



Monday, February 29, 2016

12:00 – 1:30 p.m.

Cline Library Teaching Commons

**Meeting Minutes**

**Members Present**

* Paul W. Jagodzinski, paul.jagodzinski@nau.edu
* Danielle Gervasio, danielle.gervasio@nau.edu
* Carol Lorek, carol.lorek@nau.edu
* Maggie Vanderberg, maggie.vanderberg@nau.edu
* Laura Huenneke, laura.huenneke@nau.edu
* Samantha Clifford, Samantha.cliffor@nau.edu
* Larry Gallagher, Lawrence.gallagher@nau.edu
* Heidi Feigenbaum, Heidi.Feigenbaum@nau.edu
* Sharon Gorman, sharon.gorman@nau.edu
* Arturo Magaña, am838@nau.edu
1. **Welcome and Introductions**
	1. Heidi Feigenbaum called meeting to order at 12:02 p.m.
2. **Announcements**
	1. Semester meeting times and locations
		1. Last Monday of the month at Cline Library’s Teaching Commons, until the end of the semester.
	2. Sub-committee meetings, second Mondays of the month.
		1. Commissioners tried something new: meet for 10-15 minutes during the monthly meeting to play future sub-committee meetings.
		2. Commissioners attempted to identify chair for sub-committees.
	3. Sign-up for sub-committees
	4. Nominations for CSW Outstanding Achievement and Contribution Award (faculty, staff, or student)
		1. Four awards. Email nominations—why a person deserves award—to Sharon or Heidi. Commissioners can self-nominate. CSW leaders will decide who wins awards, but decisions can go to the general meeting on March 4, 2016 for commissioners to discuss. Individual awards only, not for organizations. Active CSW members can nominate for award.
	5. March 30, 2016, *Troubling the Body Politic Panel Discussion*. Location and time to be determined. Heidi encouraged commissioners to attend panel discussion.
	6. April 27, 2016, 5:30 p.m., *Diversity Banquet.*
3. **Martha Portree Scholarship**
	1. Commissioners discussed award amount. Commissioners decided to award 2 people, for an amount of $1,000 an academic year. This way, for next year, in 2017, CSW will have enough money in the budget to award the same amount.
	2. Commissioners discussed advertising the scholarship. The scholarship is currently advertised by the NAU Foundation. Arturo will provide a web link to the NAU Foundation website on the CSW website.
4. **Review and recommendations to New Directions in Diversity Letter**
	1. Letter came out of *Women of Color in the Academy Panel Discussion*
	2. Commissioners proposed edits to letter.
		1. To add advance grant, along with Title 9 information to letter.
		2. To limit bullet points in the letter, to make more concise and pointed.
		3. To change the figure and figure caption.
		4. To state who the diverse groups in the beginning of the letter as opposed to the conclusion.
		5. To change question marks into declarative statements.
	3. Audience for the letter: NAU president, provost, new chief diversity officer, vice presidents, and upper level administrative members.
		1. Commissioners discussed the benefit of providing this letter to the new chief diversity officer, this way he or she can be brought up-to-date on diversity on the campus.
	4. Goal with letter: to disseminate by April 4, 2016.
	5. Sharon will post letter on Bblearn for revisions.
5. **Group discussion on recommendations for CSW strategic plan draft (handout)**
	1. Commissioners reviewed document for 5 minutes.
	2. Commissioners proposed edits to strategic plan.
		1. To add a planning timeline.
		2. To add short and long-term goals to plan.
		3. To take out language guaranteeing goals CSW cannot deliver on.
		4. To limit verb usage.
		5. To include award, promotion, and nomination discussion.
		6. For strategic plan to mirror NAU’s strategic plan language.
		7. To include recruitment procedures in document.
	3. Commissioners discussed inviting Eva Putzova to the next CSW meeting, to help with editing strategic plan.
	4. Thrust of the strategic plan: equity, inclusive campus climate, community, promotion, transparency and visibility.
	5. Commissioners discussed updating CSW mission statement.
	6. Sharon will post strategic plan on Bblearn for revisions.

Meeting ended at 1:30 p.m.