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Diversity Council

All College Committees and Initiatives

5-3-2022

Minutes, Diversity Council Meeting, Tuesday, May 3, 2022

Diversity Council
Rollins College

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Diversity Council Meeting Minutes 5/3/2022

In Attendance: Jenifer Ruby, Zeynep Teymuroglu, Sarah Laake, Robert Whetstone, Miranda Arjona, Audrey Hope, Bethann Durlinn, John Shideler, Marianne DiQuattro, Katie Alonso, Teasa Mays

I. Diversity Council (DC) DC files have all been moved to DC SharePoint site

- Jenifer: managed to move all files from past chairs – in SharePoint. At any point if you need access, IT is able to give access to this. A lot of information in there.

II. Review of DC Membership

Voting Membership of Diversity Council:

- Title IX
- CICI
- Lucy Cross
- OISSS
- Business faculty rep
- Social Sciences faculty rep
- Social Sciences Applied faculty rep
- Humanities faculty rep
- Expressive Arts faculty rep
- Science faculty rep
- Greek Life
- HR
- Athletics
- Dean of the Chapel/Religious Life
- Total of 8 staff, all are considered permanent representatives. In the event one of the permanent representatives is serving as co-chair (currently Jenifer with OISSS), the voting member would be another representative from that department (i.e., Katie from OISSS).
- Accessibility has a vote. Does Bronwyn know that FSL has a voting seat? Student SGA rep? Need to be transparent and let everyone who has a vote know, each year, that they have a vote on this council.
- Typically staff positions are set positions by year, but in the case of OISSS and often CICI as well, because open meeting/important for our team, we have “affiliated members” – not serving in voting capacity, but allow them to come.
- These meetings are open to the campus, not closed meetings, so encourage others to come.
- Quorum wasn’t always met by voting members but by members – we should think about how we should proceed with this. For the council to be given proper “respect”, we should probably be following something like this going forward. Global Initiatives just moved this way so can ask them for guidance on what their process is like.
- Maybe in fall we decide who should have voting membership. In SharePoint, there are a lot of documents, much further back there was a guideline with all

this laid out – but don't believe we necessarily need to completely rehash or go back to that, we just need to determine who is voting, who is affiliated, etc.

- Voting members vs affiliated, maybe put this up to the office to determine because being a voting member would mean they really need to attend every meeting.
- Jenifer: could look at Global Initiatives model. Should we be striking a balance between staff and faculty, student reps?
- Marianne: For student reps – helpful if there is 2-3 student reps because it helps them speak up and gives more likelihood that reps can be there. Also, should we ask each department with the vote at the beginning of each year if they want voting, because then they would need to know they need to do a better job earlier on to have people commit to certain dates so that when we do a Quorum they can be there to vote.
- Zeynep: doesn't feel like there are really any better times other than common hour for everyone to get together.
- Jenifer: To Marianne's point, that sense of commitment - if you are a voting member, then committing to at least having a representative.
- Miranda: question - do we need to send things for verbal "approval or pass" via email?
- A draft document from 2021 lists these additional staff representatives to be added:
 - Representative or Director of Holt Student Services
 - Representative or Director of Crummer Student Services (currently filled)
 - Associate Director of Admission for Diversity and Inclusion (currently filled)

III. **Minutes of this year were uploaded to [Diversity Council | All College Committees and Initiatives | Rollins College](#):**

- All are there except for one which is still outstanding, but overall covered and uploaded.

IV. **Staff Co-Chair for 2022-24**

- As a reminder, Zeynep as faculty co-chair will end next year, having overlap between staff and faculty co-chair is helpful so there can be knowledge transfer. Jenifer cannot continue to do it because of other commitments.
- Need better transition planning – over last few years, have lost co-chairs mid-term, so a lot of information has been lost. Hope SharePoint will help but this could use some organization. Reminder to co-chairs to please always ask for help if needed. Have had subcommittees over past few years, this year less, but maybe we should resume that – this can come from our goal setting so we can figure out these groups.
 - Sarah Laake: volunteering as staff co-chair!
 - Can do rotations on who takes minutes – share all the responsibilities so less burden on the co-chair. Additionally, maybe at the end of each meeting take 5 minutes to decide what will be covered in the next meeting

