Call to Order:  
*Tyler Johnson calls the meeting to order at 3:35PM.*

Attendees:  

*Tyler Johnson:* Welcome to the first meeting of CDI. I understand that you all are having a busy week with the start of the semester. For this reason we delayed the meeting for a week. Due to the start of semester engagements, several of us could not be here today. We will try to keep this meeting short.

Vice Chancellor for Diversity Rickey Hall wanted to be here. However, due to prior engagement, he sent regrets that he could not be here today.

As you all know that the CDI Meeting is open to the public. Many people asked me about the provision for attending the meetings. We welcome others to attend the meeting. Only point here is that the guest attendees will not have voting rights. So whenever we decide on something, the guest attendees cannot vote on the issue, but they can voice their opinion during discussion. Brittany Hunt of College of Arts and Science is here with us as a guest attendee today.

Before we start the proceedings, I would like to make an announcement about our Co-Chair Annazette Houston. She took over this position during the summer. However, due to her intense engagement with some special projects at the Disability Services, she thought that she will not be able to do justice to the responsibilities of the co-chair position. So she decided to step down as Co-Chair of CDI. However, she will continue to serve in CDI as the designee for the Vice Chancellor of Student Life.

Since this is our first meeting today, let’s take some time to introduce ourselves to others. Please say your name, which department/unit you coming from and mention whether you are a returning member or first-time member of the council.

*[The Council member in attendance take turns to introduce themselves.]*

Update from Unit Diversity Committees:

*Tyler Johnson:* We have decided that we will have representatives from the Unit Diversity Committees of different departments on campus present update on the functions of their respective committees in the CDI meetings. I am member of the Unit Diversity Committee for Athletics. For the first meeting, I will start the process by providing reports on the Diversity Committee in Athletics.

The Diversity Committee in Athletics performs 3 major functions. First, we regularly review the existing diversity plans to evaluate the areas where we are good at and the areas where we need to improve. Secondly, we work to create web presence for our staff and students. Also, we work on producing informational resources for athletes on diversity issues. For example, we create flyers to put on the lockers. The athletes always gets information from the coaching team in their lockers. So if we put
something different in their locker, it easily gets their attention. Thirdly, we work to ensure diversity in the hiring and retention of the staff in athletics.

Lilia Neville: With regards to updates from Diversity committees, I would like to add here that the office of the vice chancellor for diversity is hosting the inaugural diversity council and commission summit on September 12. All representatives from all commissions, councils and unit diversity committees are encouraged to attend the seminar. The registration slots are almost full. Anyone who not register yet, please do so online. In the summit, Tyvi Small, Angela Batey, and I will be making a presentation on how to form diversity committee in your units. The summit will start with breakfast in the morning. Then we will have the keynote speech. The Keynote speaker is Dr. Jason Laker. He is a Professor in the Department of Counselor Education and Doctoral Program in Educational Leadership, and former Vice President for Student Affairs at San Jose State University in California. Then we will have the presentations. The summit will end with closing remarks from VC Hall and a luncheon.

Tyvi Small: If anyone attend from the council, they can come to our session. Our presentation will focus on best practices for those wanting to form and lead a diversity council.

**Funding/Co-sponsorship Requests:**

Tyler Johnson: We received three funding requests. First one from Dr. Lori A. Roessner for the Ida B. & beyond Event. Second one from Campus Disability Advocates for its third annual Disability Week. And the third one from the Master of Social Work Program for the 2014 OUTstanding Seminar. The first two request does not mention any amount for the funding request. The third request is for $1500.

Mike Wirth: To consider funding requests, we need to first announce the grant program so that all that are interested can get an opportunity to apply.

Tyler Johnson: We have the information on our website. We have a form that the interested persons or organizations submit online. This is the first time we are considering such funding requests. After restructuring the Graduate Assistant position, we now have some additional funding available. VC Hall allocated the amount to CDI to support campus wide diversity initiatives. We have $5000 per year to give.

Mike Wirth: But everyone may not know about the website. We need to disseminate the information to wider campus constituents. Otherwise, we will end up giving the funding to someone who happens to apply early. Since we have only $5000 to give out, I think we should allow some time for other to apply as well.

Robert Nobles: Do they mention what are their other funding sources?

Tyler Johnson: I don’t think we have any information block on the online form to collect information on other funding sources.

