

**Equity and Inclusion Advisory Committee**  
Minutes  
January 16, 2020

**Present** – Felipe Fiuza, Adrianna Guram, Keith Johnson, Kim Maturo, Jean Rushing, Antonio Rusinol, Joe Sherlin, Laura Terry, and Phyllis Thompson.

**Not Present** –Mary Jordan

- I. **Approval of Minutes, December 19, 2019 Meeting** – A motion made by Adrianna Guram, and seconded, stated “I move that the minutes of the December 19, 2019 meeting be approved as distributed with one correction. The spelling of Mary Jordan’s name to be corrected from *Jordon* to *Jordan*.” The motion carried. In keeping with open lines of communication, the approved minutes will be uploaded to the Office of Equity and Inclusion website.

A brief discussion regarding future minutes included recording the number of attendees and those who collaborated with the department when recapping an event. A sign in sheet/guest book at events will aid in capturing participation. It was noted that having annual or bi-annual open houses may encourage more campus participation by students and others.

**Old Business**

- II. **Bylaws** - A motion made by Antoino Rusinol, and seconded, stated “I move that the Equity and Inclusion Advisory Council Bylaws be approved as written with the following corrections:
- Revise the last paragraph of Article II. Mission by deleting the word ‘the’ before underrepresented and adding an ‘s’ to population to read: “The office will collaborate with university and community partners on matters associated with equity and inclusion to foster relationships and advocate for underrepresented populations.”; and
  - Revise Article V. Section 5.03 Responsibilities of the Members by deleting the following from the last sentence “of the College of Medicine Dean’s Diversity Council”.

The motion carried. The bylaws will be uploaded to the Office of Equity and Inclusion website.

**New Business**

- III. **New Members** - Dr. Keith Johnson asked members to nominate future council members to include faculty, staff, students, and community members. He stated that any individual recommended must demonstrate a desire to be a diversity champion, someone who desires to move the agenda forward, further the mission and strategic objectives of the council. He

recommends that prior to nominating individuals the nominator should have a dialogue with them to determine their interest and availability to serve on the council. The length of time students serve on the council is not as important as their desire to be a diversity champion. The expectation is that students will rotate on/off frequently. Dr. Johnson instructed the council members to email names to Ms. Kim Maturo, along with the reason why they would be a good equity and inclusion advisory council member.

**IV. Search Update - Office of Equity and Inclusion Coordinator Position** - Ms. Adrianna Guram, member of the search committee, informed the council that a group of several individuals, who met the minimum qualifications, participated in zoom interviews with the search committee. Committee members are currently performing reference checks. They will meet to review the references and determine which candidates to invite to campus for an interview. The timeline is “as soon as we are able to hire someone”. An invitation to the campus community to attend presentations by the candidates, topic to be determined, to be forthcoming.

**V. New Initiative - HEED Award**

Dr. Keith Johnson shared he would like to complete a HEED award application for the University. Numerous things need accomplishing before submitting the application. Dr. Keith Johnson has requested to be on the agenda for the senior leadership retreat scheduled for early March to present this information. He will be developing a strategic plan, which will parallel with what the University needs to do to receive the HEED award. The advisory council to be provided an opportunity to review the plan. The HEED application addresses issues such as curriculum inclusion and integration, ensure that diverse companies have opportunity to bid on contracts with the University, housing, and the LBGQT community. There are already things in place such as the role of disability services, veterans affairs, adult, commuter and transfer services, women’s recourse center, multicultural center international programs, and programs that address first generation students such as the TRIO and bridge programs, all of which will play a role in completing the application. There will be a need to show more cohesion, purpose and intention with all of these components. Additionally, the application asks questions about the makeup of employees and leadership. The discussion lead to the topic of ensuring that the actions that the HEED award recognizes become the intentions of the University. The HEED award should be the byproduct of what a University does in all areas such as increased graduation and retention rates, recruitment, mentoring, preparing students for lifelong success, etc. Collaboration with other units across campus, as well as members of the community, is beneficial to all parties to demonstrate commitment to equity, diversity and inclusion. A big challenge is change. The goal is putting something in place that will last to continue building connections and collaborations.

Dr. Keith Johnson shared that a committee organized to create a LBGQT Center on campus, will meet to determine a timeline, name for the Center, staffing model, budget, etc. He also commented that if other centers, such as the women’s resource center, would like a specific name notify him so he could initiate a discussion with Dr. Noland.

- VI. Lunch and Learn Sessions** - Dr. Felipe Fiuza and Ms. Adrianna Guram will switch dates for their scheduled lunch and learn discussions; Dr. Keith Johnson's session has also be rescheduled to a later date in February. The flyers, scheduled classes listed under human resources, and events calendar to be updated.
- VII. Website** - An update to the Office of Equity and Inclusion website includes pictures of advisory council members. Council members are encouraged to forward to Ms. Kim Maturo items to be included in the "In the News" section such as professional achievements, conferences, events, etc.
- VIII. Next Meeting Date** – Thursday, February 13, 2020, 1:30-3:00pm

**Respectfully submitted by: Kim Maturo**