



ISR Director's Advisory Committee on Diversity (DACD)

Agenda

Monday, 14 April 2008

ISR Room 6080

10:00 AM – 11:30 AM

Note-Taker: Amanda Brodish

1) Making the Intranet Public

- a) Janet, Sheila, Shonda, and Wendi have addressed the issues related to this and it appears we are ready to vote on whether or not to implement it.
 - i) Issues addressed in regards to making the site public include:
 - (1) Listing group emails and photos rather than individual emails and photos.
 - (2) Things that are not intended for public consumption, like meeting notes, can be kept private by storing them on O drive (as they are currently) instead of on the site.

2) DACD Photos

- a) Last month it was decided that pictures were to be taken in April. Cheryl has said that she is ready with her camera and waiting. We need to schedule a time for this when most members can attend.

3) DACD Focus

- a) Define our focus, using the climate survey results as a guide. In other words, each person is to generate her/his own vision of those things on which DACD will focus, and specify the results that are expected in those areas.

4) DACD's Role

- a) Is DACD just to generate ideas and identify concerns and then simply report them to the director to carry out as he chooses? Or is it DACD's role to be active in affecting change as to those concerns?
 - (1) The group can/should act as a catalyst
 - (a) Could have informational bulletin boards in each building
 - (b) Could hold Town Hall Meetings
 - (2) PERSPECTIVES and DACD can generate activities
 - (a) The Getting-to-know-you luncheons are an example of the kind of thing that can be done.
 - (3) Encourage and include the friends of DACD to help
 - (4) Town Hall Meeting
 - (a) Related to the Climate Survey
 - (b) Such an event could be used to create potential programs

- (i) SRC has a mass meeting 4 times a year that give some summary about accomplishment and activities in its areas
- (5) Suggestion of having panels that would meet with staff and supervisors around issues such as diversity
- (6) Talk with the Director about DACD being more proactive
 - (a) Introduce the idea of 360 degree evaluations and more supervisor training

5) Procedures for Carrying out DACD's Role and Focus

- a) Consider the possibility of developing a plan of action for the next year.
- b) What is DACD's structure as to reviewing and implementing ideas and proposals?
 - i) How do we expect our ideas to be implemented? What kind of institutional structure is best for implementing our ideas? Does DACD need a pipeline to the Center Directors and/or others?
 - (1) Do the individual centers do things around diversity and/or improving communications?
 - (a) What is ISR's commitment to diversity? How committed to diversity is ISR?
 - ii) Where do we stand as to inviting SRC diversity committee to every meeting, part of every meeting, other options?

6) Flags in the ISR-Perry Atrium

- a) Cheryl Brackenridge reports: *"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"*
- b) Issues brought forth regarding this initiative are as follows:
 - i) Labels/plaques for the flags?
 - ii) Will we have input about the display?
 - iii) If the flags are based on staff, how is this related to diversity?
 - (1) How does it relate to ISR and the idea of community
 - iv) If we do the flag display, how do we connect it to diversity? Should a diversity event be connected to it?

7) What People Eat Display

- a) In February, 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. Are there interactive ways to implement this?
 - i) Michael Patterson has agreed to head this initiative.

8) ISR Calendar and Weekly Email

- a) In February Erik Kreps volunteered to post the SRC events on the calendar. The calendar has begun to be populated by others as well.

- b) Erik expressed hopes that, “*plans could be shored up to schedule a brief formalized training with all of the contact people that have thus far been identified.*”
- c) David O. Williams exchanged e-mails with Antoinette Booze-Battle about guidelines for the Director’s Office sending ISR-all emails, particularly in regards to weekly calendar emails. As of that correspondence, guidelines had not yet been established.

9) Diversity of ISR Staff

- a) In February, Erik Kreps brought forth the issue of learning the ethnicity/place of origin of the current ISR staff as well as tracking the change in those factors over time and seeing if there are issues in those areas that need to be examined. The role of DACD with respect to the staff’s ethnicity/place of origin was questioned. The same issue was raised in respect to 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) Thoughts and Observations from David O. Williams

- a) I think we made a good start at the March 24th meeting in terms of becoming a truly effective committee. I’d like to suggest that we follow-up on that start by doing the following things.
 - i) I think it would be a good idea for either for Chris or someone from the membership committee to contact the people who were not at the meeting and who have been missing meetings on a regular basis and have not contacted the committee to ascertain their intentions with regard to DACD. Perhaps these people have become too busy to participate or they’ve lost interest. At any rate, I think it important that we establish communication with them.
 - ii) I think we need to take attendance at each meeting and track absences so that we have a good idea as to an individual’s level of participation. We should appoint someone to maintain attendance.
 - iii) I suspect most of ISR knows little about DACD. I think we can increase our impact, gain support, and spread knowledge of our existence and activities by either establishing a monthly newsletter or negotiating with Diane Swanbrow to set aside space for a monthly article about DACD that one of us would write. Clearly we need a publicity committee.
 - iv) Not only does DACD need to communicate with ISR, but ISR needs a means of communicating with DACD. Repeatedly we’re talked about establishing a mailbox so that ISR personnel could contact DACD. I think this would be most helpful if we promoted it properly. I think we should wait a bit before we do this because we need to advertise it heavily, but it is definitely something that we should be.
 - v) Repeatedly we’ve spoken about the need to plan in advance, to be proactive instead of simply reacting to events. DACD needs a Planning/Executive

committee that will generate a year long plan that will provide us with a blueprint for our activities.

- (1) I think we might begin with everyone creating and sharing his/her vision for DACD over the next year or two
- vi) At the next meeting, in addition to following up on the items we tabled at the March 24th meeting, I think we need to plot our course for the next two meetings.

11) Autism Awareness Day

- a) Clint Carter (via Maggie Levenstein) made DACD and SRC Pac aware of Autism Awareness Day and arranged for a showing of a video he had worked on about the life of a friend of his who was diagnosed with autism.
- b) In email, many DACD members expressed interest in organizing some form of presentation for next years Autism Awareness Day.

12) General Subcommittee Reports of Issues Not Already Covered

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

NEXT MEETING:

Monday, May 12, 2008

10 -11:30 am

Room 6080 ISR

Note taker 4/14/08: Nancy McGovern