**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** |
|[ ]   |  |  |  |  |
|  |
| **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
 | [x]  Discussion[x]  Decision[ ]  Advocacy[x]  Information |
| 1. **Strategic Plan – Update on RFP and Scoring Rubric**
 | Alissa, Caleb, Jaime and Stephanie | 25 minutes | * Update on RFP
* Discuss scoring rubric
 | [x]  Discussion[x]  Decision[ ]  Advocacy[ ]  Information |
| 1. **Communications Plan**
 | Caleb, Jaime, John, and Klaudia | 20 minutes | * Finalize and approve communications plan
* Website ideas
 | [x]  Discussion[x]  Decision[ ]  Advocacy[ ]  Information |
| 1. **Affinity Groups Update**
 | Klaudia and Lisa Anh | 10 minutes |  | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **Committee Updates**
 | Jaime | 20 minutes | * Considerations
* Cultural Competency
* Human Resources
* Marketing and Communications
* Resources/Library
* Trainings
 | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **Debrief and review commitments**
 | Jaime | 5 minutes |  | [x]  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 |