**Diversity, Equity, and Inclusion Committee**

Date: November 8, 2019 | 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 of Guidelines for Interaction** | | | | | Klaudia and All | | 10 minutes | * Review Guidelines for Interaction | | | | Discussion  Decision  Advocacy  Information |
| 1. **Budget Request Discussion and Approval** | | | | | Klaudia | | 15 minutes | * Review and vote on budget | | | | Discussion  Decision  Advocacy  Information |
| 1. **Update on Committee Structure & Membership** | | | | | Jaime | | 10 minutes | * Update in committee structure | | | | Discussion  Decision  Advocacy  Information |
| 1. **Preferred Name in Colleague** | | | | | Tami | | 20 minutes | * Updated from Tami Harper | | | | Discussion  Decision  Advocacy  Information |
| 1. **Subcommittee Updates** | | | | | Subcommittee Leads | | 30 minutes | * Employee Resource Group * Human Resources * Marketing and Communications * Resources/Library * Strategic Plan * Training | | | | Discussion  Decision  Advocacy  Information |
| 1. **Debrief and review commitments** | | | | | Jaime & Klaudia | | 5 minutes |  | | | | Discussion  Decision  Advocacy  Information |
| **Upcoming Meeting Dates** | | | **Start Time** | | | **End time** | | | **Location** | | | | |
| November 22, 2019 | | | 9:30am | | | 11:00am | | | B240 | | | | |
| December 6, 2019 | | | 9:30am | | | 11:00am | | | B240 | | | | |