

DIVERSITY COUNCIL
AGENDA & MINUTES
March 28, 2013 | 2:30pm | A9
DRAFT

ATTENDEES:

Celena Alcala (Co-Chair), Kenyatta Bakeer, Clarissa Castellanos, Bruce Hicks, Michelle Long-Coffee, Vicky Nesia,

AGENDA:

- Update On How Council Sub-Group Operated
 - Approve/Edit Proposed Process and Dates (attachment 1)
 - Discuss What a Proposal Should Consist Of
 - Discuss How We Will Evaluate Proposals
 - Discuss Agenda for April 8 Informational Meeting
-

ACTION ITEMS RESULTING FROM MEETING:

- Create email text for April 8 letter to campus regarding meeting to discuss Fall cultural celebrations – *Michelle*
 - Send email campus-wide - *Celena*
- Create sample initial proposals from an individual and from a group – *Michelle*
- Create form to help with proposal creation – *Vicky*
- Reserve meeting room(s) for Apr 17 & 18 informational meetings (possibly GC160) - *Vicky*
- Create agenda and talking points for April 8 – *All*
- Consider becoming co-chair – *Kenyatta*

DISCUSSIONS

• **Update On How Council Sub-Group Operated**

Celena recapped how difficult it was to convene the whole Council due to issues around the relocation of the ASO office and the formation of the Council being near the end of the Fall semester. In the interim, a sub-group consisting of Celena, Clarissa, Michelle and Vicky addressed requests and issues related to Black History Month and Women's History Month.

Celena indicated concern that the campus community may not all have been aware of the new proposal process and/or doesn't understand it yet. Specifically, two parties submitting requests for events during Black History Month either believed their committee chair submitted proposals on their behalf or they didn't realize proposals were needed.

• **Approve/Edit Proposed Process and Dates (attachment 1)**

Michelle walked the group through the proposed proposal process and dates (see attachment 1).

To ensure that cultural groups/events we may not have included (e.g. Arab American History Month) have access to the process, the group agreed that the April 8 campus-wide communication not only list the usual celebrations but also invite any people to suggest any other cultural recognition of interest that occurs in the Fall.

So that the Council can understand how many parties are interested in support (funds, other campus resources such as facilities, PR, etc) the group decided to call for all proposals for Fall at one time and all proposals for Spring at once. We will allocate \$1500 for Fall and \$1500 for Spring. Barring extraordinary circumstances, no proposal will receive more than a \$500 allocation.

The Council has approximately \$3000 to work with in 2013-14. Left over funds can be carried forward to the next academic year. The \$3000 comes from a larger fund that will not be replenished when it is exhausted. In the case of an extraordinarily worthy event (e.g. the US President is willing to come speak for X cultural month), the Council can recommend that the President draw down additional funds from the larger fund.

- **Discuss What a Proposal Should Consist Of**

Vicky suggested we have a form to help submitters address all important aspects.

The group agreed that the initial proposal can be an outline but at least 30 days prior to the event(s), a more detailed description of the event, the expenditures and other resources needed must be provided.

The group agreed that we should have the option to ask questions of the proposal submitters if additional information is needed to help us evaluate the request.

The group agreed proposals should not only describe the event and how funds will be spent, it should also explain:

- is this request is being submitted by an individual or a group – if a group, name the parties who will actively be participating (both are viable options)
- what is the plan to secure attendance, if applicable (e.g. activity held during existing class, West PR, outside advertising –budget required)
- how will the event be staffed (e.g. volunteers, West staff needed, outside parties)
- will you be adding other funds to your award

- **Discuss How We Will Evaluate Proposals**

Group agreed that activities backed by an individual are welcome, however proposals from a broader cross-section of campus would typically be given higher consideration.

Group discussed what if there is only \$500 left to allocate and it is being requested for an African American celebration and a Native American celebration. Does the African American group automatically get the money since the campus has many more African Americans. The conclusion is this is why the Council exists, to discuss these on a case-by-case basis. The hypothetical conclusion could be that the campus needs more information about Native American culture and it should be funded in this cycle. Or, it could be that due to the larger representation of African Americans and the events outlined, the funding will go there. The Council might even ask the parties if they could combine efforts.

