

# President's Commission on DAEI

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Thursday, October 28, 2010

**Commission Members Present:** Dr. John Bello-Ogunu, Sr. and Dr. Joe Kelly, Co-Chairs

Tom Trimboli, Darryl Phillips, Tracey Bible, Herbert Frasier, Tom Casey, Brian McGee, Angela Crespo Cozart, Isaiah Nelson, Teresa Smith, Andrew Lewis, Beverly Diamond, Marjorie Thomas, Marcia White, Jimmie Foster, Jr., Alison Piepmeier, Conseula Francis, Patricia Williams Lessane, Marlene Williams, Bernard Powers, Larry Krasnoff, Clara Hodges, and Evelyn Nadel

**Commission Members Absent:** John Gladchuk, Elizabeth Kassebaum, Guoli Liu, Jonathan Ray, Andrew Sobiesuo, Paul Verrecchia, Denise Mitchell (sick leave), Fran Welch and Savannah Williams

**Note taker & Timekeeper:** Rochelle Johnson

## **Corrected Minutes**

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### **Opening – Dr. John Bello-Ogunu, Co-Chair**

The meeting was called to order by Dr. John Bello-Ogunu, Co-Chair. Commission Members were welcomed and thanked for the outstanding work performed by the Subcommittees. Dr. Bello-Ogunu made a statement to remind Committee members of this body's charge. He stated, "In the Committee's attempt to do what is in the best interest of this body and the college, all actions must reflect one of commitment to harmonious relationships in our meetings and throughout campus. Anything said or taken to be offensive was unintentional. What is most important, are the relationships we establish and engage in once our work here is completed."

### **Approval of minutes for September 28, 2010 Meeting**

#### Dr. Piepmeier

Requested correction to the minutes of September 28<sup>th</sup>'s meeting, the Subcommittee's name was not changed to Women's Issues, it has always operated as the Committee on Gender Issues".

#### John Bello-Ogunu

Made a motion to approve the minutes of September 28<sup>th</sup> meeting with amended changes, the minutes were approved unanimously.

### **Review and final approval of Commission draft bylaws**

#### Joe Kelly

Proposed Amendments to the Commission Bylaws by Dr. Darryl A. Phillips (October 22, 2010):

Proposed changes are section 4.B & C (the Standing Task-Committees of the Commission) to read as follows:

B. Committee on Faculty Access, Recruitment, Retention, and Advancement (FARRA)

Committee charge: to offer recommendations for enhancing the College's diversity through the recruitment, retention, and profession advancement of faculty members, with special emphasis on African American faculty members.

C. Committee on Staff Access, Recruitment, Retention, and Advancement (SARRA)

Committee charge: to offer recommendations for enhancing the College's diversity through the recruitment, retention, and profession advancement of staff members, with special emphasis on African American staff members.

The essence of the language Darryl Phillips proposed was incorporated into the revisions of the bylaws. The bylaws revisions are in red.

Would anyone like to substitute the language Darryl Phillips proposed versus what John has included that is more expansive? We would entertain as a motion. There is no motion to proposed amendment.

Dr. Piepmeier

Presented a description and charge for the “Committee on Gender Issues” that better reflects the work the committee is doing. There is no change to the mission, however, this description would broaden the language to give a better understanding of what the term “gender” means.

“Periodically assess the overall status, acceptance, and inclusion of faculty, staff, and students of all genders and sexual identities, and document findings. Determine needs and concerns on campus that specifically relate to gender, with attention to women and LGBTQQAI (Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex and Allies) faculty, staff, and students. Place special emphasis on such issues as sexism and homophobia; gender-based discrimination; access; equity; educational, scholarly, and professional advancement; work-life balance; and leadership opportunities. Recommend effective strategies-including policies and practices-for creating and sustaining a safe and welcoming working, learning, and living environment that is inclusive and accepting of faculty, staff, and students of all genders and sexual identities. Monitor progress and periodically recommend strategies for meaningful and measureable continuous improvement.

Joe Kelly

Made a motion was to amend the full bylaws and to replace the language on “Page 6, Item F.”. The motion was approved unanimously.

Larry Krasnoff

Asked how religious diversity got into the bylaws and what level would it be addressed? Should it receive the prominence it receives in the bylaws? And is it realistic to expect that it will receive prominence given the way the subcommittees are?

Evie Nadel

Felt that religious diversity was an issue that needed some attention. Where religious diversity is located in the bylaws does not matter as long as “religious diversity” is a focus for the Committee on Campus Diversity Climate and Inclusion.