Joel Kramer: Who else they are receiving funding from, how much they need- there are several questions that we need to know before considering the proposals. Is it possible for them to come to one of the CDI meetings and present something? This way, we can ask questions and get information first hand.
Mike Wirth: Instead of inviting them to come and present, I think we are better of just asking all to submit proposals. From my experience, it is much easier to make decisions once you have something on paper with details.

Tanisha Jenkins: We use a funding proposal submission form. We can send it to CDI if you need to invite written proposals from fund seekers.

Lilia Neville: We recently submitted a grant proposal for the Ready for the World (RFTW) grant. They have detail instruction on how to submit proposals and what to include in the proposal. They consider funding applications on a rolling basis. They announce the review dates on which the funding committee meets to review funding applications. To be included for review, the proposal must be submitted couple of weeks before the committee meeting date. We can follow their proposal submission guideline and review process.

Mike Wirth: In addition to have a concrete proposal, we also need to decide how much to give per applicant. Since we have only $5000, we should not give the whole amount to one or few applicants. We need to set a limit on how much each proposal can request. For example, we can set maximum funding request of $750 per proposal.

Robert Nobles: In the proposal, we should also ask the applicants to mention the impact of the project. We should fund projects that have a wider impact on a broad campus constituents.

Mark Bryant: Can student groups apply for the grant?

Tyler Johnson: I think so. There is no restriction on student groups applying for funding from CDI.

Mark Bryant: I support the proposal format. However, if student groups are involved, you may want to go for the proposal and presentation format. I have seen in the past that student groups sometimes forget to include important details of the proposal. In such case, presentation format helps to fill in the gaps left in the proposal.

Tyvi Small: The whole funding aspect is a new territory for CDI. We have not done it before. So we need to establish a guideline for us on how to deal with the funding requests and how to review the applications. So we may create a sub-committee to decide how to handle the funding requests.

Mike Wirth: Until we can decide on the funding procedure, it may be good idea to temporarily suspend the web application submission feature.

Adam Cureton: The funding request from the Campus Disability Advocates is a time-sensitive project. Event date is approaching. So can we get a decision on their request today as a special case?

Mike Wirth: If the event is in September, they may have arranged funding from other sources and may not need funding from us at all.

Robert Nobles: Why this funding aspects new to CDI? Where was the money spent in previous years?

Tyler Johnson: VC Hall allocated some funds for CDI to support diversity related programs on campus. The additional fund was generated as a result of restructuring the GA position.

Robert Nobles: Did VC’s office specified any criteria on how to distribute the funds?
**Tyler Johnson:** No criteria was given to us. It is up to CDI to decide the best use of the fund to support diversity initiatives on campus. As Tyvi said, we may need to create a committee to decide on how to handle the funding requests. If we are to make a decision on any particular funding requests, we will need a motion to discuss the topic in this meeting.

**Adam Cureton:** I make a motion to discuss giving $750 to Campus Disability Advocates considering the time-sensitivity of the project for which they requesting the funding.

**Tyler Johnson:** Since we follow Robert’s Rules of Order, we need a person to second the motion.

**Angela Batey:** The council members needs to have some information on the proposals to discuss this issue. At this point, we do not have any information on the proposal to vote on the motion.

**Joel Kramer:** Yes, we need to have a chance to see the proposal to vote on this issue.

**Robert Nobles:** To make objective decisions, we always rely on data. We do not have any data before us to objectively consider the issue at this point.

**Lilia Neville:** I have my complete support for the cause of the Campus Disability Advocates. However, to express my opinion as a Chair of a commission, I think we need some information for a fair review.

**Tyler Johnson:** Campus disability Advocates submitted a very well prepared grant proposal. They also submitted the budget for the event. However, we do not have information on how much they are getting from other funding sources and how much is actually needed at this point. Since we did not get a second on the motion, the motion dies.

**Tyvi Small:** We can ask the Campus Disability Advocates to submit an updated proposal with all necessary information and then distribute it to the council members. To expedite the decision making process before the next meeting, we can then do electronic voting.

**Tyler Johnson:** I think the alternate proposal for submitting updated information on the project and then do an electronic voting for expedited decision also needs a motion.

**Tyvi Small:** I make the motion for what I have mention earlier on electronic voting on the funding request from Campus Disability Advocates.

