



Woodring Equity and Diversity Committee Minutes

February 2, 2018

8:30-10:00 am – Miller Hall 258

<p>Attendees: Christina Carlson, Emma Caro (co-chair), David Carroll, Brett Coleman, Christine Espina, Diana Gruman, Jeffery Hart, Bruce Larson, Bill Lonneman, Cheiron McMahill, Victor Nolet (co-chair), Neco Pacheaco, Tracey Pyscher, Nat Reilly (co-chair), Maria Timmons Flores, Anselmo Villanuevo, Horacio Walker Minutes: Misti Williams, EDC Staff Support</p>		
Agenda Items	Discussion	Decision/Action/Who/ Date Due
<p>The meeting began by acknowledging that we are on land of the Salish peoples. We reflect on the considerations and responsibilities such an acknowledgment brings.</p>		
<p>Approval of Minutes</p>	<p>Minutes for the 1/12/18 EDC meeting were approved, with no discussion.</p>	
<p>Report from Diversity Recruitment and Retention Specialist</p>	<p>Nat Reilly, WCE Diversity Recruitment and Retention Specialist, provided the report:</p> <ul style="list-style-type: none"> • Woodring’s Diversity Recruitment and Retention web presence is being updated and re-designed with the help of a newly hired student worker. • The Maestros students are forming a WWU club through Associated Students. • Creation of a Diversity Recruitment and Retention Office is being considered, with goals and purposes that tie into those of the EDC. • A letter posted by the Oceanic Students organization in response to a University Athletics “Hawaiian Night” event was shared. 	
<p>Report on Co-Chairs Meeting with Members of the Dean’s Office on Funding</p>	<p>The EDC co-chairs met with the Interim Associate Dean (Bruce Larson), Operations Manager (Karen Olstad), and the Assistant to the Associate Dean (Carole Teshima) to get an understanding of the three WCE funds that are associated with the EDC.</p> <p>1) EDC Critical Need Fund Purpose: The Fund was created to help underrepresented students who have an identifiable, urgent financial need that may lead them to drop out of school. Awarded funds are distributed through the Financial Aid Office, which deposits the money into the student’s WWU account.</p>	

EDC's role: Work with the Associate Dean to review requests in a timely manner and determine recommendations for approval of funds.

Discussion: The committee suggested that two members of the EDC (a co-chair and another member) be part of the recommendation process, along with the Associate Dean. The EDC co-chair and member would need to be available at any time to review requests (via phone or otherwise). The EDC member would be selected each Fall.

The request form should include information that will allow the EDC representatives to determine if the request is one that should come from the EDC fund, rather than one of the other WCE critical need funds.

2) EDC Scholarship Fund

The EDC Scholarship Fund is an endowment for the annual award of two EDC scholarships.

EDC's role: Review scholarship applications.

The Committee decided to establish a subcommittee to set up criteria and guidelines for scholarship awards.

If interested in serving on this subcommittee, contact Misti.Williams@wwu.edu (EDC staff support)

3. EDC Program Funds

These funds have been used in the past to support WCE programming that relates to EDC goals. There is an ongoing need to fund student activities and programs related to the Recruitment and Retention Specialist position.

There is no process for recharging these funds. The Dean is the budget authority.

EDC's role: To make recommendations to the Dean for funds use.

The committee decided an ad hoc committee was needed to 1) develop guidelines to institutionalize the process for recommendations of funds use and 2) develop strategies for recharging funds in this account.

If interested in serving on this ad hoc committee,

Proposal:

The disbursement of EDC critical needs funds should be recommended by a group of three: WCE Associate Dean, an EDC Co-Chair, and an EDC member.

David Carroll moved to approve; Bill Lonneman seconded. The Proposal was unanimously approved.

Proposal: Establish a standing subcommittee to look at criteria and set up guidelines for EDC scholarship applications review. The subcommittee will report back to the EDC.

Anselmo Villanuevo moved to approve; Maria Timmons Flores seconded. The proposal was unanimously approved.

Proposal: Establish an ad hoc committee to look at previous practices and develop guidelines to instruct the recommendation process for use of EDC program funds.

Neco Pacheaco moved to approve; Cheiron McMahill seconded. Unanimously approved.

	contact Misti.Williams@wwu.edu (EDC staff support).	
Report/Update on Strategic Plan Process	<p>Dean Horacio Walker reported that an updated draft of the university strategic plan has been posted and disseminated. The plan is likely to be presented to the Board of Trustees for approval at their February meeting.</p> <p>Phase I of the WCE Strategic Plan process, which included four focus groups, is complete. The committee will use collected input to work on a first draft that will be sent out to the college. Feedback will be used to create a second draft that will also be shared before a final draft is sent to the college councils and the dean for final approvals. The final deadline is June 15.</p> <p>Recruitment and retention is a priority of the WCE strategic plan, which is consistent with the university plan.</p>	
EDC Strategic Goals <ul style="list-style-type: none"> • Selecting and refining goals 	<p>At the last two EDC meetings, those present worked in small groups to update the committee’s strategic goals. The EDC co-chairs compiled and incorporated their input. At this point in the process, we have ten goals and one overarching statement.</p> <p>Members at this meeting were given color dots and asked to indicate their approval (yes or no) for the overarching statement, and prioritize their top five goals.</p> <p>None of the ten goals will be completely eliminated as a result of this process; their essence will be folded into the remaining goals. Work will continue at the next EDC meeting. The goals will serve as a framework for the college’s diversity efforts and strategic plan.</p>	
Next Meeting/ Adjournment	Next meeting: Friday, February 16 1:00-2:30 pm, Miller Hall 158.	