John Bello-Ogunu

After the first meeting, bullet points where added at the suggestion of some members specifically focusing on women, disabilities and religion. These issues were not in the original document.

Larry Krasnoff

My concern is with follow through.

Andrew Lewis

Please clarify, on Page 2 under “specific objectives” what are we trying to achieve?

John Bello-Ogunu

In order for the College to succeed in its mission to include diversity, it cannot be the sole responsibility of one individual or one office. It must be collaboration with all stakeholders so there is a collective responsibility to make sure our actions and our work is promote through all units on campus.

Joe Kelly

A motion was made to vote on the bylaws. With amended changes, the motion was approve unanimously. Changes to bylaws are not difficult to make.

## **Task Committees: Progress report on Diversity Strategic Plan**

### Allison Piepmeier – Committee on Gender Issues

3 years of goals and actions with a broad mandate and agenda.

- 1<sup>st</sup> year – access campus environment
- 2<sup>nd</sup> year begin responding to 1<sup>st</sup> year of assessment raising awareness
- 3<sup>rd</sup> yr modifying policies and procedures and facilities. Work through dates and people in units who are accountable.

\*Themes: LGBTQQA exclusively welcoming of and student recruitment, modification of duties, gender violence, pay equity for staff

### Joe Kelly

Requested the Committee on Gender Issues “draft Task Committee Progress Report” is placed in PCADEI folder.

### Marcia White – Committee on Minority Staff Access, Recruitment, Retention, and Advancement

- Recruitment and Retention top candidate go for best package, how do we stack up competitively?
- Review policies and procedures for hiring staff need to be clear on the entire process works (i.e., who is reviewing packages, etc.).
- Where we advertise for positions, how we advertise for positions.
- Temporary positions will be defined as someone working in a position for a year or more.
- Review College and state hiring procedures.
- Retention and turn-over from 1-year ago: when we are losing people. Looking at statistics by gender by race, where do they go when they leave here?

The information-gathering phase cannot move forward until we have a clearer picture of where the College is right now.

The information from the Committee on Minority Staff Access, Recruitment, Retention, and Advancement will be placed on the PCDAEI network.

### Tom Trimboli

Will the retention data be broken down by ethnicity and gender?

### Marcia White

Yes, data will be broken down by ethnicity, gender, race, pay levels, and as detailed as possible. We must be careful with the data because temporary employees and new faculty can skew the numbers.

### Tom Trimboli

Asked Tom Casey if statistics are kept on discipline that has been administered across campus?

### Tom Casey

Yes, Human Resources keep a log of all disciplinary actions.

### Tom Trimboli

Without giving away identities of individuals take a look at the data by race, ethnicity, and gender to review the type of offense documented to see if a disproportionate type of discipline was given to one group as opposed to another.

### Edie Nadel

When looking at Temporary positions, people were still temporary after 10-15 years.

Tom Casey

The temporary population is a result of budget and salary dollars, 25 people have been moved up to permanent status within the last 18 months. HR has been working on getting a compensation policy for staff employees but it always comes back to budget. The budget strain will make it an increasingly difficult challenge to keep people.

Marcia White

The Committee on Minority Committee on Minority Staff Access, Recruitment, Retention, and Advancement will put together a contextual document, which will come later.

John Bello-Ogunu

It is good for all Committees to put together a bullet point of contextual recommendations in addition to the layout of the Strategic Plan. We have an executive summary guided by bullet points. A contextual explanations or recommendations will help the reader understand why specific actions are being proposing. There are samples of the Strategic plan (from the first meeting folder) that should be helpful.

Patricia Lessane-Williams – Committee on Community Outreach

A rough 5-year plan:

- 1st year- assessing current campus wide issues around diversity (diversity initiatives) to determine what is not exactly working, what gaps need to be filled, focusing on coordinating, collaborating and connection efforts that are very similar.
- 2nd year – reviewing and incorporating applicable “Best Practices” for community outreach. (Community Outreach diversity efforts from peer schools and or other institutions similar to historical complexities around race and gender.)
- 3rd year – address and reverse the College’s reputation as an unwelcoming environment for underrepresented groups currently associated with the College. As well as potential students and employees, donors and parents of students.
- 4th year – Increase partnerships with local surrounding community stakeholders via relevant programs on and off campus including business enterprise with local minority and women-owned companies.
- Collaborative educational outreach programs similar to what we currently have that aid the community but help students get hands on or high-impact learning opportunities via volunteering as well as provide opportunities for scholarly activist at the same time.
- 5th year – address structural barriers to our success identify which barriers can be torn down in the short term that have major impact on faculty, staff and students and other stakeholders. We would like to know what long-standing barriers are in place that needs long term consistent forward movement towards eradication.