**Joel Kramer:** I second the motion.

**Mikki Allen:** Yes, this arrangement will allow us to make an informed decision and at the same time expedite the decision making process to meet the time-sensitivity of the funding request.

**Mark Bryant:** Please include in the proposal information on what other sources they are getting funding from.

**Tyler Johnson:** So we will collect the proposal and send it out for the council members to review. Then we will arrange an online voting due to time sensitivity nature of the project. Please show hand who are in favor.

*[The Council approves the motion]*

**Lilia Neville:** For the regular grant reviewing process, we need a guideline. So I make a motion to form a committee to establish a guideline for grant application review.
**Robert Nobles:** I second the motion.

**Tyler Johnson:** Does everyone agree with the proposal to form a sub-committee?

*The Council approves the motion and Joel Kramer, Tanisha Jenkins and Mark Bryant volunteers to serve in the sub-committee to establish guideline for grant proposal review*

**Committee Assignment:**

**Tyler Johnson:** According to the section III (D) of our Bylaws, we need form 4 committees to perform different assigned functions. However, since the bylaws were updated recently and everyone did not get chance to see the relevant provisions on the bylaws, we don’t want to jump to forming committees today. We will send you the bylaws so that you can see the function and responsibilities associated with different committees. This will help the council members to decide on the specific committees they would like to serve on.

We have a new GA for our council. Syed joined us during the summer. He also served as the GA for Commission for Blacks for a semester before taking on the dual role of serving as GA for both CFB and CDI. He has done overwhelming amount of work on the website. All the bylaws and other relevant information are now available on the site.

**Update from Commissions:**

**Tyler Johnson:** As a regular item on the agenda, we receive updates from other three diversity related commissions on their events and programs. We have representatives from all commissions on the council. Except for Commission for Women, chairs of the other two commissions are present here today.

**Lilia Neville:** The first meeting of the Commission for Blacks will take place next week. So we do not have any updates on the functions of the commissions at this point. However, I would like to inform the council that the Commission is co-sponsoring the Multicultural welcome reception, which will take place tomorrow evening. The registration is closed now. However, we will have arrangement to make walk-in registrations on site at the event. I welcome all of you to come to the reception. As I have already discussed earlier, we are also actively participating in the Diversity Summit in September.

**Tyler Johnson:** Did anyone present here attend the Commission for Women meeting? If so, you can provide us updates.

**Sandy Mixer:** The meeting of the Commission for women will take place next week.

**Joel Kramer:** The Commission for LGBT will take place on the week after next week.

**Robert Nobles:** I see the BFSA mentioned along with the LGBT Commission? Are they combined entity?

**Tyler Johnson:** No they are not. I think this is mentioned jointly due to typo. Apart from the update from the commissions, does anyone else want to provide any updates or make any announcements?

**Mark Bryant:** I would like to make an announcement on the International Education Week event. You all will receive invitation from the Chancellor to attend the event. Several campus organization jointly worked to bring speakers in the event. The Guest speaker event will take place at the university center.
The Chancellor will also host a dinner. We will do lot of publicity for the event and you will receive invitation at due time.

**Lilia Neville:** Is the lecture open to the public? What date?

**Mark Bryant:** Yes. The event date is September 25th.

**Tanisha Jenkins:** Multicultural student life will host the Diversity Dialogue event on September 2nd.

**New Business:**

**Tyler Johnson:** The issue that I want to bring forward as a new business for the council is to elect a Co-Chair for the council. You can submit your nomination and you can also self-nominate. We will discuss the nominations in our September meeting. According to the Bylaws, we have a chair and a chair-elect to serve as a co-chair. One is more seasoned member of the council and the other functions as a shadow to be groomed to take over for the next year. So there is senior-junior type relationship. This facilitates both season members and newcomer members to take responsibilities as co-chairs. I have served on the council for 6 years before taking over as a chair. But since there is a senior-junior style functioning process, the new members should also be able to serve as co-chair. So we will accept nomination from both seasoned and newcomer council members. Please consider nominating or self-nominating for the chair vacancy.

Unless there are anything else anyone want to discuss, we can conclude the meeting. As I have promised, we will try to finish the meeting early today. Even though we have hour and half slotted for the meeting, we will try to finish with an hour unless there are issues that requires longer meeting. You all have a good weekend. I will see you all in our next meeting on September 17th.

**Adjourn**

*Tyler Johnson adjourns the meeting at 4:35PM*