

Monday, March 25, 2019, 12:00 – 1:30 p.m. | Cline Library, Room 131 (Student Media area)

**Minutes**

1. Welcome and Roll Call
   1. In attendance
      1. Karen Renner
      2. Debra Edgerton
      3. Megan Trout
      4. Calvin Legassie
      5. Bo Schwabacher
      6. Jennifer Kahmstedt
      7. Julie Schuttene
      8. Michelle Benedict
      9. Sanjam Ahluwalla
      10. Danielle Gervasio via BBLearn Collaborate
      11. Stephanie Joy Mayer via BbLearn Collaborate
2. Announcements
   1. Still looking for someone to transition into the **HR Benefits Committee**. Sharon is currently our Representative. According to Christina Kuhl, the Assistant Director of Benefits, “The Benefits Committee is a comprehensive group of participants and administrators of NAU’s Blue Cross Blue Shield PPO plan whose primary purpose is to provide recommendations during the annual renewal process to help ensure the plan’s continued viability. Committee members should be representative of all benefit eligible categories of employees and retirees as well as offices having responsibility for any portion of the plan’s administration. The committee meets regularly during the renewal process to examine plan performance, pertinent legislative changes, market conditions and budgetary considerations prior to finalizing recommendations. The committee may also be asked to weigh in on other benefit programs, policies and procedures. In most years we have 3 or 4 meeting between May and August. This year we may be starting the meeting a little earlier to review some additional plan design options.”
      1. The meetings will start in April. When HR shares date/time, it will be shared with the commission.
   2. **“Interviewing and Negotiation” workshop** was cancelled due to low enrollment.
      1. Setting up a new one for the Fall.
      2. Discussion of how to get more people involved.
   3. Discussion of ways to increase membership and listserv.
      1. Discussion of advertising at new hire orientation.
   4. Nominations for **CSW Diversity Awards** can be uploaded at: <https://goo.gl/forms/ZSatL6ZxDKBTQhqq1>If there are problems with accessibility, you may also use this site: <https://nau.edu/csw/awardnominations/>. Deadline for submissions is March 22. We currently have three nominations, one for each faculty, staff, and student. Please remember to give a thorough description of why this person or group should be consider for this award. **We will vote on Diversity Awards at our meeting.** 
      1. Copies of the award nominations were distributed for review.
      2. At the end of the meeting, discussion was held of nominations.
      3. Public vote held for faculty position - tie between faculty nominations.
      4. Discussion and consensus of using a department category so both faculty nominees can be honored, if possible.
   5. 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.” The Co-Chairs of the Commissions met and have drafted a letter encouraging a return to a plated dinner.
      1. The letter communicates disappointment about the change in format. It includes language from prior winners. It will be signed by all the chairs except the Commission on Native American. A copy of the letter will be uploaded on BBLearn when finalized.
   6. Portree Scholarship update (Debra). Two years ago it was $1500; now it is $500. Karen will add number and then day for NAU Giving. 5K will not occur this year. Future of the event is questionable. This year it will be an indoor dodgeball tournament on April 20th. This will be the final year that the ROTC will support CSW and the Portree scholarship because the organization is “going in another direction.” We now need to think of other ways to support the scholarship. Donations can be designated on the upcoming Giving Day May 1st through NAU Foundation. More information about giving on the CSW website: <https://nau.edu/csw/give-now/>. Give Online: <https://alumni.nau.edu/giving.aspx?SKIPINTRO=Y> or <https://foundation.nau.edu/naupayrolldeduct.aspx?APPEAL=NAUPD>. Search funds for “Portree Commission Status of Women Schp” or “Commission on the Status of Women.” The fund number for the Martha Portree Scholarship is fund 4904. We can’t lose this scholarship. It is the most tangible thing CSW does by supporting single mothers trying to get an education. I challenge our membership to make a one time donation of $20 this year through the above fund number. If everyone gives, we will have enough to support two scholarship next year.
   7. Group in community working on human trafficking hoping to to work with NAU called “Flagstaff Initiative Against Trafficking” (FIAT). There may be a co-sponsored event in the future. <http://northlandfamily.org/flagstaff-initiative-trafficking/>. Other resources have been uploaded to the BbLearn Shell.
   8. Diversity Fellow Search: <https://nau.edu/center-for-university-access-and-inclusion/diversity-fellow-search/>.
      1. Discussion of status of Diversity Fellow hiring schedule and commission forums.
3. Report Out from Archives sub-committee (Danielle)
   1. Danielle reported via email about status of getting a student intern who would work on gathering and organizing data for internship credit.
      1. Discussion on a final report at the end of the project.
4. Report out from Data Collection sub-committee. (Karen)
   1. Regarding draft report, added in information about requests being made for data and not being met.
   2. Discussion about what type of information is included in the report, and what institutions could be used for comparison (ASU, U of A, sister institutions).
   3. Discussion about how to disseminate the information as widely as possible across campus.
      1. Discussion of needing feedback on the recommendations and data sections.
         1. Discussion about how to get input and feedback from commission members before sending it.
         2. Discussion of getting feedback from Roger Bound and HR team with a deadline.
      2. Discussion of suggestion to disseminate the final version to the ACC, Faculty Senate, CSPAC, the Lumberjack, the AZ Daily Sun, ABOR, and the CSWs from other state universities.
5. Report out regarding Diversity Strategic Plan Task Force meetings (Karen and Debra). Next meetings: DSP Metrics Task Force 3/27, 10-11:30 am, in the Graduate School Conference Room.
   1. Faculty Search Task Force
      1. Discussion of section of COFS that talks about gender and ethnic representation on search committees.
         1. The task force is discussing how to change the definition in COFS.
6. Discussion of increasing membership and involvement. (Debra, Karen)