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, Wynde; 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 statewide 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.
1. Actions and Issues Opened In this Meeting

New Actions (3.6):

<table>
<thead>
<tr>
<th>#</th>
<th>Status</th>
<th>Owner</th>
<th>Due</th>
<th>Title</th>
<th>Comments</th>
<th>Priority</th>
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<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>Miller, Bethany</td>
<td>Mid-March</td>
<td>Provide survey to Facilities Services for their staff</td>
<td></td>
<td>High</td>
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<tr>
<td>2</td>
<td>Open</td>
<td>Belluscio, Teresa, Nnoromele, Salome</td>
<td>ASAP</td>
<td>Survey test</td>
<td>Ms. Belluscio will find out the date for the test survey. The UDC will participate in testing the survey.</td>
<td>High</td>
</tr>
<tr>
<td>3</td>
<td>Open</td>
<td>Co-Chairs</td>
<td>ASAP</td>
<td>Marketing meeting</td>
<td>Co-Chairs to plan a meeting. UDC members will attend as their schedules permit.</td>
<td>High</td>
</tr>
<tr>
<td>3.1</td>
<td>Open</td>
<td>UDC</td>
<td></td>
<td>Form sub-committees</td>
<td>Discuss and organize marketing plans</td>
<td>High</td>
</tr>
<tr>
<td>3.2</td>
<td>Open</td>
<td>UDC</td>
<td>Targeted dates</td>
<td>Marketing meeting: Plan photo shoot of subjects during targeted giveaway dates</td>
<td>Photos would be used for future marketing</td>
<td>High</td>
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<tr>
<td>3.3</td>
<td>Open</td>
<td>UDC</td>
<td>Targeted Dates</td>
<td>Marketing meeting: Request that Eastern Progress run a story</td>
<td>Collaborate with Progress staff</td>
<td>High</td>
</tr>
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<td>3.4</td>
<td>Open</td>
<td>Sub-Committees</td>
<td>ASAP</td>
<td>Marketing meeting: Have</td>
<td></td>
<td>High</td>
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<td>#</td>
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<tr>
<td>1</td>
<td>Open</td>
<td>Dr. Janna</td>
<td>Ms. Belluscio</td>
<td>Immediately</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Open</td>
<td>Dr. Janna</td>
<td>Dr. Janna</td>
<td>Immediately</td>
<td>Grammatical changes on Survey</td>
<td>Ms. Belluscio requested that any changes to the Survey be provided to Ms. Debbie Zabawa, who would present those changes to Ms. Belluscio.</td>
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2. Open Actions and Issues Prior To This Meeting

Old Open Actions (9):

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<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>Chandra, Vigs, Thomas, Deneia</td>
<td></td>
<td>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)</td>
<td>10/22/2007: Dr. Chandra volunteered to assist in creating a sub-committee.</td>
<td>Normal</td>
</tr>
<tr>
<td>2</td>
<td>Open</td>
<td>Belluscio, Teresa</td>
<td></td>
<td>Creative Design Committee Form a creative design committee</td>
<td>10/22/2007: Gladys Johnson wishes to serve on the design sub-committee for campus-wide diversity awareness campaign.</td>
<td>Normal</td>
</tr>
<tr>
<td>3</td>
<td>Open</td>
<td>Belluscio, Teresa</td>
<td></td>
<td>Ask Human Resources to Provide Training. This concerns how we advertise for recruitment.</td>
<td>10/22/2007: Teresa Belluscio will begin promoting by asking HR for input.</td>
<td>Normal</td>
</tr>
<tr>
<td>4</td>
<td>Open</td>
<td>Belluscio, Teresa; Nnoromele, Salome</td>
<td></td>
<td>Introductory letter from Dr. Whitlock. A letter from Dr. Whitlock should be</td>
<td></td>
<td>High</td>
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</table>
sent out to campus community no more than two days prior to launching survey.

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.

Learn President Whitlock's timeline preference for Survey

Administer hardcopy of survey to the Facilities Services staff. This will take place at time of Survey launching

Consult with Jeff Whitaker (IT) for technical assistance. Assistance required

Updates to Survey

Old Open Issues (6)

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<th>Comment</th>
<th>Priority</th>
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<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>Thomas, Deneia</td>
<td></td>
<td></td>
<td>Diversity Climate in Faculty &amp; Staff Environment Question to Consider: Does the UDC keep a finger on pulse of faculty/staff</td>
<td>10/22/2007: Climate is an issue when diverse groups are hired to faculty and staff.</td>
<td>Normal</td>
</tr>
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</table>
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.

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):

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<th>Comments</th>
<th>Priority</th>
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<tbody>
<tr>
<td>1</td>
<td>Closed</td>
<td>Miller,</td>
<td>2/25/2008</td>
<td>Ms. Miller will</td>
<td>It was</td>
<td>High</td>
</tr>
</tbody>
</table>


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
This will take place at time of Survey launching. Hardcopies will be provided to Mr. James Street's office.
High

3 Closed Miller, Bethany
Administer hardcopy of survey to the Facilities Services staff.
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 Belluscio 2/25/2008 Update Survey Ms. Belluscio has updated Survey
High

Issues Closed Day of Meeting (3);

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<th>#</th>
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<tr>
<td>1</td>
<td>Closed</td>
<td>Moore, Sandra</td>
<td>UDC</td>
<td>2/25/2008</td>
<td>Timeline: concerns about the timelines of UDC Survey will take place before the HCRP Survey</td>
<td>UDC Survey will take place before the HCRP Survey</td>
<td>High</td>
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<tr>
<td></td>
<td>Closed</td>
<td>Nnoromele, Salome</td>
<td>UDC</td>
<td>2/25/2008</td>
<td>Incentives for participation</td>
<td>N$5 gift cards; gas cards; drawing for $50 gift certificate</td>
<td>High</td>
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<tr>
<td></td>
<td>Closed</td>
<td>UDC</td>
<td>UDC</td>
<td>2/25/2008</td>
<td>Where to launch survey: EKU Direct? Web link?</td>
<td>For maximum effectiveness, Co-Chairs are working with Mr. Jeff Whitaker and Ms. Bethany Miller on this issue</td>
<td>High</td>
</tr>
</tbody>
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