

**Eastern Kentucky University
University Diversity Committee**

Meeting Minutes

Subject: UDC Meeting

Chairperson: Belluscio, Teresa; Nnoromele, Salome

Resource: Zabawa, Debbie

Date: 2/25/2008

Start Time: 1:00 PM

End Time: 2:00 PM

Duration: 01:00

Location: Library 208

Attendees:

Allen, Jenny; Bauer, Adrienne; Belluscio, Teresa; Gilbert Kathy; Groninger, Timothy J.; Holbrook, Wyndee; King, Amanda; Moore, Sandra; Nnoromele, Salome; Scott, Tracy; Sowers, Debbie; Stewart, Kimberly; Street, James; Thomas, Deneia; Vice, Janna; Welker, Mark; Zabawa, Debbie

Regrets:

Chandra, Vigs; Cozart, Melissa; Crowe, Loni; Fifer, David T.; Fomundam, Kenneth A.; Johnson, Wardell; Matthews, Betsy; Poffenberger, Abbey; Thompson, Sherwood

Absent:

Byrn, Stephen; Cornett, Shirley; DeSeze, Perrine; Glover, Matthew T.; Johnson, Gladys; Kirkpatrick, Kristie; Parker, Jessica H.; Perera, Mayantha P.; Wallace, Clarence; Zeigler, Sara

Attendance Not Taken:

Chirumamilla, Sankarrao (Webmaster); Smith, Sharon G. (contact for Gilbert, Kathy)

Agenda:

1. Call to Order (Nnoromele)
2. Announcements (Belluscio)
3. Approve Previous Minutes (Belluscio)
4. Open issues
5. Adjourn

Meeting Summary

1. **Call to Order (Nnoromele)**

Dr. Salome Nnoromele began the meeting by recognizing there were new faces at the table. She asked if those new to the UDC would introduce themselves.

Mr. Timothy Groninger introduced himself to the Committee as being the new alternate from First year Programs. Dr. Janna Vice introduced herself, stating that she represents the Provost's Office. Dr. Nnoromele welcomed Mr. Groninger and Dr. Vice to the University Diversity Committee.

2. **Announcements (Belluscio)**

Ms. Teresa Belluscio opened the floor for announcements.

1. Dr. Nnoromele announced the AFA event featuring Mr. Paul Rusesabagina, whose life story inspired the award winning movie Hotel Rwanda. Rusesabagina's lecture is sponsored by the African/African-American Studies Program and the College of Education Giltner Lecture Series. The lecture will be held Wednesday, March 5 in the Brock Auditorium. General admission is \$15, EKU faculty/staff admission is \$10. Admission is free to high school, middle school, and EKU students. Dr. Nnoromele announced she had tickets and extended tickets free of charge to those in the UDC who are interested. She asked the Committee to pass the tickets around and that each person takes the tickets that they want. Dr. Nnoromele added that although the tickets state the start time as 7:00 p.m., the actual time of the event is 7:30 p.m. She communicated that interest in the event has been great, and several colleges have called to say they are attending.
2. Ms. Belluscio announced that Wednesday, March 5 is also the date for the state-wide Web Accessibility Symposium on March 5. Eastern Kentucky University will be hosting this event. The conference is open to anyone responsible for website accessibility. Topics will include information of interest to educators, librarians, Kentucky lawmakers, and web developers. Ms. Belluscio communicated that according to Parker Owens, Web Accessibility Coordinator at EKU, registration is agreeable, as close to 100 people are expected to attend the symposium.
3. Ms. Sandra Moore announced that the Diversity Office and the Department of Environmental Science hosted an event in which 75 people attended. The stakeholders in the meeting include students and faculty. The group discussed diversity issues, including hiring statistics for minority groups in the environmental health science field. An objective for the Diversity Program is to raise the number of minority professionals in the area of environmental health.
4. Ms. Amanda King announced that the Older Wiser Learners (OWLS) received \$630 through SGA's Registered Student Organizations (RSO) Funding to attend the ANTSHE (Association of Non-Traditional Students in Higher Education) Conference. There are seven representatives of the OWLS, three of whom are on the Non-Traditional Student Council. (All are non-traditional students.) Ms King has agreed to submit a copy of the prepared conference notes to the University

Diversity Committee, as well as other interested faculty, staff, and offices of the University.

5. Ms. Tracy Scott announced the OVC (Ohio Valley Conference) Playoffs for the Athletics Department. Ms. Scott encouraged UDC members to come out to each event and show support to EKU's teams.
3. **Approve Previous Minutes (Belluscio)**

Co-Chair Teresa Belluscio requested a review of the minutes from the January 28, 2008 meeting. Ms. Sandra Moore motioned for the minutes to be approved. The motion was seconded by Ms. Kathy Gilbert. The minutes were approved with one amendment: Change HCRP Survey to read Harvard Civil Rights Project; not Howard Civil Rights Project.

