**Diversity, Equity, and Inclusion Committee**

Date: November 9, 2018 | Begin: 9:30–11:00 a.m. | Location: B240 | Recorder: Michell Gipson

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| **COMMITMENTS** | | | | | | | | | | | | |
| **Complete?** | **Date** | **Who** | | **What** | | | | | | **Promised To** | **When** | |
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| **Topic/Item** | | | | | **Facilitator** | | **Allotted Time** | **Key Points**  **Provide 50 words or less on expected outcome** | | | | **Category** |
| 1. **Welcome & Review Meeting Minutes** | | | | | Jaime | | 5 minutes | * Vote on approval of meeting minutes | | | | Discussion  Decision  Advocacy  Information |
| 1. **Strategic Plan – Update on RFP and Scoring Rubric** | | | | | Alissa, Caleb, Jaime and Stephanie | | 25 minutes | * Update on RFP * Discuss scoring rubric | | | | Discussion  Decision  Advocacy  Information |
| 1. **Communications Plan** | | | | | Caleb, Jaime, John, and Klaudia | | 20 minutes | * Finalize and approve communications plan * Website ideas | | | | Discussion  Decision  Advocacy  Information |
| 1. **Affinity Groups Update** | | | | | Klaudia and Lisa Anh | | 10 minutes |  | | | | Discussion  Decision  Advocacy  Information |
| 1. **Committee Updates** | | | | | Jaime | | 20 minutes | * Considerations * Cultural Competency * Human Resources * Marketing and Communications * Resources/Library * Trainings | | | | Discussion  Decision  Advocacy  Information |
| 1. **Debrief and review commitments** | | | | | Jaime | | 5 minutes |  | | | | Discussion  Decision  Advocacy  Information |
| **Upcoming Meeting Dates** | | | **Start Time** | | | **End time** | | | **Location** | | | | |
| November 30, 2018 | | | 9:30am | | | 11:00am | | | B240 | | | | |
| January 11, 2019 | | | 9:30am | | | 11:00am | | | B240 | | | | |