**DIVERSITY, EQUITY, AND INCLUSION**

**Minutes**

Date: Monday, October 28, 2019

Time: 12:00 noon (eastern)

Location: Free conference Call: 605 313-4477; 140095#

**Attendees:** S. Crawford, D. Brown, L. Millar, V. Jackson

**I. APPROVAL OF PREVIOUS MINUTES** – Oct. 9 - Approved

**II. AGENDA ITEMS**

1. **Executive/Board of Directors –** Good meeting! Lynn will send minutes from meeting this week.
2. **Website –** Fixed pictures. We may want to consider designating one person on the Board as the web master for DEI. Senobia suggested continuing to follow IPE as a model – they were one of the first consortiums. May want to consider a blog. Lynn asked if can send group picture and list of topics that are DEI related for CSM. Dawn suggested that we get more listed under meetings. May be able to send a message to those who attended.
3. **Consortium membership –** Need to get people active and participating, as they encourages retention.
4. **ELC Conference –** Senobia thanked Lynn for presenting to the Board.Senobia received positive feedback from the Board and Emmanuel regarding our progress in such a short time. Need to find out who is sitting on committees for approval of presentations, and for task forces, to make sure representation related to DEI.Perhaps poll members for conference topics or vote importance. Many at consortium meeting reported positive experience, and need for all groups to collaborate.

Feedback regarding simultaneous presentations, etc, especially business meeting conflicting with presentations.

**III. New Business**

1. **ACAPT/ELC**
	1. Reimbursement documents – please submit forms and send directly to Sandy. Senobia will clarify documents – may have to send to Lynn and then all go in to Sandy at the same time. Due date – to Lynn by Friday, November 1. Senobia has not received final bill for catering or other charges.
	2. Concerns, comments, other communications – She will give more feedback to Sandy regarding the room set-up and issue with sound. Perhaps next time discussion regarding each persons’ interest in DEI. Apparently someone asked by “Diversity” scholarship goes only based on race. We need to make sure that we do not exclude individuals from other underrepresented groups.
2. **Next Steps**
	1. Each member get a member – Send letter to all attendees, and suggest that each sign-up as a member, and recommend colleagues to sign up.

Lynn suggested possible developing a Zoom presentation 1 time a semester – short presentation then discussion – inviting all members to attend.

* 1. DEI Platform Presentation/Poster – Minutes from consortium and board meeting will have some ideas – then we can discuss during next meeting.
	2. Nominations – Need to review forms.

**IV.** **REPORTS –** Dawn has a proposal accepted for NEXT.

**V. ACTION ITEMS**

 **Lynn –** send in items to post and remove ACCE from Veronica’s titles for DEI web site

 Invite individuals (ELC presenters) – to conference calls

 **Dawn & Veronica** – talk about call for nominations.

**VI. NEXT MEETING** – November 11, 2019 Date:

Time: 12:00 noon (eastern)

Location: Free conference Call: 605 313-4477; 140095#