



**OVCGRGE Equity and Diversity Committee Meeting**

**Date: Thursday, September 14, 2017**  
**Start/End Time: 2:00 – 3:30 PM**  
**Location: Room 5001B WIMR**

<b>Attendees:</b>	<b>Members:</b>	<b>PRESENT</b>	<b>ABSENT</b>
	Mark Wegener – Arboretum		
Anne Moser – Aquatic Sciences Center	X		
Emily Baer – Biotech	X		
Jacob Schoville – Biotron	X		
Eileen Callahan – Graduate School	X		
Emily Reynolds – Graduate School			0
Marchel Hill – Molecular Virology, V. Chair	X		
Lauren Weitkamp – Cell & Molecular Bio			0
Darrell Hamilton – PSL			0
Deborah Hartley – Primate Center	X		
Lizz Epp – RARC	X		
Bonniejean Zitske - RSP	X		
Maria Vasys – SSEC	X		
Choutae Yang – Waisman	X		
Tina Gislason – WIPAC			0
Josh Knackert – WIPAC	X		
Kory Breuer – WID			0
Ryan Pingel – UW Press	X		
Toni Gunnison – UW Press, Chair			0
Julie Karpelenia – OVCGRE, ex Officio			0
<b>Scribe:</b>	Jim Porter – Institute on Aging		

**----- Minutes ---**

<b>AGENDA</b>	<b>WHO</b>
<b>Welcome:</b> The meeting was called to order at 2:12pm	Marchel
<b>Review and approval of August minutes.</b>  Minutes were reviewed and approved with the noted corrections.	All

**Old Business:**

**Equity and Diversity Resource Document**

Marchel, All

- Marsha provided a cover letter and it has been Distributed to center directors with a cover letter from Marsha.
- Anne - to add a link to the website of the cover letter and resource document. In addition, Anne will follow-up with Julie regarding acquiring a copy of Marsha's cover letter on OVCGRE letterhead.
- Given the Grant Proposal section was removed from the resource document, Bonniejean suggested the removal of the text *grant proposals*, under the "First Steps: Getting Started" section. Anne, will make the suggested edits, if the PDF document is editable.
- Bonniejean - stated RSP has added a link for Equity & Diversity Statements under the Proposal Preparation section.  
[https://www.rsp.wisc.edu/proposalprep/equity\\_diversity.cfm](https://www.rsp.wisc.edu/proposalprep/equity_diversity.cfm) She has an intern looking for text on the sponsors website that speaks to the importance of including Equity & Diversity language in your proposal. Otherwise, linking to the sponsors overall statement on Equity & Diversity.
  - Bonniejean – suggested distributing the Equity & Diversity Statements website, once the links are active, to the committee, the RSP college/schools distribution list, and to Marsha.
  - Josh – suggested having the information available on the UW Diversity website as well. Also, he stated, it would be interesting to track the link usage and see, in year, how many people stated their proposals included Equity & Diversity language.
  - Bonniejean – stated there has been conversation with Torsheika Maddox in Patrick Sims office, they have been trying to track some information when proposals are submitted through WISPR if faculty members on campus are researching engagement inclusion diversity initiatives.
  - Josh – offered the example of Ice Cube applying for a grant to setup a mentoring program among the Hispanic community, with the focus being engagement and mentoring. And, would like to have it cataloged with the resources on campus.
  - Bonniejean – suggested adding a link on the RSP Equity & Diversity Statements page, that encourage individuals to register with DIP if their proposals incorporate Equity & Diversity issues.