V. **DC Purpose & Goals for 2022-23:**

- Today – what is our purpose, what are our goals for this academic year, send them to Grant, so we know where to start in August/early September.
- Feels like we have failed to meet expectations – Grant wanting to hear ideas, doesn't want to just give full charge of what we need to do – think there will be some natural aspect of that due to the strategic plan, none of which we have specific details of just yet.
- Some things we have done in the past:
 - Diversity and Infusion grants
 - Presidential Award for Diversity, which thanks to a subcommittee that quickly decided on 3 recipients last month.
 - In the past, would also use meetings as forum for discussion of bias incident, or meeting with student organization, got feedback/suggestions from others as to how the College was doing on DEI.
 - Miranda: think we should co-sponsor more events/work on partnerships.
 - Used to co-sponsor events more, but due to budget cuts, have also had to reduce how much we can co-sponsor – used to come through CICI and other offices in a lot of ways.
 - On the topic of budgets: should we look at what we think is a reasonable budget and actually ask for that budget? As far as the Presidential Award budget also: lack of knowledge around how the budget kept getting impacted. Last meeting, Jenifer suggested President Award not come from this budget - we can help and assist in managing the process of nominations, committee review, and selection, but budget would be preserved under President's budget. Zeynep has also built some spreadsheets to help ensure we are not overcommitted and under-budget.
 - i. Zeynep: will go to Toni, will go to Susan, but will not ask for money repeatedly from other areas. If they want their awards to be regularly rewarded, they should move the money as needed. With the grants we are going to pay from the next fiscal's year budget – will have about \$6000 for next year, have already used \$2000 to pay for grant this year – so won't be able to do Diversity Awards for next year. Can send another email so that everyone is aware this will happen again.
 - ii. Robert: It's a shame that talking about DEI and not having money – sending a request on to the President's office to say this is the money we need – send to Committee, Board of Trustees, whomever – going to be in same position next year, need to get this together.
 - iii. If there isn't enough money, we will make a formal notification to the President's Office – we aren't sure why this didn't create a flag for them, but it didn't, so going forward, we will say this is what DC is doing, this is what it will cost, and for next year we will need x budget.
 - Jenifer: boxed lunches, snacks, tea, or coffee, something so that we have time for building community. Believe this should be built back in to the budget.
- Need to have 3-5 things we are committed to doing next year:

1. Steering Committee will be a liaison OR we send someone – can ask them what they prefer – whatever happens we should have a formal line of communication with the DEI Initiative task force → Sarah Laake is on the Policy task force; Sam Vega is on the Education Taskforce, David Zajchowski on the Staff Retention task force, and Miranda Jung Arjona is on the DEI Training & Capacity Building task force – so we have representation on task forces, but not direct representation on the Steering Committee.
 - Should we nominate someone to add to the Steering Committee or if we should have someone there, who will commit to coming – this will help us be involved with the Strategic Planning Initiatives to make the DC be more relevant.
 - i. Zeynep – for those on Taskforces: would it be too much to write a short report about what the taskforces are doing? Think Grant is under assumption that because there are reps from DC on taskforces that it is covered – ask if they can please report out to what they are working on.
 - ii. See full list of members and taskforces at end of minutes
2. Diversity Infusion Grants are important – something we all want to continue doing
3. Awards are important too and we would like to continue them – so either we secure additional funding for them, now, or this needs to come from the Presidential funds directly
4. Day of Scholarship – David Painter wanted to talk about having a day of scholarship we can offer
 - Global Initiatives also wanted to do something on their own, so now maybe it would be good to consider going back to them to start prep and work for Day of Scholarship in the fall, then do an event in the spring.
5. Believe we should have at least one rep from Cabinet attend DC meetings – ask that someone commit to coming to meetings.
6. Bias Incident Discussions:
 - a. Robert: suggest speaking to Sam about the process – Sam can reach out to let us know.
 - b. Sarah: will see which areas they need to reach out to on campus, campus-wide, how to avoid in future, any behavior follow-up that needs to be done – could give a presentation on how this process is handled –
 - c. Might be helpful to give overview of these processes at the beginning of each year so everyone on the DC is aware of how situations are handled (know additional items may

be added as Taskforces continue) - maybe engaging with Marjorie around DC's engagement around that topic

7. Transparency of meeting times, locations and minutes with ex-officio members; ask to attend at least once a year
8. Meetings to be hybrid to accommodate members not on campus; hope is that members on campus will join in person
9. Voting members; Robert's Rules and Quorum to hold a vote (8 for quorum of the 14 voting members)
10. Resumption of use of DC listserv?

DEI Strategic Initiative Steering Committee

Doragnes Bradshaw	Director of Operations, Hamilton Holt School
Grant Cornwell	President, DEI Steering Committee Convener
Matt Hawks	Associate Vice President, HR & Risk Management
Tracy Kizer	Associate Professor of Marketing, Crummer Graduate School of Business
Donna Lee	Vice President of Student Affairs
Zaire McCoy	Dean of Admission and Associate Vice President of Enrollment
Micki Meyer	Lord Family Assistant Vice President of Student Affairs, Community
Akheem Mitchell '23	Vice President, SGA and Vice President, BSU
Meghal Parikh	Senior Director, Institutional Analytics
Eric Smaw	Professor of Philosophy, College of Liberal Arts
Marjorie Trueblood	Dean, Student Center for Inclusion & Belonging

DEI Strategic Planning Task Forces

Because of the scope and complexity of the guiding questions, strategic planning for diversity, equity, and inclusion at Rollins will be structured around a set of task forces, each with a specific charge to research an area and make recommendations.

