

Meeting Minutes

Meeting Date: October 18, 2007

Location: University Union, Havasupai C

Present: Dina Barnese, Stan Clark, Susan Johnstad, Karin VonKay, Karla Brewster, Terri Hayes, Tom Carpenter, Marcelle Coder, Franklyn Taylor, Tom Carpenter, Eva Hatchner

Ex Officio & Guests: Karen Pugliesi

Excused: Valerie Lundy, David Forgues, Robin Long, Diane Verkest, Sharon Gorman, Steve Saville

1. Call to Order

Dina Barnese called the meeting to order at 8:30 AM

2. NCA Site Visit

Karen Pugliesi shared the executive summary of the NCA Self Study report. She shared information about the planning process, self-study, and site visit. Over 80 people were involved in the self-study and the process has been ongoing for 4 years. The report and other details about the process can be found at: <http://jan.ucc.nau.edu/~nca-p/> Karen stated that she is optimistic about the progress made by the institution since the last site visit in 1997 and expects the team of reviewers to be impressed. All staff are encouraged to attend the open session for staff at 1:30 – 2:30 on Monday, October 22 in the President's room in the Cline Library. Staff can expect reviewers to be interested in the perspectives of individuals about how they contribute to NAU's broader mission and goals. After the review, the accreditation review team will produce a report that assesses NAU's ability to successfully achieve the institution's identified objectives and goals and a collection of other recommendations to consider.

3. Divisional Strategic Plans

Eva Hatchner shared the recent publication of divisional strategic plans. This publication is the collection of summarized divisional plans. The divisional strategic planning documents are the 2nd tier planning documents for the institution and can be found at: <http://www4.nau.edu/pair/UniversityPlanning/CurrentPlan.asp> . Eva reviewed common themes found across divisions. She noted that many divisions had similar findings from the SWOT analyses. Eva encouraged all units to focus on strategic planning. She is available to consult with all units to assist with this planning. She has exercises and tools available to assist with all stages of the planning process. She also noted that the strategic planning that starts at the bottom of the organizational chart has the potential to greatly impact the institutional strategic plan.

4. ITV Meeting Topic

Dina requested ideas for meeting topics that might be appropriate for staff located around the state. She'll schedule those topics at a meeting held over ITV. It was suggested that Harvey Charles, Vice Provost for the Center of International Education, might be willing to discuss initiatives in his area. Dina will arrange this for the November meeting.

5. Newsletter

Dina has several ideas for articles for the first SPAC newsletter of the year. She'll send out a list of ideas to all members and solicit volunteers to write the articles. The first newsletter should be complete by mid to late November. Articles should be finalized in 1 month (November 16).

6. Minutes

The minutes from the September 13 meeting were approved. Dina requested that future minute approvals will be done via email. The minutes will be distributed for review. All members will have 1 week to recommend any additions or corrections. Once all recommendations have been incorporated, the minutes will be considered approved.

7. Summer Conference

The summer conference, now organized by Human Resources, will be held in February instead of May. The format will remain the same as it was last year. The change in date is due primarily to the schedules of presenters and participants and the availability of facilities on the campus during the month of May.

This change might allow for SPAC to initiate a mixer or some other activity later in the Spring term for Service Professionals. Discussion was held about the location, time, and intent of such a gathering. It was suggested that a Service Professional mixer be correlated with the Employee Appreciation Mixer put on by CSAC. This year's date for the Employee Appreciation Mixer is March 12, from 2:00 – 4:30 p.m. The objective of the event would be to encourage more interest in SPAC and provide an opportunity for all Service Professionals network.

A hosted lunch for Service Professionals was also discussed. Soliciting donations from Sodexo or applying for the EDSF funds might be possibilities. It was suggested that SPAC contact new Service Professionals and share with them information about SPAC when they begin their career at NAU. Asking for a list of new SP on campus or attending the new employee orientations might be methods for doing this. Marcelle Coder will contact Human Resources about these options. All members are requested to consider other ideas for community building among Service Professionals across campus.