Joe Kelly

In Year 2, would some of the ‘Best Practices’ be identifiable in the strategic plan or are you going to wait until later?

John Bello-Ogunu

Concern about devoting an entire year to assessment we may miss the opportunity to achieve some significant results. I recommend combining assessment with one or two concrete actions that will bring about visible and measureable results.

Evie Nadel

We hope to attack some of the assessments, be realistic in our approach and make sure we are going in the right direction.

Isaiah Nelson

This plan would be a very hard sell to the student body if there is a full-year of assessment. The perception within the student body is assessment has been going on for years. We are aware of the issues and need to start attacking them immediately. I would recommend a 3-month attack driven assessment period with concrete goals and plans.

Jimmie Foster – Committee on Minority and International Student Access, Recruitment, Retention, and Academic Success

Our committee discussed many actions, the minority population has not grown and the international population is falling. Only 45% of minority applications were completed compared to Caucasian students who completed 90+% of their applications. The Committee on Minority and International Student Access, Recruitment, Retention, and Academic Success will continue assessment as we go through this process. We will identify some actions so we can see some immediate change that will hopefully create some positive change.

Actions:

- Development of effective recruitment plan for enter minority group
- Plan for international student programming
- Campus wide education-all the ambassadors for everyone recruiting to understand the process and expose the rest of the campus to the Admissions process, people seem fearful about.
- Getting minority applicants to complete their applications.
- Target marketing to higher levels of minority community.
- Expand current marketing being done in state and possibly out of state.
- Assess materials in marketing (i.e., aspirational vs. realistic photography).
- Academic Support Services – retention numbers with minority students (numbers are good, but after 2<sup>nd</sup> year the numbers drop). Thing we can do to help those students.

Evie Nadel

Do we currently keep information on retention rates?

Jimmy Foster

We do by various classifications.

Clara Hodges

Can you explain why applications are not being completed?

Jimmy Foster

Many minority students will apply late to the process or if they apply earlier they do not complete the process.

Angela Cozart

Do you have a handle on why students (Minority or Caucasian) do not finish the application process? Did a minority or caucasian student decide on someplace else or not go to College at all?

Jimmie Foster

It is mixed; there is a large percentage of minority population in state (South Carolina) and we need to do a better job of recruitment in state. Our competitors in state experience similar instances. A student will apply and get in to a College and forego finishing the application process.

### Conseula Francis – Minority Faculty Access, Recruitment, Retention, and Advancement

Faculty focus group held a forum to identify the concerns about faculty recruitment process.

- Chairs and Department Heads would like a more transparent process and would like to know what the recruitment goals are.
- Deliberate guidance in the recruitment process.
- Provide recruitment packages job candidates can receive about schools, churches, etc in surrounding community. Within the packages provide information that some candidates may find awkward to ask about.
- Work-life balance.
- Constant need for childcare, particularly after hours.
- Concern about the modification of duties and procedures, which doesn't work as effectively.
- 1<sup>st</sup> year – create a FAQ document that does along with the modification of duties procedures that clarifies the full procedures.
- Concern about data on Faculty
  - how data is collected on Faculty and job candidates
  - how data is disseminated
  - where data go and who is responsible for it.
- To recruit diverse Faculty, the College needs to increase its visibility in certain kinds of populations. (have CofC end up on people's places of where they would like to work.)
- Create a Junior Diversity Scholar program.
- Lecture Series: bring in ABD (All But Dissertation) students.

### Teresa Smith

Will there be mentors if you bring in Grad Students to guide them along in the teaching field, tenure track?

### Conseula Francis

Yes.

### Joe Kelly - Committee on Campus Diversity Climate and Inclusion

Campus climate committee identified documents to make available like Campus Climate survey and Student focus group forum transcript for Committee they are available on PCDAEI folder.

We decided that a focus group for staff may not be the best way to access campus climate for staff. Any suggestions on how we can assess the campus climate would be appreciated.

### Marjorie Thomas

Strategic Planning process information is available for student, staff and faculty feedback related to diversity. The information is on server, we should have access to it. Contact Office of Institutional Research.

### Darryl Phillips

Strategic Planning Data consist of 3 parts, it is number driven with web postings and that information would probably be most helpful.

### Beverly Diamond

Campus Climate Data released in 2006 should be treated as confidentially.

