**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** |
|[ ]   |  |  |  |  |
|  |
| **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[x]  Information |
| 1. **Budget Request Discussion and Approval**
 | Klaudia | 15 minutes | * Review and vote on budget
 | [x]  Discussion[x]  Decision[ ]  Advocacy[ ]  Information |
| 1. **Update on Committee Structure & Membership**
 | Jaime | 10 minutes | * Update in committee structure
 | [ ]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **Preferred Name in Colleague**
 | Tami  | 20 minutes | * Updated from Tami Harper
 | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **Subcommittee Updates**
 | Subcommittee Leads | 30 minutes | * Employee Resource Group
* Human Resources
* Marketing and Communications
* Resources/Library
* Strategic Plan
* Training
 | [ ]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
| 1. **Debrief and review commitments**
 | Jaime & Klaudia | 5 minutes |  | [ ]  Discussion[ ]  Decision[ ]  Advocacy[x]  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 |