Minutes
April 28, 2016

ATTENDANCE: Gib Sawtelle, Joyce Allen, Rosemary Shaunfield, Todd Van Dresar, Colleen Locke, David Breeding, Jamie Burns, Martha Weeks, Tamara Carpenter, and Joanne Vega.

MISSING: David Morrison

1. **Review and approve minutes**- Minutes were reviewed and no changes were made from the April 7, 2016 meeting.

2. **Prioritize topics of focus**- The ideas generated for each of the key focus areas of climate (Communication, Equity/Treatment, and Training) were prioritized. Gib will take results and calculate into a spread sheet. Gib will forward results to Dr. Strawser to solicit feedback.

3. **Next Steps for F & A Diversity Plan**- We discussed the use of an action planning template. Planning template should include: Goals, objectives, metrics, action items, person and/or persons responsible, target dates, and resources. We discussed breaking into teams, each working on separate recommended ideas. Teams would then report back drafts of their action plans for whole CCCR for review. Gathered data from planning templates will be sent to Dr. Strawser for his input.

4. **ELT Breakfast Recruitment**- We recommend that Dr. Strawser send out an email to help with the recruitment process. The goal is to try to get an increase in involvement and attendance at the breakfast meetings each month and to make sure that no groups are left out or missed in the invitation process. We revisited our list showing the representative assignment for each department and updated the members on a new list. Gib will forward to Karen Bigley so she can update our web site.

5. **Other Business and Departure**- The group agreed that the next meeting will be as scheduled for May 26, 2016. At that time we will focus on beginning to formulate action items for the Diversity Plan in alignment with the priorities we identified.