DEI Council Meeting Minutes
DATE: May, 24th 2022
TIME/LOCATION: 2p.m. River Room

Roll Call:

√	Names			Names
X	Rob Lucas			Mike McNally
X	Jipaum Askew			Wendy Harris
X	Bea Gordon		X	Kylee Frassato
	James Walton		X	Lydia Dover
	Kaylyn Meyers			Eric Howard
	Lisa Meyer		X	Emily Forthman

√ indicates attendance, leaving blank indicates absent

I. **Call to Order**
_Rob Lucas__, Chair called the meeting to order at _2:06 p.m._
A quorum is present based on the lowered committee count of 11 members.

II. **Approval of Minutes of _March & April minutes__**
A motion was made by Jipaum and seconded by Bea to approve the past meeting minutes. All members voted in favor and the motion carried.

III. **Additions to the Agenda**

IV. **Items For Discussion**
a. Remote Work policy – A draft was submitted by Rob Lucas and presented to the committee. A suggestion was made by Kylee to add in a statement about the times when remote work is granted for all employees. The Council decided that it was finalized and ready to move to the Executive Council. Kylee made a motion to submit this policy to the Executive Council and Bea seconded.

b. Policy Review – Rob introduced the policy review tool to the group. Emily discussed how this will be used in the future. The Shared Governance website shows the policy responsibility. When you click on the DEI council it doesn't show the current ones assigned to this council.

Rob will follow up with Jonathan and/ or Tina to see if it's just not loaded yet or if it's not decided.

Rob brought up the suggestion to have policies surrounding accessibility. Public documents and communication need to be accessible to all. Kylee suggested having a framework of how we could help others in using accessibility. She is going to speak with Mindy Ashby about the framework she uses for students so we can use that to put ours together.

Retention process is something that we feel is needed so everyone is aware of what should be kept and for how long.

Rob suggested we need a policy surrounding the videos surrounding the testing videos in Proctorio.

Bea suggested a procedure surrounding email etiquette or something that would help students who are upset about not being able to reach their instructor. This may help with customer service by having a communication standard regarding non-responsive faculty. We feel this is something that may need to be recommended in the idea box so a standard can be set. Emily will take the training piece of it to the Professional Development team and Bea will draft a recommendation to use in the suggestion box.

V. New Business

Adjournment

Kylee made a motion to adjourn the meeting at 3:07 p.m., with a second by Lydia Dover. All voted in favor and the motion carried.

The next meeting will be held June _____ in the River Room.