



ISR Director's Advisory Committee on Diversity (DACD)

Meeting Agenda

Monday, 10 March 2008

ISR Room 6080

10:00 AM – 11:30 AM

[Facilitator: Janet Keller. Note-Taker / Facilitator for Next Meeting: tbd]

1) MLK event appreciation

Last month a note from George Meyers was read about his appreciation for DACD's help in setting up the Dr. Martin Luther King Jr. Day Reception organized by the SRC Diversity Committee. Reflections by DACD members on the event were positive and questions as to possible opportunities to assist SRC-DC in their future MLK events were raised.

Erik Kreps volunteered to email George Meyers on this issue. Update?

2) Flags in the ISR-Perry Atrium

Last month Cheryl Brackenridge reported that a company has been hired to analyze the acoustics and visuals of the space. Concerns about possible employee sensitivity to the raising of flags in the atrium representing their ethnicity/nativity were expressed. Uncertainty was expressed about what steps to take next regarding this proposal.

Cheryl volunteered to lead the proposal and report on the acoustic/visual analysis at this meeting.

(Cheryl wrote) I will be unable to attend Monday's meeting. I have researched the flag proposal with help from Wendi Fornoff but there is still much to be done. I made a trip to the hospital and took some photos of their diversity flag display and have to say it was quite impressive. There was a meeting on March 6th in regards to the acoustical and visual aspects of the Atrium but as of this writing I do not have any new information. I have my camera and tri-pod usually with me so when we do decide to get that photo I'll be ready.

3) DACD Organizational Issues

Last month, concerns were expressed over the small number of attendees at that meeting, the uncertainty of which members were responsible for following up on which proposals, and the lack of updates. It was agreed that making sure to specifically assign members to lead the proposals raised in meetings would help to eliminate the uncertainty and stimulate the advancement of each issue. It was also expressed that it would be helpful if those who are responsible for reporting updates



about their committees or projects would find someone to report for them should they be unable to attend a meeting. Consequently, leads were established for each issue that was raised in the meeting.

Last month Sheila Deskins volunteered to send out a DACD-wide outlook meeting schedule and notify SRC-Diversity Committee of the meeting so they might send a representative should they wish. Do we need to finalize this by deciding whether to invite the SRC committee to every meeting, to part of every meeting, or what?

Further discussion or reports on progress on this issue.

4) ISR Calendar and Weekly Email

Last month Erik Kreps volunteered to post the SRC events on the calendar. Is there anything new to report?

(Erik wrote): Hi, Everyone --

Unfortunately I have a conflict with another meeting this morning and so will be unable to attend DACD. In terms of the ISR Calendar, I've talked to Cathy Thibault and Kelly Smid of SRC, and they are on board to start populating it with events Kelly is notified of for the SRC monthly newsletter. They'd been under the impression that there would be some sort of demonstration/training scheduled for everyone who'd been listed as a contact person for the calendar; however, Kelly said she hadn't heard anything yet, which is why she hadn't been using it. I believe it may have been resolved, as looking at the calendar today I see at least one event that Kelly has entered. There may be others that are awaiting approval, I'm not sure. But for today's DACD meeting, I was hoping to see if plans could be shored up to schedule a brief formalized training with all of the contact people that have thus far been identified. I'll check with Kelly when she gets in to see if she's heard anything further. If not, I'll plan to follow up with the ISR D.O. to see if something's in the works.

Current ISR calendar contacts are: PSC: Laurel Neff; CPS: Barb Opal; SRC: Mindy Lehr; Kelly Smid; Erik Kreps; ICPSR: Naghma Husain; Bree Gunter; CIS: Carmencita Princen; Caroly Batts; Syreena Wade

David O. Williams volunteered to email Antoinette Booze-Battle about the weekly calendar email. David's e-mail is here:

(David wrote to Perspectives): Earlier I wrote Antoinette regarding the weekly event notification e-mail system. Below you will find her reply.

(David wrote): Antoinette, do you have any idea as to when these guidelines will be complete, and if they include James or the Director's office sending weekly event e-mails to ISR All?

(Antoinette wrote): We are in the process of writing procedures for all of ISR emails from the Directors Office or Director. No details have been nailed down as of yet. But, you will be first to know!

5) What People Eat Display



Last month, ideas were proposed for what kind of presentation to produce as to the “What People Eat” Display. Ideas included a video display for the ISR monitors, a poster display to be put up in one/both IRS buildings, and the possibility of a website. Michael Patterson, who was not in attendance, was proposed as a possible lead for this project.

