MEETING SUMMARY

• Welcome
Co-chair Christine Atwood welcomed the group.

• Small group—free flow conversations
Time for members to reconnect.

• Updates (SLT, OID education, supervisor email)

Meeting with Senior Leadership Team (SLT) to update on status of sub-committees and DFA DEI Actions that each group is working on this fiscal year. Met two new SLT members: Tami Aders and Toni Doolen.

Office of Institutional Diversity (OID) collaboration continues regarding diversity, equity, and inclusion training for Advancement Committee. Keahi and Christine met with Carina Buzo Tipton to discuss options.

Email to supervisors of the Advancement Committee and Focus Group members will be sent quarterly to update them on the committee’s work. By sending out the update to the supervisor, it sets up potential conversations between the supervisor and committee member.

• Transition (Division of HR, Committee)

As of July 1, 2023, the Division of Human Resources (DHR) will report to the Provost’s Office. Heather Horn confirmed that DHR representatives will continue their roles on the Advancement Committee and Focus Group.

Sub-committees beginning to meet.

Advancement Committee member, Machelle Bamberger, has left the committee and will not be replaced at this time.

• Sub-committee report out

Peer sponsor/mentor: Co-chairs are Tracy Elmshaeuser and David Belton. Members are Melanie Rose, Tracy, Stephen Nelson, and David. The committee is meeting tomorrow and will determine the meeting cadence.
Training and Education: Embedded Equity and Inclusion: Melissa Medina, Aviva Rivera, Jessica King, Shoshona Shabazz, and Carrie Trant. Created a folder in SharePoint.

Equitable hiring practices: Stephanie Smith, Manmeet Khertpal Singh, Mary Joslin, Jamie Bridenstine. Will get together to determine co-chairs and meeting cadence.

Employee Appreciation: Co-chairs are Christine Atwood and Keahi McFadden. Met with Focus Group to bring them up to speed on Advancement Committee activities. Invited them to join this sub-committee and received a few responses.

Sub-committees will help inform the report developed for SLT at their August Leadership Retreat.

- SharePoint Demonstration
  
  - Working on change management. We’re moving away from Box towards SharePoint.
  - Will help with feedback loops.
  - Teams and SharePoint work together
  - Christine and Keahi will come up with naming conventions for the different documents.
  - Can save documents in Teams with different sub-folders in and spaces and on pages.
  - Can integrate with Outlook.
  - If you open the document online, multiple people can edit it in real-time, similar to how Box currently works or a Google document.
  - Potential for adding links to Outlook and MS Planner.


- Next Steps
Share something about the committee, sub-committee or topics such as SharePoint and go back to your workgroup to share. Start in a small way to bring this committee’s work into your daily work. Keahi and Christine can attend any department meetings as support if appropriate. This can occur during a 1:1 meeting with your supervisor, a share-out in your department meeting, etc.