



**CALS Diversity Council Meeting**  
**November 12, 2014**  
**403 Saunders Hall**  
**3:00 – 4:30 p.m.**

**Present:** Liska Banda, Zeke Barlow, Renee Boyer, Joe Hunnings, Bhadra Gunesequera, Isaac Magana, Sheila Norman, Jen Stewart, and Karen Barnhart, recording secretary

**Approval of Minutes:** The minutes from the October meeting were reviewed. There were two corrections to the minutes. Zeke made a motion to approve the minutes as amended. Jen Stewart seconded the motion. All were in favor.

### **Old Business**

**Council Vacancies Update** – No update.

**Changes to Bylaws** – Renee distributed copies of the old bylaws, and also provided a draft copy of the revised bylaws for comparison. Renee used the Faculty Association Bylaws as a model.

- Purpose of Council – taken straight from old bylaws. This will remain the same.
- Goal of Council – Currently, the goals states “The council’s goal is to develop and implement an action-oriented, diversity plan. The council will update the plan annually, and make recommendations to the dean.” Renee felt this might be outdated. *Renee suggested tweaking the goal.*
- Membership – in the new draft bylaws, membership was moved. Discussion followed on the ex-officio members of the council. Renee raised the question on the ex-officio position which states, “A representative from Human Resources will be the staff person for the council.” It was suggested to update the wording under ex-officio members to read, “A representative from Human Resources will be the recording secretary to the Council.” It was also suggested to include, “Up to ten (10) at-large members appointed at the discretion of the Dean.” The at-large positions will include the positions of: Diversity Coordinator, Director of Communications and Marketing or designee, Director of Human Resources and CALS Coordinator of Special Graduate Opportunities/George W. Carver Graduate Program (formerly ex-officio positions).
- Nomination of Membership – Previously listed in bylaws as Appointments. Wording will remain as stated in Old Bylaws. Heading changed from Appointments, to “Nomination of Membership.”
- Added Officers and Installation of Officers – Renee will remove Recording Secretary from Officers section, but will Include information on Council Leadership and Installation of Chair and Vice Chair. It was suggested to include the wording, “appointments serve a year long term from, July to July of the following year. New terms begin in August of each of year.” Renee will also include wording for the duties associated with the Chair and Vice Chair positions.

***Invent the Future***

- Meeting Frequency – Regular meetings of the Council shall be held approximately once per month during the academic year, and others as necessary.
- Attendance – Council members are expected to attend all meetings. Frequent, unexcused absences may result in replacement by the Dean.
- Quorum – The quorum for all meetings wherein any official business is transacted shall be a minimum of two-thirds.
- Voting – All members of the diversity council have voting privileges. Bylaw or policy changes must be voted on by the Council. The votes may be completed via email.
- Record of Council Meetings – The Recording Secretary will arrange meeting locations and take correspondence. In addition, he/she will attend all meetings, and keep record of meetings. The minutes will be sent with the notice and agenda of the next meeting. At that meeting, the minutes will be presented to the chairman for approval.
- Amendments to the Bylaws – Notice of proposal to amend the bylaws shall be given in the CALS Diversity Council agenda and considered at no fewer than two meetings of the committee prior to voting. A copy of the proposed amendment shall be distributed with the agenda. A two-thirds present affirmative vote of the members of the council is required for approval.
- Resources – Request for resources will be made to the Dean.

There was discussion on the ex-officio positions of the Council. All were in favor to remove the ex-officio positions from the Council membership and move these position under the At-Large position category.

*Renee will incorporate the suggested changes to the bylaws and the council will vote on the revised Bylaws at the January 2015 meeting (retreat). Renee will forward copy of revised bylaws to Joe and Zeke prior to the next meeting.*

*Zeke will also invite Sarah Kelly and Tommy Amal to join the Council at the January Retreat. Once the Council has voted on the on revised bylaws, Sarah Kelly and Tommy Amal will be invited to the table.*

**CALS International Culture Day** – Zeke referred to the October 2014 meeting minutes for more information on the topic. Discussion followed. All were in agreement to showcase to the larger VT Campus audience only. Zeke recommended the poster idea, placing pins on the poster where individuals are from. It was also suggested that the CALS Council Chairs reach out to other College Council chairs to see if they have successful stories to share related to showcasing. Zeke will communicate with Susan Sumner to get a better definition of what is going to be showcased at the CALS International Culture Day. All were in agreement to not participate in weekend International Fair. *Further discussion was tabled until January 2015 meeting.*

**Council Retreat** – Wednesday, January 21, from 1 to 5 p.m., was the proposed as the date/time for the next CALS Diversity Council Retreat. *Karen will send a note to Council with Retreat details.* All were in agreement not to have a scheduled meeting for January 2015.

**Update on Programs for Fall and Spring:** Emily Satterwhite from the College of Liberal Arts and Sciences, has developed an Appalachian Culture program, and provided Zeke with available dates to present (February 4 and February 11). February 4 is the first date choice of the council. Second choice will be February 11. *Karen will check on availability of 1810 Litton Reaves.*

*Zeke will distribute a promotional flyer on the Factory Man Film/Discussion that the council has partially sponsored.*

## **New Business**

### **Selection of Chair for Programs and Awards Committees -**

Programs Committee - Isaac Magana agreed to serve as chair.

Awards Committee - Renee Boyer volunteered to serve as chair.

**Diversity and Inclusion Implementation Plan Initiatives for CALS** – Zeke distributed information from Provost McNamee on InclusiveVT Initiatives. In Provost's McNamee's e-mail, he indicated, "Each dean and senior manager is charged with identifying three inclusion and diversity initiatives. The expectation is that you will engage faculty, students, and staff in guiding which three initiatives to prioritize. Each initiative should reflect one or more of the four dimensions of Inclusive Excellence described in the university's 2013-2018 Diversity Strategic Plan. Initiatives will be compiled into a report for submission to the President's Inclusion and Diversity Executive Council, which meets on December 1<sup>st</sup>." **Three initiatives need to come out of College on what we are doing to promote Diversity and Inclusion.** Joe and Zeke will be meeting with the Dean and Associate Deans on November 14 to discuss and provide information on what the Council is already doing. For example

1. Programs
2. Incentive Fund and Enhancement Fund

Zeke asked for other ideas to share from the council membership. Zeke suggested creating a communications plan for promoting what is currently being done in the College related to diversity. Another idea provided was Joe Hunnings' work with USDA training on Civil Rights. It was suggested to utilize the CALS Diversity Council budgeted funds and provide mandatory training for faculty and staff, set up through DDI, on Inclusion. The training could include multiple sessions held throughout the year. *A Diversity Hiring Initiative* (Oregon State University) was also suggested. There are two requirements for applicants to the university, 1. All individuals appointed to positions of leadership must demonstrate a commitment to promoting and enhancing diversity, 2. All other classified and unclassified positions will include a demonstrable commitment to promoting and enhancing diversity, as a preferred qualification. *Isaac will forward the Oregon State information to Zeke. Joe and Zeke will communicate back to Council after meeting with Dean and Associate Deans.*

Renee made a motion to adjourn the meeting. Karen seconded. All were in favor.

Respectfully submitted,  
Karen L. Barnhart, Recording Secretary

### **Next Meeting:**

Annual Retreat, January 21, 2015  
1 to 5 p.m., 1810 Litton Reaves hall