<p><b>New Business/Updates:</b></p> <p><b>Walking Tour w/ Aaron Bird Bear – Friday, September 29th</b></p> <ul style="list-style-type: none"> <li>• Tour to begin at Memorial Union @ 12:30pm and end at DeJope by 2:30pm.</li> <li>• The tour can accommodate up to 40 individuals. Please notify Choutae who will attend by September 27<sup>th</sup>.</li> </ul> <p><b>Faculty of Color Reception reminder – September 18<sup>th</sup>, 5-7pm @ Union South</b></p> <p><b>Diversity Forum 2017 – Together Building Cultural Capacity Nov. 7 &amp; 8 @ Union South</b></p> <ul style="list-style-type: none"> <li>• Eileen - inquired if we could have the Graduate School or the Center Directors send out communication informing individuals of this event and encouraging them to attend.</li> <li>• Marchel – to follow-up with Julie regarding sending out an email.</li> </ul> <p><b>Welcome Emily Baer – BioTech</b></p> <ul style="list-style-type: none"> <li>• Committee members introduce themselves.</li> </ul> <p><b>Modified Template which includes attendance was sent out for minutes</b></p> <p>Suggested Review of the By-Laws Term limits &amp; Overall Review of By-Laws</p> <p><b>Website</b></p> <ul style="list-style-type: none"> <li>• Anne has placed the template for minutes and talking points online.</li> <li>• A request was made to have access to a non-knowledge base format webpage, but no response has been received.</li> <li>• Sub-Committee rosters has been updated online.</li> </ul>	<p>Choutae</p> <p>Marchel</p> <p>Marchel</p> <p>ALL</p> <p>Marchel</p> <p>Anne, All</p>
<p><b>New Business/Discussion:</b></p> <p><b>Sub-committees</b></p> <ul style="list-style-type: none"> <li>• Review of the sub-committees and its members was performed.</li> <li>• Marchel – commented that sub-committees use to meet 3 times a year. And, offered a reminder that a sub-committee meeting can be called, outside of the general meeting.</li> </ul>	<p>All</p>

- Ad-hoc committee suggested to review the previous climate survey template. Bonniejean - to send copy VCFA climate survey to Deb for the Ad-hoc subcommittee to review.
- The center selected the sub-committee, and new members from that center will automatically be placed on the original sub-committee unless requested to change.
- Bonniejean to join the Professional Development sub-committee.
- Josh to join the communications committee.
- Marchel – has been in contact with Jacob @ Talent Mgmt. regarding mindfulness workshop, no further developments at this time until the individuals replacing Nai-fen are in place to free his schedule. So, at this point, the mindfulness workshop will not occur.
- Bonniejean suggested Bob McGrath, Coordinator, mind/body wellness services, at University Health Services as a possible contact to present a mind/body workshop.
- Professional development sub-committee to revisit the idea of having someone else perhaps present a mindfulness workshop.
- Based on the article Maria shared at last month's meeting, it was suggested, inviting Erika Marin-Spiotta, associate professor of geography to speak with the group on her work with gender issues.

**Marchel shared a list of 2017 – 2018 agenda items from Toni, which include:**

- Yearly, revise and update of resource document
- Climate Survey – to have ad-hoc follow-up and report on the status
- Planning and schedule workshops & trainings for the committee as well as the centers
- Formulate the OVCGRE Equity & Diversity statement – If we should use the campus statement or use a shorter version
- Broadening the communities - inviting some of the unrepresentative advocacy groups to some of the committee's meetings. It was suggested by Josh, to perhaps scheduling a couple times a year, so it's on the calendar.

**Google Suite (Google Doc) Tutorial**

- Josh provided an online demonstration of the Google Doc features, and he will share some links via email with the group.

Josh, All

<p><b>October Meeting @ Arboretum</b></p> <ul style="list-style-type: none"> <li>• Maria offered to give ride to other members</li> <li>• Marchel to verify October Meeting @ Arboretum with Mark</li> <li>• Marchel stated Darryl will check with his wife's availability to take another group photo.</li> <li>• Lizz will plan to be the backup photographer in the event Darryl's wife is not available.</li> </ul> <p>Maria offered to host the November, 9<sup>th</sup> meeting at SSEC, Room 351. Enter through the courtyard.</p> <p><b>Hillbilly Elegy</b></p> <ul style="list-style-type: none"> <li>• Anne, verified who received a copy of the book</li> <li>• Go Big Read Keynote Event at 7 p.m. Monday, Oct. 9, at Memorial Union's Shannon Hall.</li> <li>• Anne will reach out to a facilitator to attend the February meeting.</li> <li>• Lizz shared that there is an Audible version available.</li> </ul> <p><b>Talking Points</b></p> <ul style="list-style-type: none"> <li>• Encouraging attendance to Diversity Forum</li> <li>• October 9<sup>th</sup> Panel for Hillbilly Elegy</li> <li>• Ad-hoc sub-committee to review climate survey</li> </ul> <p>Choutae encouraged attending the Titling &amp; Compensation. Marchel will share a copy of the PDF with the committee.</p>	<p>Marchel, All</p>
<p><b>Adjourned at 3:30 pm</b></p>	
<p><b>NEXT MEETING: October 12, 2017 – Arboretum</b></p>	<p>All</p>
<p><b>Future minutes: Darrell Hamilton (PSL)</b>  <b>Reminder: check agenda for minute takers for each month.</b></p>	