Minutes
May 31, 2016

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

MISSING: David Morrison, Todd Van Dresar, and Tamara Carpenter

1. Moment of Remembrance and Reflection- Recent passing of our dear co-worker Debbie Mahle. Please keep the family in your thoughts and prayers.

2. Review and approve minutes- Minutes were reviewed and slight changes were made from the April 28th meeting.

3. Discuss possible changes to the ELT recruiting procedures- Gib will send a revised Breakfast Allocations by Representative list to Karen Bigley. As a group, we decided to continue to implement different approaches to continue to increase attendance with monthly breakfast meetings. Each individual will implement which approach works best for them.

4. Begin next steps for producing draft templates of the F&A Diversity Plan- A spreadsheet with the results of previous meeting survey questions was created. Using the spreadsheet as a reference, the group was able to add mandatory topics to each template for consideration. As well as who would be leading the project and a potential date of completion. As a group, C1 (Communication Skills Training and Resources) and C2 (Division-wide Communications) templates were created. The group decided to work on topics together to increase the progress of Diversity Plan project.

5. Other Business and Departure- The group agreed that the next meeting will be to continue further implementation of each template of the Diversity Plan. The next meeting will be set for June 23, 2016 at 1:30 at the GSC Rm. 2605.