Council Members: Fr. Mark Bosco, Emmanuelle Escandar, Tobyn Friar, Shanzeh Daudi, John Drevs, Joyce Knight, Chris Manning, Jane Neufeld, Matthew Sanchez, Joe Saucedo, Shweta Singh, Anthony Sis, Winifred Williams.

Resource: Ariana Lewis

Present: John Drevs, Ariana Lewis, Jane Neufeld, Shweta Singh, and Winifred Williams.

Absent: Fr. Mark Bosco, Emmanuelle Escandar, Tobyn Friar, Shanzeh Daudi, Joyce Knight, Chris Manning, Matthew Sanchez, Joe Saucedo, and Anthony Sis,

General Updates:

- Staff Diversity Training
  o Human Resources is drafting staff diversity training curricula as part as of the upcoming Manager/Supervisor training taking place at Lakeside and HSD.

- 2017 Black History Month awareness
  o Plan several days of activities and programs so people have an opportunity to engage at different times in case they are not available to attend a single event schedule during one day.
    ▪ Example: St. Ignatius Day integration - mass and profile speaker / community service events.

- Website Update
  o Diversity Report 2017
  o Subpoena Policy
  o Communications
    ▪ Diversity-related communications (i.e. Office of the President statements)
Climate Survey
- Willis Towers Watson (vendor)
- Fall 2017 Release
- Joe Saucedo will provide Winifred with a recommendation by 3/5/17 of two to three individuals to join the group.
- Touch-point with University Senate’s Diversity workgroup to learn if there is an opportunity to share resources.

Awareness Presentations Conducted by Chris Manning:
- Information Technology Services
- Institute of Environmental Sustainability
- Institute of Pastoral Studies
- Social Work

Council Structure
- Strategy Plan 2020 (Academic, Faculty/Staff, Community/Global Alignment)
  - Meeting must be rescheduled to learn how this group will align with the Plan2020.
    - Chris Manning is scheduling a meeting with Susan Malisch (Chair), Winifred Williams and Ariana Lewis.
- Climate Survey
  - Focused on developing, administering, and assessing the climate survey. Recommendations to the President’s Cabinet will be provided.
- Education/Development/Awareness
  - Leverage current and future training and programming diversity-related initiatives to share with the university community.
    - This is a role is facilitative. For example, we could use the Emerge programs and start a communication plan around it.
- Communication/Website Management
  - Clearinghouse for council’s communications, including advertising and marketing.
- Events/Activities
  - Creates “themed” signature series information reflecting activates and events taking place across campus.
    - Emmanuelle will focus on university-wide events
    - Matthew will focus on student-led events
- University Mission/Ministry
  - Meeting scheduled to discuss how this group will align with university-mission and ministry.
- Research
  - Clearinghouse for research requests submitted by council work groups.
Communications Requests

- All communications are due in Box by the last Monday of each month.
- John Drevs and Tobyn Friar will vet communications prior to posting the information on the council website.
  - If necessary, communications will be sent to Ariana Lewis for further vetting.
  - If necessary, communications will sent to Winifred Williams for final vetting.
- Each work group has their own folder within the Communications and Website Management folder in Box.
  - Please submit your communications material in your respective folder by 5pm on the last Monday of each month.

Research Requests

- All research requests must be submitted by the third Monday of each month.
  - Within the Research folder in Box, there is a sub folder, Research Requests (for all work groups). Please place your requests within the folder.

Outstanding Tasks

- Box Account
  - If you have not signed into Box, please do so. This step creates your LUC Box account.
    - Please review materials for each of your work groups, including the Communication and Website Management & Research work groups.
- Work Groups
  - Review Box information.
    - Finalize Team Working Agreement.
    - Submit communications and research requests by the 3rd and 4th Monday of March, respectively.
- Events and Activities
  - For the month of March and April, highlight 3 - 4 activities around a social justice topic. Theme examples:
    - Social Justice Symposium
    - Black Lives Matter Symposium in April
    - Social Justice Summit
  - Place on the website and let it appear in the center
- Business Continuity
  - Group representatives (i.e. Faculty Council) should share council updates with their respective groups.
    - If you are exiting your representative group, please seek someone else from your group to update on council business and prepare for their arrival during the summer and fall in support of business continuity.
• By 3/15/17, Joe Saucedo will provide Winifred Williams and Ariana Lewis with a recommendation of two to three individuals to join the Climate Survey work group.

**Upcoming Meetings:**

• An appointment will be sent as a friendly reminder for upcoming council meetings.
  - April 12, 2017
    ▪ 3:30PM – 4:30PM / Student Development Conference Room 3rd Floor
  - May 10, 2017
    ▪ 3:30PM – 4:30PM / Student Development Conference Room 3rd Floor

Meeting Adjourned at 4:35PM