Chris Greene volunteered to email Michael Patterson about leading this initiative.
Update?

6) ISR Assistant Director Anna Schork

Last month, the potential role of the Assistant Director as part of the DACD was discussed. Questions arose as to her participation in the monthly meetings, her serving as a secondary authority to sign off on proposals, and ideas or proposals she might have as to ISR’s diversity mission and the DACD. Carmencita has more information on this topic, and may be able to join us late in the meeting.

Last month, Janet Keller volunteered to lead the creation of a short history of DACD activities to help familiarize Anna Schork with the committee. Anna is unable to attend this month’s meeting, but Janet will have the short history ready by the end of March, well before next month’s meeting.

7) Subcommittee reports

- a) Perspectives report
- b) Website report
- c) Membership report

8) DACD Photos

Last month, it was decided that a group photo, rather than individual photos, is preferred for the website. The need for a time when most of the members could be in attendance was expressed. Cheryl Brackenridge volunteered to take the photo. We should decide a plan of action and get this done.

9) Diversity of ISR Staff

Last month, Erik Kreps brought forth the issue of learning the ethnicity/nativity make-up of the current ISR staff, as well as, tracking the change in that make-up over time, and if there are issues in that area to be examined. The roll of DACD with respect to the staff’s ethnic/nativity make-up was questioned, as was the ethnicity/nativity of interviewees for ISR positions versus those who are hired. It was also questioned if there is anyone responsible for keeping an eye on such matters. HR and the Climate Survey were proposed as sources for such information. Derek Moss,



George Meyers, and Anthony Wellesley were suggested as contact points. It was decided that the topic should be addressed again next meeting.

10) Should the Intranet be made public?

Janet and Sheila and Shonda and Wendi have addressed this issue. We are probably ready to have a vote on this and implement it.

(Wendi wrote) Thanks Shonda. Just let me know when you are ready and what your final list of changes is, and I can make this happen.

I removed the tootsie roll did you know. Let me know if you want me to remove any others.

You can view them all here:

<http://compute.isr.umich.edu/ISRdiversity/random/factoid1.gif>

You have to change the "1" to a "2" (in the URL) and so on to view them all. They go up to 48. It would be nice to have some new ones.

(Shonda wrote) I can address Wendi's third question. I don't know if some of these suggestions have already been discussed in DACD. This list represents discussions Janet, Shelia and I had after the October meeting.

Janet and Sheila please feel free to correct or add anything.

At our October meeting we determined we would exclude the following from what is posted on the Internet:

Agendas for meetings pre-dating November 2007. (I've included a specific suggestion for how this might be implemented below.)

Meeting Notes/Minutes (note—these have never been posted, so don't need to be excluded.)

Photos of Committee members (There is currently only one photo of the members. We would like to get DACD's thoughts on maintaining it because there is certainly an advantage to posting a photo in making ISR's commitment to Diversity more concrete to users outside the Institute.)

Concern was expressed that posting e-mail addresses could lead to additional spam. The e-mail addresses on the site are:

The Perspectives e-mail group (under the Subcommittees link)

The DACD e-mail group (at the bottom of every page, under Resources following the "email the Diversity Committee" link and under DACD Membership)

Individual members' e-mails (under DACD Membership, Current DACD Members (links to email)).

We propose that the group addresses stay and the individual addresses be removed.

DACD might also consider the following:

Removing the Minute Taking Schedule link from both versions of the site. Store it only on L or CTools (or whatever file-sharing system the committee decides upon). It doesn't seem appropriate for a broader audience.



Breaking the meeting agendas into two separate links August 2005 – October 2007 and November 2007-on. Have both links available internally, but only the November 2007 link available via the Internet site. (If Wendi has a more elegant solution to this problem, that would be great.)

Looking at links to the Diversity Kiosk and Mentoring programs under Resources, Other Diversity-related Projects at ISR. These appear to be ISR Intranet sites. I'm assuming that if we leave these links as-is in the Intranet version of the DACD site, users outside ISR would receive error messages when they attempt to access them. Wendi may be able to advise how this should be handled.

Updating the membership list under DACD Membership and the photo (if we decide to keep it—at least on the Intranet).

Removing the Tootsie Roll "Did You Know" Fact from both the Did You Know list. I think this is the only non-diversity-related Did You Know but we might want to check with Wendi.

11) **Buy, sell, and trade section of the Intranet for ISR staff only?**
Subcommittee?

12) **Matters Arising**

NEXT MEETING:

Monday, April 14, 2008
10 -11:30 am
Room 6080 ISR