8. Committee Reports

Employee Development Support Funds (EDSF) Committee

Stan Clark reported that the EDSF committee provided \$7325 in this past requesting period in response to 13 proposals seeking funds for 37 individuals. Some requests were fully funded and all were at least partially funded. Many of these proposals could have received more funding had the requestors provided a more detailed accounting of how their proposal would benefit others and connect with the visions of their department and NAU. There is a total of 28,179 left in the account. The next deadline to request funds is November 10th.

This committee will meet again in early December to review the next set of requests. Please encourage those with whom you work to take advantage of these funds.

Committee on Ethnic Diversity

Sharon Gorman submitted the following summary of the Oct. 8 meeting of the Commission on Ethnic Diversity Report:

Guest Speaker: Dr. Michael Stevenson, Dean of College of SBS)

Dr. Stevenson gave an informal presentation about how he as dean will address diversity in his college and at the university. Some of his goals as dean are as follows:

- Infuse issues related to diversity into the curriculum
- Careful supervision of the hiring process; intends to be proactive in developing a diverse of an applicant pool as he can find
- Promoting (and financially supporting) the Global Village, a Living and Learning Community at NAU.
 - Program will be officially approved this week
 - A residence hall has already been identified
 - Global Village will be ready for enrollment next fall
 - The idea behind the Global Village is to infuse and develop a global studies curriculum addressing ethnicity and nationality

Dr. Stevenson continued to define the Global Village. Incoming freshmen opt to live in this unique learning environment. Resident would be required to take two for-credit classes, a Global Village class and a Freshmen seminar. The advantages of living in a living and learning community are as follows:

- Allows students to opt into something that they want to experience
- Helps with retaining students since students have a connection to the university that they might not otherwise have
- Students leave campus with skills and ability to ask pertinent questions as related to the global community

Dr. Stevenson also encourages the open communication line between the CED and his office. He said, "We need to find a way to communicate often and productively - Both good and bad news - Individually or collectively."

Committee Reports:

Each of the five committees (Recruitment and Retention, President's Awards, Membership and Marketing, Leadership and Diversity, Campus Climate) gave status reports on various projects and activities.

Dr. David Camacho, Associate Vice President for Diversity, also reported on the Cluster hiring proposal. He indicated that the governor wants to supplement increased funding to higher education but current legislature wants universities to give money back. This could negatively affect NAU's ability to support the cluster hiring initiative. Dr. Camacho also mentioned that NCA will be on campus and encouraged use to review the first 80 pages of

the self-study, which contains information about enhancing diversity at NAU.

Geeta Chowdry, CED executive board member, announced that City of Flagstaff Race Equality Week will begin on October 22nd. She highly recommends that we attend the presentation by Dr. Matthew Whittaker (ASU) at the City Hall on October 25th at 6:30 pm. He will be talking about civil rights in Arizona.

Dutifully submitted by Sharon Gorman, SPAC Liaison to CED, on October 9, 2007

Alternative Dispute Resolution

Dina reported that the Human Resources, Employee Assistance & Wellness, and Affirmative Action offices have recommended to the President that an Ombuds office be created at the institution. The Alternative Dispute Resolution Committee will support that recommendation and specifically recommend that the Ombuds office offer mediation and training. The Alternative Dispute Resolution Committee will work closely with Human Resources and will prepare a final report in November.

9. Action Items

- Dina will contact Dr. Charles about attending the November meeting and arrange for the meeting to be held on ITV. Dina will invite Rich Bowen to the December meeting to discuss transportation issues
- Susan will talk to CSAC about SPAC participation at Employee Appreciation Mixer
- Dina will talk to Sodexo about a donation for a luncheon
- Marcelle Coder will contact Human Resources about obtaining a list of new Service Professionals and/or attending new employee orientations

Meeting adjourned: 10:05 a.m.

Next meeting: November 8, Location: University Union, Havasupai C

Respectfully submitted, Terri Hayes, Recording Secretary

Commission on Ethnic Diversity Report (Meeting on October 8, 2007)

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