[](https://nau.edu/bias-education-and-support/bias-report/)

Monday, September 24, 2018, 12:00 – 1:30 p.m. | Cline Library, Room 131 (Media room)

 **Minutes**

1. Welcome and Introduction
	1. Co-Chair, Debra Edgerton
	2. New Co-Chair, Barbara Mendez
	3. Commissioners
2. Attendance
	1. Debra Edgerton
	2. Barbara Mendez
	3. Megan Trout
	4. Erika Hess
	5. Paul Jagodzinski
	6. Heidi Feigenbaum
	7. Sharon Gorman
	8. Michele Benedict
	9. Calvin Legassie
	10. Sarah Hunter
	11. Bo Schwabacher
	12. Marcela Pino Alcaraz
	13. Molly Bechtel, GSG Representative via BBLearn Collaborate
	14. Daniell Gervasio, CCS via BBLearn Collaborate
	15. Kate via BBLearn Collaborate
3. Announcements
	1. Status on Welcome Tea with ASWI and AAUW (Barbara)
		1. For new faculty and staff.
		2. Friday, 10/19/18 3:30 - 5 p.m. Grand Canyon Room
		3. Trying to figure out funding - shared between groups including Associated Students for Women’s Issues ASWI (no response yet) and American Association of University Women AAUW (said yes)
	2. Recruitment updates of CSW (word of mouth, flyer, events, other means of promotion) (Barbara)
		1. Trying to increase participation.
		2. Please share information.
		3. Discussion of all commission mixer in the fall to recruit more members.
		4. Students are welcome.
		5. A 9x12 electronic flyer for TVs will be developed.
	3. Revisiting the Formation of Executive Board tabled until Spring 2018 - This will require change to By-Laws (Debra)
		1. Discussion if there is enough attendance to have one.
	4. Collaboration with CED to bring speaker Kevin Willmott to campus (Debra)

Kevin Willmott is co-screenplay writer for the film BlacKKKlansman. He will be coming to kick off Black History Month and will be lecturing in designated classrooms and providing a Q&A after a re-screening of the film.

