

## **Graduate School Equity and Diversity Committee Meeting Minutes.**

September 13, 2012

2:00 pm, 350 Bascom Hall

### **PRESENT**

Toni Gunnison – University of Wisconsin Press

Sheila Hessman – Institute on Aging

Joanne Brown – Primate Center

Molly Fifield-Murray – Arboretum

Chris Moore – Synchrotron Radiation Center

Peter Vanderveer – Biotron

Marchel Hill – Institute for Molecular Virology

Rebekah Franklin – RARC

Julie Karpelenia – Graduate School

Russell Schalbe – Grad School

Mallory Musolf – Grad School

Anne Moser – Aquatic Sciences Center

Daniel Kleinman- Graduate School

Carrie Arneson- Waisman

Michelle Holland

### **ABSENT**

Anita Herrick – IceCube

Wayne Davis – Biotech Center

Darrell Hamilton – Physical Science Laboratory

**Scribe:** Rebekah Franklin – RARC

**Call to Order-** Molly Fifield Murray-Chair convened the meeting around 2:10 pm.

1. Please note that subcommittees will be meeting in October, in lieu of the regularly scheduled meeting.
2. The November meeting will be held on Tuesday, Nov 13, 2012 at 2 pm in Bascom Hall, room 350. Harry Webne-Behrman will speak on the new HR system.
3. Last meetings minutes were reviewed, and three changes were made and approved.
4. Center directors have gotten the letters regarding the annual report on Equity and Diversity, and the sub committee is asking for updates. Anne Moser will notify us when last year's reports are posted to the webpage.
5. Topic: Russell Schwalbe, of the Grad School Committee on Diversity gave a brief report of his committee's work. They have made a timeline of their projects from 2005-present, which was passed around. Please contact Russell for information on

obtaining a copy. Subcommittee members present educational topics at their monthly meetings. They also post information on movie screenings, informal talks, and participate in a book club. E&D members also may join. They do not have a formal budget, but participate in existing, mostly free, events, and network to find speakers.

This year, one of their initiatives is exploring how to increase diverse partnerships on campus, as well as climate assessment and personnel development. There is a kick-off event on October 17 in 350 Bascom. They will have Raphael Kadushin, of the UW press speak on his experiences with GLBTQ issues.

6. FYI- Committees members are asked to be aware of grief resources. Sherry Ray of the Employee assistance office was contacted to help employees. This service is free, and has many flexible options to help those in need. A book, "Final Gifts" was also mentioned as a good resource. Contact info:

Room 226, Lowell Hall

610 Langdon Street

Madison, WI 53703

Telephone: 608-263-2987

Toll Free: 877-260-0281

7. New Business: Exit interviews use and template.

An impromptu poll showed that the Biotron, Grad School and Arboretum centers have been using the exit interview survey. Centers have completed anywhere from 1 to 6 in the past year. One center found many of the same issues on each report, and discussed the findings in a confidential manner with the staff, and worked to make gradual improvements. Another center stated they are optional, but well received. HR met with the supervisor to discuss the themes of the issues, and work to correct them.

A proposal was made to have the committee members recommend the benefits of using the exit interview, such as being a tool in performance evaluations for supervisors, as well as a way to assess the climate of the workplace. Peter and Julie were asked to add it into the best practices section for their report. The survey is located on the E&D website in the toolkit.

8. New member Daniel Kleinman, associate dean at the Grad School was introduced to the committee. Committee members also introduced themselves.

The meeting was adjourned at 2:45 pm.