



**DEI Council Meeting Minutes**  
**DATE: June 9<sup>th</sup>, 2022**  
**TIME/LOCATION: 1p.m./River Room**

**Roll Call:**

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

*√ indicates attendance, leaving blank indicates absent*

**I. Call to Order**

Robert Lucas, Chair called the meeting to order at 1:09PM  
 A quorum is not present.

**II. Minutes from last month's meeting were unable to be approved due to lack of quorum.**

**III. Items For Discussion**

**A. Discussed presentation of remote work policy to executive council and that they will provide feedback. We will review their feedback at the next council meeting. A question was raised about division of responsibility for policy creation among teams and councils**

**B. Discussion of which teams should look at which policies. Suggestion made to have Rob, Emily, Kaylin and Wendy will start to look at dividing up policy responsibilities before next meeting. Especially noted that we should look at the workplace safety policies.**

**C. Discussion of how to assign responsibility to creating new policies such as accessibility, retention processes. Discussed sending info to exec council to ask them where policies should go. Discussion of accessibility policies and who may be responsible for creating them. Suggestion that we put on an agenda item for exec council to discuss where accessibility policy responsibility lies - is it just ADA? Building? Academic?**



**D. We decided to choose some policies to use to learn the policy review tool. We discussed using the new policy review tool before next meeting. The council decided we would review policy 4540 and 4550 using the policy review tool before next meeting. Rob will send out the info to members not attending along with the link to the tool.**

**E. Council discussed use of “preferred name” with applications and “They” on applications; we will look in to whether that can be implemented via policy**

**F. Team updates:**

**Cultural Awareness – Erin came to tell us about committee’s business. Submitted request to have 17<sup>th</sup> off for Juneteenth and it was approved. A speaker is coming on the 20<sup>th</sup> (via Zoom), hosting a watch party in the commons area, bring your own lunch from 11:30 to 12:30p.m. Committee discussed with Erin about having a “drag brunch” publicized through college. Wendy mentioned she is having a “transformative makeup” session for her students this summer.**

**Professional development – no update**

**Employee Relations – Came up with and approved a new hire orientation checklist and they will send it to our council; they also approved an exit survey for employees leaving the college – approved May 24<sup>th</sup>; looking at employee happiness and at creating an employee recognition program; have also discussed employee insurance**

### **Adjournment**

Kaylyn made a motion to adjourn the meeting at 2:54p.m., with a second by Kylee. All voted in favor and the motion carried.

The next meeting will be held at 1p.m. on July 14th in the River Room.