* + 1. January 31st or Feb 1st for screening of film at Proknow
		2. Sun Entertainment is showing the film November 1st
		3. SUN Entertainment is working on marketing and contract
		4. Honorarium is $5,000
			1. Funding will be requested from Office of Equity and Access. CSW and CED are collaborating for the request for funding
			2. Discussion held about CSW being okay with this request being made.
1. **Presentation and Discussion:** Review CSW Mission, CSW Strategic Plan and AY 2017-18 Executive Summary - Discuss priorities for this year. Past priorities have consisted of the following:
	1. Collection of Data for Gender Equity and Parity
	2. Family Leave (intermittent and paid)
	3. Improved process of Exit Interviews
	4. Family Housing
	5. Discussion of commission flyers.
	6. Discussion of new policy regarding children visiting campus (Visitor/Children in the Workplace Policy)
	7. Discussion of executive summary letter that was sent to the President.
	8. Discussion of role as an advisory group for the President.
	9. Discussion of Martha Portree Scholarship and run.
		1. Goal is increased participation in the run this year.
	10. Passed flyer around for NAU’s new mission and vision. DIscussion of incorporating and considering the document during mission, vision, and goal work for CSW.
2. **Presentation and Discussion:** Introduction of new Chief Human Resource Officer Josh Mackey. He will be discussing the new Visitor/Children in the Workplace Policy
	1. Josh Mackey clarified expectations.
		1. This policy has been around since 1993. It has been moving around in policy documents. It used to be under Safety. In line with restructuring of policy documents.
		2. Discussion of concern that it may affect employees negatively.
		3. In general, employees are not permitted to bring children to the workplace other than an occasional, brief, and unobtrusive basis.
	2. Open to questions
		1. Why was the policy sent out this summer to faculty/staff?
			1. Because the policy added visitors.
			2. In 2006, there was a change to Arizona Revised Statutes related to guns on campus, so it needed to move and was addressed with a memo from President Haeger at the time.
		2. Where was the policy located from 2006 to now?
			1. Safety policy
		3. Has anyone been disciplined under this?
			1. No formal discipline to date
			2. Just used to reference during discussions with supervisors when this issue has come up.
		4. How is it enforced?
			1. At the supervisor level
		5. What about the visiting scholar programs?
			1. It only applies to personal visitors.
		6. Discussion of students, faculty, and staff who do not have any other options for childcare due to illness, snow days, etc. given the “occasional, brief” language.
			1. Distinction is how often this is occuring.
			2. Example: Breastfeeding mom is going to have her child here on a regular basis.
			3. Employees are getting their job done and supervisors are okay
		7. Discussion of single parents
			1. Children have to be under the supervision of the primary caregiver
			2. What if the child has to be left alone in office space?
				1. This is inappropriate.
		8. Discussion of conduciveness to the working environment.
			1. Children are already present and it can work.
		9. Discussion of how the policy addresses the concern of liability for unsupervised minors.
		10. Discussion of concern about inconsistent application of policy by individual supervisors.
			1. That is where HR can come in and help.
			2. Supervisors will usually contact HR first if there is a question, complaint, or concern.
		11. Discussion of addressing the matters in HR liaison meetings.
		12. Discussion of intersection with CSW goal of child care on campus.
		13. If an employee has a concern that supervisor is being too stringent, what should be done?
			1. Go to HR for problem solving.
		14. For faculty members, what if students come in to class with children?
			1. Within general guidelines about classroom disruption
3. **Presentation and Discussion:** Report from the HR Benefits Committee (Sharon Gorman)
	1. Discussion of handout “2019 Summary of NAU Benefits Changes”
	2. CSW role on the benefits committee is to give insight on policy and benefit changes.
		1. Focused on representing family friendly concerns.
	3. Rate increase of 3.1%, so ~$1,000,000 more total cost to employees
		1. Family rate has continually gone up over the years.
		2. Decision to have a 0% increase for families this year.
			1. In fact, the cost is going down ~$10/pay period
	4. Discussion of High Deductible plans
		1. Cheaper for families
		2. EPO is better than NAU’s Blue Cross Blue Shield for families at this time
		3. NAU’s PPO costs can be cost prohibitive for families, so they are opting for high deductible statewide plans instead.
	5. Retiree benefit stayed the same
	6. Transgender coverage
		1. Transitioning surgery
			1. BCBS stopped paying
			2. The committee tried to push BCBS for this surgery to be consistently paid, but it did not achieve the desired results. Moving in the right direction.
		2. Facial electrolysis is not covered for anyone going forward.
	7. Net $0 increase in deductibles
	8. Increase to copays
		1. From $35 to $40 for specialists
		2. Imaging new $50 copay (CT, MRI, PET)
		3. ER increase to first visit $200 to $250, second visit $300 to $350, third+ visit $400 to $450
	9. We probably would have seen a larger increase in family costs if CSW was not there. Encouraged equity across different groups of people. There are several options for family.
	10. Questions
		1. Are there a lot of people that use the family plans?
			1. Yes. There were a lot of families leaving the plan last year. It was a combination of those two factors that allowed for the reduction in the family plan for this year.
		2. Is the plan for faculty and staff?
			1. Yes
		3. Was there discussion of dental, vision, or other insurance?
			1. No
	11. Sense is that BSBS will move to a high deductible plan going forward.
	12. The benefits committee process will start earlier this year to consider plan changes in January. It was suggested to have someone else “in training” to take over when Sharon steps down so that information is not lost and advocacy and be maintained.
	13. Thank you Sharon!
4. **Discussion and Possible Action:** Task forces for the Diversity Strategic Plan (Barbara)
	1. Roll out planned for the spring
	2. Request for volunteers for the three task forces this fall
		1. The Metrics Group
			1. Investigate and provide recommendations for meaningful management tools to determine if goals are being met through implemented strategies
		2. Prioritization
			1. Evaluate the different strategies and determine and prioritize them
		3. Faculty Search, Diversity, Compensation
			1. NAU is implementing trained paid representatives to serve on search committees as the diversity representative.
			2. Training in the area of diversity would be implemented.
			3. Improving search committee representation and employee retention
			4. It comes up because there is a small pool of qualified employees, who are ongoingly being used on the search committees.
			5. How do we provide a more diverse population so those individuals will not be overtaxed?
			6. Discussion about the concept of “killing two birds with one stone” referring to a women of color meeting both the gender and ethnicity diversity requirements, therefore reducing the diversity representation on the search committee.
			7. They do training on the processes and procedures but not about implicit bias.
			8. Where are they looking for the pool of diversity representatives?
		4. Time commitment?
			1. Unknown An alternative was also suggested that CSW member please read the diversity stratefgic plan on the Equity and Access web site and send comments or concerns to Debra and Barbara.
5. **Discussion and Possible Action:** Update on the former position of Chief Diversity Officer (Debra)
	1. On Friday, the co-chairs had a luncheon with the president
		1. The co-chairs and president discussed recruitment and retention of students
	2. The position is no longer titled Chief Diversity Officer
		1. It was changed to advisor to the president last year
		2. Now, it is called “fellow” and it is an advisory position
	3. The job description has been written and we are waiting on job description to send out
	4. It’s still ambiguous as this is a .50 FTE position
		1. President mentioned it could be .75 FTE position at some future date if there is success in the new position
		2. Discussion of how this could work for different types of employees
	5. Language was added back that the position would be a bridge between the diversity commissions and president
	6. Timeline?
		1. Unknown - not addressed at the luncheon
	7. If diversity of faculty/staff is not addressed in the University Strategic Plan, then it needs to be in the Diversity Strategic Plan
6. **Discussion and Possible Action:** Vote on 3-4 CSW priorities for this year; CSW will continue to assist with letters of support and other action items as they arise during AY 2018-2019 (Debra)
	1. Commission members voted for their top 3-4 priorities. Results will be presented at next meeting.

