Convener: Robinette Kelley (Chair)

Present: Shelaine Rigby, Crystal Kaczmarek-Bogner, and Robinette Kelley

Excused: Randy Borst, Elizabeth Schaal, Phyllis Floro, Kevin Ragland, Bill Coles, Sarah Piraino, Jessica Coram, and Chris Bragdon

Recorder: Robinette Kelley

Agenda:

1. Spring 2012 Event Planning

2. SUNY’s Office of Equity, Diversity, and Inclusion Explorations in Diversity and Academic Excellence Program grant

1. Robin briefly reviewed key points from last month’s Diversity Committee meeting. She focused on the issue of programming and event planning for spring 2012. Robin reiterated that she would like to revisit several programming ideas the committee had last spring but had to table, specifically the “interpersonal relationships” seminar/workshop. The other committee members agreed that this might be a good program for the spring.

Shelaine and Crystal suggested that the committee plan the event during the week of spring break, since the University’s spring break did not coincide with local K-12 spring breaks. A discussion ensued and the members decided that March 13th or 15th during that week would work best.

Robin proposed that the committee hold a breakfast seminar rather than a lunch seminar as all recent committee events have been during the lunch hour. Crystal and Shelaine agreed that it would be nice to hold a breakfast event. The committee decided that the tentative time length for the event should be for 1 ½ hours to provide for breakfast, presentations, and questions. The committee speculated that approximately 50 to 60 people may attend the event.

Crystal suggested that the committee pre-register participants as with the potlucks, but that registration numbers be assigned, since the committee is providing breakfast. She further suggested that registrants should be given confirmation numbers. The committee
discussed providing a 15 minute sign in window to allow participants to get breakfast and settled.

The discussion turned to securing the original planned presenters from last year. Robin asked Crystal if she could follow up with Chris Suita in EAP to see if he is still interested in presenting at the seminar. Crystal agreed to contact Chris. She also suggested that the committee contact Michelle Reno in Employee Relations to determine if she is willing to participate as well. Robin thought this was a great idea and mentioned that she had planned to ask Michelle if she would discuss the University Workplace Violence Prevention policy.

**Action Items**

- Robin will confirm the planned dates for the event with PSS, and check for room availability in the Student Union or possibly 120 Clemens Hall. Robin will follow up with staff members from the Student Counseling Center and University Police to garner their interest and determine availability. She will also check pricing with 3 Pillars Catering for a breakfast buffet serving 50 to 60 people.

- Crystal will check Chris Suita in the EAP office to see if he is still interested in presenting for the event, and having him contact Robin to discuss the presentation further. Crystal will also check with Michelle Reno to see if she would present on the University Workplace Violence Prevention Policy.

2. As the meeting was ending, Robin briefly discussed the SUNY’s Office of Equity, Diversity, and Inclusion diversity grant which is awarded annually to various SUNY campuses’ departments, units and/or organizations with up to $10,000 for diversity programming and events that strengthen the connection between diversity and academic excellence. She indicated that she would send more information via email to the committee.

**Action Items**

- Robin will email information regarding the SUNY diversity grant to the committee.

Meeting adjourned at 2:00 pm. The next meeting is scheduled for February 14, 2012 at 1:00 pm in 405 Capen Hall.

Respectfully submitted,

Robinette Kelley