

Monday, January 28, 2019, 12:00 – 1:30 p.m. | Cline Library, Room 131 (Student Media area)

**Minutes**

1. Welcome and Roll Call
	1. Attendees
		1. Karen Renner
		2. Debra Edgerton
		3. Megan Trout
		4. Casey Swenson
		5. Jennifer Koehmstedt
		6. Bo Schwabacher
		7. Danielle Gervasio
		8. Calvin Legassie
		9. Michele Lee
2. Announcements
	1. Feb. 1st event, **An Evening with Kevin Willmott**, co-screenplay writer for BLACKKLANSMAN. This will be at Prochnow, doors open at 6pm and the event starts at 6:30pm with intro, film screening and Q&A after. Please encourage students, faculty and staff to attend. It is free to everyone but you have to get a ticket at the CTO.(Debra)
	2. Still looking for someone to transition into the **HR Benefits Committee**. Sharon is currently our Representative, but she is retiring at the end of the school year. The committee will start meeting again early in spring semester.
	3. **“Space Planning Initiative”** update (Karen): According to Charles Rossignol, “The Strategic Space Utilization Study will involve every department and group that uses space on each NAU campus. The process will include interactions and engagement with the various campus stakeholders which will include data gathering, discussions, and forums. We selected the firm Sasaki Associates through an RFQ process. The study will ultimately inform a new campus master plan. There will be an executive steering committee, the makeup of which I intend to finalize next week. We will also meet individually with focus groups from each department on campus. We are currently gathering all of our existing space use data to share with the consultant. I expect the first focus group “Workshops” in late February, with follow-up workshops over the next several months. Our target for completing the study is September of this year. We will begin regular communication with the campus community once the steering committee is confirmed.”
	4. **“Interviewing and Negotiation” workshop** will take place from 12:30pm-2pm on March 8th in HLC 2405. You can register through LOUIE. Instructions [here](https://drive.google.com/file/d/10rmXrUVBjVr-5k8yMQDQjWdIJYVT4qBP/view?usp=sharing). Emily McCarthy is leading the workshop. It is open to all: students, staff, faculty, all genders. Max attendees is 40. Emily would prefer to have at least 20 signed up.
	5. The Website Content Management (WCM) team built us a custom form to use for the **CSW diversity award nominations**: <https://nau.edu/csw/awardnominations/>. In your nominations, please give us a thorough sense of what the person has done to earn a nomination. The Diversity Awards dinner/reception will take place on May 2. According to Lauren Copeland Glenn, “it is not going to be a plated dinner as it has been the last few years. We don’t have details about what the food will be but we’ve been told it will be heavy hors d'oeuvres. The set up will also be different. It will be theatre style with a few high tops instead of table round.”
		1. Discussion of the award ceremony format and whether or not to follow-up about the change.
		2. When are nominations due by? March 15th
	6. Melissa Griffin, Director of Health Promotion, and Julie Ryan, Executive Director of Campus Health Services, will return next month to discuss birth control/health issues for women.
		1. How HLC has free women’s condoms in addition to male.
		2. HPV vaccination has increased to age 45, which is covered by NAU insurance.
3. Report out from Data Collection sub-committee and Diversity Strategic Task Force committees **(**Karen and Debra)
	1. Discussion of whether names are blinded during faculty search - currently not. Empirical evidence that bias occurs based on names. Discussion of how this would not be possible after the first stage of hiring process.
	2. Discussion of Faculty Search Committee’s idea of training more people to be diversity advocates, faculty who receive diversity training and could “count” as the diversity person. This work would be included in their SOE. There is a concern about people who “count” in diversity categories being overtapped in search committees. Additionally, women and diverse individuals are overrepresented in non-tenure track positions, so are they comfortable discussing their ideas around tenure track individuals? Discussion of whether CSW should send a letter about commissioners’ viewpoints on these issues. Discussion of incentives for individuals who participate in search committees. Discussion of the regular diversity training for search committees. Discussion of data about retention of diverse faculty (i.e. women, people of color). Discussion of retention efforts.
	3. Prioritization Task Force - Discussion of the draft of Diversity Strategic Plan not being distributed at Leadership Day afterall. Discussion of what the task force is doing (prioritizing items by completion goals, i.e. years 1-3, 4-7, etc.) Meetings Dec. 10, Jan 14, and today.
	4. Metrics Task Force met Nov 15th, Nov 28th, and are meeting Wednesday. Discussion of what the task force is doing, including what and how to measure progress. Two weeks ago, the task force meeting ended with ways that success could be measured in different areas. E.g. money spent on diversity events, how many events are being offered and attendance (symposiums, etc.), Discussion of surveys available to address some areas. Representatives from institutional research will be present at the next meeting to discuss survey methods.
	5. Report out from Data Collection subcommittee.
		1. IPEDS has available data on race/ethnicity. To access, go here: <https://nces.ed.gov/ipeds/datacenter/Facsimile.aspx?unitid=acabb0aeaeab>. Select the year you wish to view and “Human Resources.”
		2. DIscussion of current data available through NAU Institutional Research and Analysis. <https://www7.nau.edu/pair/reports/FacultyTrend>
			1. Discussion of difference in average salary for female vs. male and increasing pay gap. Discussion of previous requests to break out the data more (i.e., years of service, CIF supplemental pay data, etc.). Does not display by ethnicity, college, etc. Discussion of past efforts to break out COACHE survey data. Discussion of funding inequities outside of base salary such as summer pay, start-up money, etc., which is not being tracked and is not standardized.
				1. Discussion of prior CSW Annual Reports, and the idea of doing one for this year with some of this information.

Distribute to ABOR (?), Academic Chair Council and Colleges where numbers are particularly concerning.

Karen will draft the document and share with commissioners for feedback.

1. Report Out from Archives sub-committee (Danielle)
	1. [Document](https://drive.google.com/a/nau.edu/file/d/1Quq6Mn-F2mtnfrB56XgPkSsyHJE3yC2N/view?usp=sharing) provided summarizing efforts and information gathered. Dedicated Google Drive was created to upload documents. Scanning can be problematic, so best practice recommended is to use a flash drive. Two boxes and binders. Presidential records for Haeger are being gone through, and requested that CSW be pulled out separately. Discussion of electronic records of past chairs. Discussion of CSW previously having a budget and newsletters. Discussion of how to organize (e.g. by year or theme). Discussion of campus child care report from 2012.

**Meeting adjourned at 1:40 p.m.**

1. Report out from Career and Leadership Workshop and/or Student Mentoringsubcommittee (Paul/Sharon/Samantha)
2. Report out from Exit Interview committee (Michele Lee)