Considered:

* 1. ***Exit Interview*** - Recommendations for an improved process and instrument to incorporate more transparency and focus on issues related to diversity - Maps to Diversity, Health & Safety Committee, Strategic Goal 2
		1. Barbara co-chair would like to address. With the change in HR leadership, this has not been addressed.
	2. ***Family Housing*** - Recommendations as a Report for continuing and sustaining family housing at NAU with supporting evidence - Maps to Work-Life Balance Committee, Strategic Goal 3
	3. ***Career and Leadership Workshop and/or Student Mentoring*** with targeted groups at NAU (see 5 above) - Maps to Gender, Equity/Parity Committee, Strategic Goal 1
		1. Discussion of change to go out to groups and visit rather than setting up a workshop. GSG supports this approach.
	4. ***Title IX Staff and Faculty or Implicit Bias Seminar for AY 2017-2018*** and/or investigating and ensuring enforcement of Online mandatory training - Maps to Gender, Equity/Parity Committee, Strategic Goal 1 maps and Diversity, Health & Safety Committee, Strategic Goal 2
	5. ***Institutional Climate on Gender and Diversity*** - advocating for a harassment-free environment for faculty, staff, and students, recommendations for policy changes and improved communication processes - Maps to Diversity, Health & Safety Committee, Strategic Goal 2 and Work-Life Balance Committee, Strat. Goal 3
	6. ***Child Care (and/or Elder Care) at NAU -*** Maps to Gender, Equity/Parity Committee, Strategic Goal 1 and Work-Life Balance Committee, Strategic Goal 3
	7. ***Family Leave - Paid and Intermittent -*** Maps to Gender, Equity/Parity Committee, Strategic Goal 1 and Work-Life Balance Committee, Strategic Goal 3
	8. ***Data Collection for Assessment of Gender Equity/Parity -*** Gender, Equity/Parity Committee, Strategic Goal 1
		1. Discussion of difficulty obtaining the data.
		2. Discussion of concern that more women are in non-tenure positions
		3. Discussion of the issues of transparency, accountability, and access to data
	9. others?
1. **Elect** CSW Subcommittee Chairs (Debra) - Tabled pending determination of priorities based on vote.
	1. *Explanation of Minimum Requirements for Committee Chairs* (See By-Laws)
	2. Committees (Gender, Equity/Parity Committee, Diversity, Health & Safety Committee, Work-Life Balance Committee
2. If there are other concerns or items to be discussed, let the co-chairs know.