### Evie Nadel

Would it be helpful to look at Human Resources (HR) to find out from the exit interviews why people were leaving?

### Joe Kelly

Campus Climate committee looked at the information from a 1year period and the information is slim.

Tom Casey

Exit interviews, will not share specific information, people do not want to “burn bridges”, if specific information is given then HR has to decide how much to share for fear of some reprisal. We welcome your ideas; we struggle with this in HR. This information can be placed in PCDAEI folder.

Beverly Diamond

If the data doesn't ask the right questions, we can always use Survey Monkey anonymously. Staff would appreciate it. First, see what we have from the Strategic Planning Data.

### **Selection of one-year term Commission members**

Joe Kelly

Informed Commission Members about term period in bylaws. The term is for two years, but we would like half of the Committee's term to expire each year instead of turning over the entire committee in two years. I propose that half of us need to serve for one year rather than two years. The other half of the Commission can now be designated as serving halfway through their two-year term. Commission members with a difficulty workload commitment coming up can rotate off. The Co-Chairs will identify those members and select the remaining members.

Beverly Diamond

Can someone serving a one-year term be reappointed for a term of two years?

Joe Kelly

Yes, they can be reappointed for another two-year term. The Co-Chairs propose a lottery system to select the remaining members.

Darryl Phillips

Request the Co-Chair consider not having an entire Subcommittee rotating out in order to give continuity to a Committee.

Joe Kelly

Subcommittees can discuss the term selection during your next meeting and bring your decision at our next meeting.

Tom Casey

When did term year start?

Joe Kelly

According to the bylaws the year begins August 1<sup>st</sup>.

Anyone wanting to rotate out because of other workload commitments can send a note to either Co-Chair and we will make sure those who members rotate out. Subcommittees are being asked to make members term appointment decisions by November 18<sup>th</sup> meeting.

Tom Trimboli

He would like to discuss the terms of appointment this with President Benson, since Commission members serve at the appointment of the President.

Joe Kelly

Told Subcommittees do not take any action until they hear from Tom Trimboli on rotating out of appointment term.

### **Report on Task-Committee data requests/needs** *(explanation of how to access PCDAEI folder)*

Rochelle

Review of the process for accessing PCDAEI folder with Commission Members.

Beverly Diamond

Do we have any data on the diversity of applicants for Faculty positions?

John Bello-Ogunu

The information is posted on PCDAEI website.

Joe Kelly

Subcommittee Chairs make request to Institutional Research, but copy John Bello-Ogunu.

Marcia White

The standard applications for staff positions are “blind”. We don’t know what ethnicity they are until you call in for interview. Admission can collect data if people want to give voluntary. Is there any way of doing something like this on an application if it is voluntary?

Tom Trimboli

There may be things that we can do that could be racially neutral; however, I would have a problem with identifying a pool of applicants by race or ethnicity.

Beverly Diamond

Are we legally able to actively recruit certain groups?

Tom Trimboli

There are reasons you can give favorable consideration to certain things that are designed to address the problem in the Institution. However, we have to be careful about how we do that.

Tom Casey

HR puts out a welcome to campus email after each new employee orientation, we put out photos and a short bio about what new employees will be doing. It is a good snap shot to see who is being hired. The Provost Office puts out a welcome to the campus of all new roster faculty members.

Tom Trimboli

How do we know a pool of applicants has brought in a representative?

That is a valid question and something that needs to be addressed. On our application for admissions we asked what religion a student was, it was voluntary, but some students felt they had to do it. Because students felt they would be discriminated against if they didn’t answer. We do need to have ways to target recruitment, and a way to assess how effective targeting is. This will help us figure out whether we are getting the represented sample we want.

### **Revised meeting and task schedule**

Tom Casey

Asked if the meetings could start and ending time be modified to accommodate some Committee members who begin their workday at early without disrupting or conflicting with Faculty’s teaching schedule?

Joe Kelly

How many people can meet at 2p.m., possibly Monday, Wednesday?  
The Co-Chairs will send out an announcement about the new schedule.

### **Create a working title for PCDAEI (e.g., President’s Commission on Diversity)**

John Bello-Ogunu

Proposed a short working title for PCDAEI “President Commission on Diversity”, the motion was moved and seconded.

**Actions:**

**Subcommittees**

- Subcommittees will send Rochelle Task Committee Progress Reports to place in shared PCDAEI folder.
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**Tom Trimboli**

- Will discuss the terms of appointment to the Commission with President Benson.

**Meeting adjourned at 5:10 p.m.**