**Multicultural Advisory Committee**

**Raburn Conference Room of Keller Hall**

**December 5, 2009**

**Meeting Minutes**

The meeting was called to order at 9:08 a.m. Members present were Dr. Jana Beaver, Dr. Joy Brown, Dr. Ernestine Davis, Dr. Mark Foster, Dr. Ian Loeppky, and Ms. Toysan Reed. Dr. Lelon Davidson, Dr. Andrew Luna, and Ms. Joan Williams were visitors at the meeting.

The minutes from November’s meeting were approved after two changes and one addition. Ms. Reed asked Dr. Beaver to upload the minutes from each meeting to the appropriate spot on the Shared Governance web site for viewing by the campus community.

Dr. Andrew Luna, from the Office of Institutional Research, Planning and Assessment (OIRPA), attended today to review the 2008 iteration (although actually conducted early 2009) of the Campus Climate Survey. This survey has a 3 year cycle and will be administered again in Fall 2011. Dr. Luna will make copies of the survey report for each member of the committee. Therefore, this document will only review the highlights of our conversation since all of the survey analysis can be found in the report.

 The five main areas of this survey were benefits, atmosphere, professional development, work environment, and diversity. Out of these five areas, diversity did have lower average scores. Each survey question was broken down by gender, race, and type of employee. The survey was completed by 392 people. The most distressing finding from the results was the significant difference in areas of communication between service employees and other types of issues, especially diversity issues. Another troubling finding is that there was very low participation from blacks (9% on campus) and service workers (80 on campus, of which a high percentage are black). Usually, service workers are highly suspect of these types of endeavors and do not want to participate. Dr. Luna proposes a way to improve the participation with a meet and greet reception for day and night employees. Then, distribute the surveys at this event to complete and submit anonymously into an envelope. Previously, service workers have been given access to computers in break areas to complete the survey or also provided the paper version in the break area. However, the committee’s concern was that these workers possibly weren’t provided ample break time to complete this or were not encouraged by supervisors to participate. Dr. Luna stated that the percentages from the survey results for service employees and blacks are too low at .05 significance level, but he reported it anyway.

Dr. Francis Koti has created a diversity survey and presented it to Dr. Luna for review and advice this week. Dr. Luna would like some improvements, as he noted some double-barrel questions, and will be glad to assist Dr. Koti with further survey deveopment. Dr. Koti will present the survey to our committee before moving forward. Dr. Luna suggested conducting the survey in the middle of a semester for maximum participation.

Dr. Luna hopes for better participation in the future. He reiterated that results are submitted anonymously and when there are less than five people in a group, it is reported as NA to protect privacy. This is very important since we have a low number of blacks in various departments, especially in administrative positions. We discussed reasons for low participation, procedures for handling dissemination of information to service employees, and other ways for improvement in addition to the meet and greet. One disturbing finding for the committee was that service employees do not have individual mailboxes on campus and we would like to check into this situation.

Dr. Luna would like to increase the number of minority applications we receive. He asked Ms. Kari-Kay Harp, from the HR office, to pull some data for him. The number of minority applications has actually increased although the overall number of applications has dropped. He thinks Banner will be very helpful in data analysis.

We voted to defer most of the agenda items to our January meeting since we spent so much time discussing the Campus Climate Survey with Dr. Luna. Dr. Davidson distributed the Diversity Action Plan, which we will discuss at the next meeting.

Ms. Reed read an e-mail from Dr. Terry Richardson dated December 2, 2009. The Shared Governance Executive Committee (SGEC) concurred with our committee’s justification for requesting the addition of both the Director and Assistant Director of ODIE as ex-officio members to the Multicultural Advisory Committee. The following changes approved by the SGEC will be made to the D.XV.7.A. Membership Section of the Shared Governance document for Fall 2010.

*4. The Director of the Office of Diversity and Institutional Equity is a non-voting member of the committee.*

*5. The Assistant Director of the Office of Diversity and Institutional Equity is a non-voting member of the committee.*

Ms. Reed will convey our approval of the SGEC’s adoption to Dr. Richardson, who will make a recommendation to President Cale for the addition into the Shared Governance document.

The meeting adjourned at 10:36 a.m.