DEI Task Force 1: Student Recruitment and Retention

Co-Conveners: Zaire McCoy and Brian Barilone

DEI Steering Committee Liaison: Zaire McCoy

Members: Kristina Bracero, Cristalle Choi, Seaneka Collie, Arielle Etienne, Brandy Fransen, Chris Lewis, Jaheim Morris, Marissa Sanchez, and (Maria) Cristina Sheridan

DEI Task Force 2: Faculty and Staff Hiring and Retention

Co-Conveners: Emily Russell and David Zajchowski

DEI Steering Committee Liaison: Donna Lee

Members: Victoria Brown, Jennifer Cavanaugh, Mary Edwards, Juan Franco, Samantha Guillaume, Hannah Jackson, Adam Lahlou, and Brian Walkup

DEI Task Force 3: DEI Training and Capacity Building

Co-Conveners: Nancy Chick and Sam Vega

DEI Steering Committee Liaison: Matt Hawks

Members: Miranda Jung Arjona, Kourtne Berry, Bailey Clark, Talya Edgerley, Aspen Fox, Carley Matthews, Kyle Meyer, Kathryn Norsworthy, Mary Choi Robinson, and Jennifer Queen

DEI Task Force 4: Institutional Policies, Practices, and Procedures

Co-Conveners: Matt Hawks and Amy Armenia

DEI Steering Committee Liaison: Doragnes Rivera Bradshaw

Members: Daniela Golob, Stephanie Gonzalez Guittar, Sarah Laake, Jonathan Monti, Sam Sanabria, Sendy Sejourne, Elizabeth Smith, and Keith Whittingham

DEI Task Force 5: DEI in the Academic Program

Co-Conveners: Tracy Kizer and Eric Smaw

DEI Steering Committee Liaison: Meghal Parikh

Members: Alise Fortune, Ena Heller, Karlye Martorelli, Zoe Pearson, Monica Saad, and Rob Sanders

Meeting Adjourned at 2:02 PM

DEI Strategic Planning Task Forces: **(As of February 2022 – some things might have shifted)*

Task Force #1: Student Recruitment and Retention

Brian Barilone, Co-convener

Zaire McCoy, Co-convener

Josie Balzac-Arroyo

Kristina Bracero

Seaneka Collie

Arielle Etienne

Brandy Fransen

Chris Lewis

Jaheim Morris

Marissa Sanchez

(Maria) Cristina Sheridan

Charge: As our student body continues to become more diverse, do we have the right recruitment, admission, and financial aid policies and practices? Are there things we should do differently to optimize the educational experience of our students from diverse backgrounds and support their retention and thriving while at Rollins and beyond?

Task Force #2: Faculty and Staff Hiring and Retention

Emily Russell, Co-convener

David Zajchowski, Co-convener

Donna Lee, Steering Committee Liaison Jennifer Cavanaugh

Mary Edwards

Juan Franco

Samantha Guillaume

Hannah Jackson

Adam Lahlou

Charge: Do we have effective faculty and staff recruitment and hiring policies and practices in place to increase the representation of faculty and staff of color and from underrepresented identities? What should we do differently to support the personal and professional thriving of faculty and staff of color and from underrepresented identities? Are our faculty and staff development programs adequately responsive to our campus constituencies, their rights, and their needs?

Task Force #3: DEI Training and Capacity Building

Nancy Chick, Co-convener

Sam Vega, Co-convener

Allisa Gilliean-Crump, Steering Committee Liaison

Miranda Jung Arjona

Kourtnie Berry

Shan-Estelle Brown

Bailey Clark

Talya Edgerley

Aspen Fox
Carley Matthews
Kyle Meyer
Kathryn Norsworthy
Mary Choi Robinson
Jenny Queen

Charge: Do our new student orientation and student development programs do an excellent job ensuring that all students understand the basic principles and behavioral expectations of diversity, equity, and inclusion? Do our faculty and staff orientation and professional development programs advance organization-wide understanding of, respect for, and cultural competence in diversity, equity, and inclusion? Do all of our orientation and training programs actively cultivate a campus culture that is DEI affirmative?

Task Force #4: Institutional Policies, Practices, and Procedures

Amy Armenia, Co-convener
Matt Hawks, Co-convener
Doragnes Rivera Bradshaw, Steering Committee Liaison
Daniela Golob
Stephanie Gonzalez Guittar
Sarah Laake
Jonathan Monti
Sam Sanabria
Sandy Sejourne
Elizabeth Smith
Keith Whittingham

Charge: A diverse, equitable, and inclusive organizational culture will have clear and effective policies, practices, and procedures for mediating conflict and adjudicating claims of bias or racism. Are our current approaches fair, well understood, and trustworthy?

Task Force #5: DEI in the Academic Program

Tracy Kizer, Co-convener
Eric Smaw, Co-convener
Meghal Parikh, Steering Committee Liaison
Alise Fortune
Ena Heller
Ashley Kistler
Karlye Martorelli
Matt Nichter
Zoe Pearson
Monica Saad
Rob Sanders

Charge: Do our general education and disciplinary programs equip all of our students to understand and appreciate the scope of diversities in our campus community, nation, and world? Do they

engender values of mutual respect across differences? Do they cultivate an understanding of the historical legacies of inequality and discrimination?

[The task force will work in cooperation with the CLA Curriculum Committee and the SGA Academic Affairs Committee.]