4. **Open Issues**

Campus Climate Survey

1. Finalize plans for dissemination with Institutional Research
 - a. Ms. Belluscio communicated that Institutional Research will be disseminating the survey to faculty and staff.
 - b. Dr. Nnoromele stated that Mr. Jeff Whitaker will be loading the Survey into the Banner data system so that students can complete the survey via EKU Direct.
2. The following questions posed by Mr. Jeff Whitaker were answered by the Committee:
 - a. *What questions and responses to select from does the UDC want on the survey?* The Committee answered by saying that all of the questions, with all the responses should appear on the survey.
 1. Dr. Janna Vice suggested that an additional response of "not applicable" or "no opinion" should be added to answer selections.
 2. Dr. Vice also noted grammatical errors concerning subject/verb agreements on the survey.
 3. Ms. Belluscio requested that any grammatical changes be provided to Ms. Debbie Zabawa, (as a resource, Ms. Debbie Zabawa will note any changes she receives and will provide those changes to Ms. Belluscio, who maintains the original.)
 - b. *What dates does the UDC want the survey to be visible?*

The Committee answered, that a larger response yield will result from having the survey posted for a longer period of time. The Committee answered that the Survey should be available from mid-March to mid-May.

1. The Committee stated that the survey will not be available to a participant once the participant completes the survey.

2. One committee member expressed concerns regarding visual overlapping and how questions 33-36 would appear with the online survey. Dr. Nnoromele answered that each question is distinctive and separated; one question appears with the answer selection before the next question and answer selection is visible on the survey.
- c. *What population does the UDC want to see the survey?*

The Committee determined that the entire survey should be visible to all faculty, staff and students.

3. Marketing plan suggestions (UDC Members)
 - a. Ms. Belluscio stated that a mass email reminder should be sent out
 - b. Posters could be used to generate interest
 - c. Hard copies of the survey will be provided by Ms. Bethany Miller to Facilities Services staff, along with their paycheck stubs
 1. Mr. James Street communicated that three-hundred surveys should be brought to his office and left with an administrative assistant
 - d. A photo shoot could be used in the 2008 survey project to generate interest for the survey in 2009
 - e. The Eastern Progress could run a story about the survey
 - f. A special UDC meeting will be scheduled to finalize marketing plans
 1. A meeting request will be sent out asking UDC members to attend if available
 2. At the time of the special meeting volunteers will form sub-committees to discuss and organize marketing for the survey
4. Finalize incentives for survey participation (UDC Members)
 - a. Ms. Belluscio stated that the total budget of \$3000 could be used on the entire survey project
 - b. A kiosk could be utilized for providing “give-away” items to participants
 - c. Drawings for cash prizes is one good incentive
 - d. The Committee should increase the prize winnings in order to attract more participants:
 - i. IPODS
 - ii. camera phones
 - iii. digital cameras
 - iv. Wal-Mart gift cards
 - e. Ms. Belluscio suggested that Ms. Angela Friend, of Paper Jam in Tech Commons, be contacted to design a t-shirt graphic with the UDC insignia
5. UDC will receive the test survey via email.
 - a. Ms. Belluscio will get in touch with Mr. Jeff Whitaker and Ms. Bethany Miller to learn how quickly the Survey will be uploaded.

5. Adjourn

Without further discussion the meeting was adjourned.

(Please note that the next UDC meeting will take place on February 25. Other monthly meetings will be held March 24 and April 28; there will be no meeting in May. Meetings are held at 1pm in Library 208.)

1. Actions and Issues Opened In this Meeting

New Actions (3.6):

#	Status	Owner	Due	Title	Comments	Priority
1	Open	Miller, Bethany	Mid-March	Provide survey to Facilities Services for their staff		High
2	Open	Belluscio, Teresa, Nnoromele, Salome	ASAP	Survey test	Ms. Belluscio will find out the date for the test survey. The UDC will participate in testing the survey.	High
3	Open	Co-Chairs	ASAP	Marketing meeting	Co-Chairs to plan a meeting. UDC members will attend as their schedules permit.	High
3.1	Open	UDC		Form sub-committees	Discuss and organize marketing plans	High
3.2	Open	UDC	Targeted dates	Marketing meeting: Plan photo shoot of subjects during targeted give-away dates	Photos would be used for future marketing	High
3.3	Open	UDC	Targeted Dates	Marketing meeting: Request that Eastern Progress run a story	Collaborate with Progress staff	High
3.4	Open	Sub-Committees	ASAP	Marketing meeting: Have		High

				posters made		
3.5	Open	Belluscio, Teresa	ASAP	Marketing meeting: Mass email discussion	Mass email will be used as a marketing tool	High
3.6	Open	UDC		Participant Incentives:	Discussion at special marketing meeting	High

New Issues (2)

#	Status	Raised by	Owner	Due	Title	Comments	Priority
1	Open	Dr. Janna Vice	Ms. Belluscio	Immediately	Additional response selections should be added to Survey for questions that are not applicable to participants, or for questions on which participants have no opinion		High
2	Open	Dr. Janna Vice	Dr. Janna Vice	Immediately	Grammatical changes on Survey	Ms. Belluscio requested that any changes to the Survey be provided to Ms. Debbie Zabawa, who would present those changes to Ms. Belluscio.	High

