Committed to Diversity, plan in place by May 2008-- *Genine & Chinna

V. SUMMIT on DIVERSITY-- *Kelly & Jessica

VI. MARKETING and INFORMATION
A. Website Development--*Genine, Chinna, & Sharful
B. Calendar--* Genine, Chinna, & Sharful
C. Articles—* Genine, Chinna, Sharful & Michelle

VII. BY-LAWS/ MEMBERSHIP—*Ricardo & Tom
A. By-Laws
B. Representation, Terms of Service, Rotation of Chairs
   See meeting minutes from 12-3-07