How realistic are the goals of the event/activity and is the investment of funds/resources worth the likely educational/social/leadership benefit and/or attendance will be considered.

Group agreed that it was a good idea to encourage submitters to have a plan A & B...their optimal choice and a plan that requires less cost.

- **Discuss Agenda for April 8 Informational Meeting**

The group decided to tackle this via email after reviewing the minutes from March 29 and the example proposals as these things might impact what should be discussed.

- **Other**

Vicky asked should people/groups who are planning cultural events that do not require any of the Council funds still submit proposals? Group consensus was yes. Such activities still impact campus resources and other parties.

DIVERSITY COUNCIL: EVENT FUNDING PROCESS 1 of 2 (rev. 3/25)

Outline of Process

- Invite campus community to meeting for anyone interested in suggesting or assisting with activities for the coming cultural days/months.
- Hold meetings to allow interested people to learn how to submit proposals, share ideas and identify a committee leader(s).
- A committee, committees and/or individuals submit proposals to the Council for consideration.
- The Council reviews proposals understanding there is approximately \$3,000 that can be allocated throughout 2013-14 for cultural events.*
- The Council recommends allocations to the President for approval.
- The President or the Council announces allocations to the applicants and invites any group not awarded to support the other group's efforts.

* Proposals submitted by groups that most reflect cross-campus input and/or interests and/or that are submitted by student groups should receive elevated consideration for funding.

Council to Meet Monthly to support activities; evaluate proposals Between May 3 -7, Oct 7 - 9, Mar 18 - 20; approve expenses; check on progress of groups in executing their proposals; etc.

2013-2014 Calendar

EVENT	DATE	ANNOUNCE MEETING	HOLD MEETINGS	PROPOSAL(S) DUE	REVIEW PROPOSALS	ANNOUNCE ALLOCATIONS
HISPANIC HISTORY MONTH '13	Sept 15 – Oct 15	April 8, 2013	Apr 17 @ 2:30 Apr 18 @ 3:00	May 2	May 3 – May 7 recommendation to President May 8	May 13, 2013
LGBT HISTORY MONTH '13	October	April 8, 2013	Apr 17 @ 2:30 Apr 18 @ 3:00	May 2	May 3 – May 7 recommendation to President May 8	May 13, 2013
DOMESTIC VIOLENCE AWARENESS MONTH '13 <i>I think this has been handled by counseling and has its own funding source</i>	October	April 8, 2013	Apr 17 @ 2:30 Apr 18 @ 3:00	May 2	May 3 – May 7 recommendation to President May 8	May 13, 2013
CULTURAL DIVERSITY DAY '13	October	April 8, 2013	Apr 17 @ 2:30 Apr 18 @ 3:00	May 2	May 3 – May 7 recommendation to President May 8	May 13, 2013

DIVERSITY COUNCIL: EVENT FUNDING PROCESS 2 of 2 (rev. 3/25)

AMERICAN INDIAN & ALASKA NATIVE HERITAGE MONTH '14	November	Sept 16, 2013	Sept 25 & 26	Oct 3	Oct 7 – 9 recommendation to President Oct 10	Oct 14, 2013
BLACK HISTORY MONTH '14	February	Sept 16, 2013	Sept 25 & 26	Oct 3	Oct 7 – 9 recommendation to President Oct 10	Oct 14, 2013
WOMEN'S HISTORY MONTH '14	March	Sept 16, 2013	Sept 25 & 26	Oct 3	Oct 7 – 9 recommendation to President Oct 10	Oct 14, 2013
ASIAN-PACIFIC AMERICAN HERITAGE MONTH '14 *	May	Feb 24, 2014	Mar 5 & 6	Mar 17	Mar 18 - 20 recommendation to President Mar 21	Mar 25, 2014
JEWISH AMERICAN HERITAGE MONTH *	May	Feb 24, 2014	Mar 5 & 6	Mar 17	Mar 18 - 20 recommendation to President Mar 21	Mar 25, 2014

*Due to graduation, et. al., make APAHM celebrations prior to May 16, 2014