2. Open Actions and Issues Prior To This Meeting

Old Open Actions (9):

#	Status	Owner	Due	Title	Comments	Priority
1	Open	Chandra, Vigs, Thomas, Deneia		Sub-Committee Invite via List Serve: Suggestion that a list serve is created to invite committee members who would wish to serve on a sub-committee. The sub-committee would share national, regional, and local information related to race and diversity. (Chandra, Vigs, Thomas, Deneia)	10/22/2007: Dr. Chandra volunteered to assist in creating a sub-committee.	Normal
2	Open	Belluscio, Teresa		Creative Design Committee Form a creative design committee	10/22/2007: Gladys Johnson wishes to serve on the design sub-committee for campus-wide diversity awareness campaign.	Normal
3	Open	Belluscio, Teresa		Ask Human Resources to Provide Training. This concerns how we advertise for recruitment.	10/22/2007: Teresa Belluscio will begin promoting by asking HR for input.	Normal
4	Open	Belluscio, Teresa; Nnoromele, Salome		Introductory letter from Dr. Whitlock. A letter from Dr. Whitlock should be		High

				sent out to campus community no more than two days prior to launching survey.		
5	Open	Miller, Bethany	2/25/2008	Ms. Miller will look into the launch time of other campus surveys. She will check to ensure there will be no overlap in surveys should the UDC launch the Survey after Spring Break.		High
6	Open	Belluscio, Teresa, Nnoromele, Salome	2/25/2008	Learn President Whitlock's timeline preference for Survey		High
7	Open	Miller, Bethany		Administer hardcopy of survey to the Facilities Services staff.	This will take place at time of Survey launching	High
8	Open	Belluscio, Teresa, Nnoromele, Salome	2/25/2008	Consult with Jeff Whitaker (IT) for technical assistance.	Assistance required	High
9	Open	Belluscio, Teresa	2/25/2008	Updates to Survey		High

Old Open Issues (6)

#	Status	Raised by	Owner	Due	Title	Comment	Priority
1	Open	Thomas, Deneia			Diversity Climate in Faculty & Staff Environment Question to Consider: Does the UDC keep a finger on pulse of faculty/staff	10/22/2007: Climate is an issue when diverse groups are hired to faculty and staff.	Normal

					with regard to diversity?		
2	Open	Nnoromele, Salome			Plan Development for Structured Diversity Introductions Development of Meet & Greet type of event.	10/22/2007: Because isolation exists, UDC needs to consider developing a plan of [structured] groups similar to Meet & Greet.	Normal
3	Open	Moore, Sandra	UDC	2/25/2008	Timeline: concerns about the timelines of the UDC Survey and Harvard Civil Rights Project (HCRP) Survey.		High
4	Open	Nnoromele, Salome	UDC	2/25/2008	Incentives for participation	N\$5 gift cards; gas cards; drawing for \$50 gift certificate	High
5	Open	UDC	UDC	2/25/2008	Where to launch survey.	EKU Direct? A web link?	High
6	Open	UDC	UDC	2/25/2008	Where to market survey	Email? Other?	High

3. Actions and Issues Closed Day of Meeting

Actions Closed Day of Meeting (5):

#	Status	Owner	Due	Title	Comments	Priority
1	Closed	Miller,	2/25/2008	Ms. Miller will	It was	High

		Bethany		look into the launch time of other campus surveys. She will check to ensure there will be no overlap in surveys should the UDC launch the Survey after Spring Break.	determined to begin survey in mid-March through mid-May	
2	Closed	Belluscio, Teresa, Nnoromele, Salome	2/25/2008	Learn President Whitlock's timeline preference for Survey		High
3	Closed	Miller, Bethany		Administer hardcopy of survey to the Facilities Services staff.	This will take place at time of Survey launching. Hardcopies will be provided to Mr. James Street's office.	High
4	Closed	Co-Chairs	Consult with Jeff Whitaker (IT) for technical assistance.	Assistance required	Mr. Whitaker is currently working with UDC co-chairs with the technical end on Survey project	High
5	Closed	Teresa Belluscio	2/25/2008	Update Survey	Ms. Belluscio has updated Survey	High

Issues Closed Day of Meeting (3);

#	Status	Raised by	Owner	Due	Title	Comments	Priority
1	Closed	Moore, Sandra	UDC	2/25/2008	Timeline: concerns about the timelines of	UDC Survey will take place before the HCRP Survey	High

					the UDC Survey and Harvard Civil Rights Project (HCRP) Survey.		
2	Closed	Nnoromele, Salome	UDC	2/25/2008	Incentives for participation	N\$5 gift cards; gas cards; drawing for \$50 gift certificate	High
3	Closed	UDC	UDC	2/25/2008	Where to launch survey: ECU Direct? Web link?	For maximum effectiveness, Co-Chairs are working with Mr. Jeff Whitaker and Ms. Bethany Miller on this issue	High