

**COMMISSION ON EQUAL OPPORTUNITY AND DIVERSITY**  
**MONDAY, OCTOBER 21<sup>st</sup>, 2013**  
**10:00 am – 12:00 pm**  
**GRADUATE LIFE CENTER ROOM B**

**Meeting Minutes**

**PRESENT:** Gloria Bensen, Brian Bolton, Tom Brown, Skylar Duncker, Amer Fayad, Jermaine Holmes, Diana Housein-Salaita, Brad Klein, Marwa Abdel Latif, Robin Lawson, Elizabeth Lazor, Sara Leftwich, Rebecca Miller for (Jennifer Nardine), Lesley Moyo, Anita Puckett, Susan Rosebrough, Sue Ott Rowlands, Sherri Simmons, Amy Tanner, Mary Ellen Verdu, John Gray Williams for (Ross Edmonds)

**ABSENT:** Judy Alford, Rick Barrow, Aaron Bond, Sam Cook, Paul Heilker (with notice), Hal Irvin, William Lewis (with notice), Corinne Noirot, Bill Ortega, Patty Perillo (with notice), Laura Rugless, Nick Warrington

**GUESTS:** Marcie Bishop, Samantha Boyd

**I. CALL TO ORDER**

The meeting was called to order at 10:00 am by Chair Lesley Moyo. Motion to adopt the agenda was approved.

**II. ANNOUNCEMENTS**

Chair Lesley Moyo confirmed with members the dates for CEOD Executive and Full Commission meetings. She provided that November 11<sup>th</sup> will be the last full commission meeting for 2013.

Aaron Bond has offered to set up a system to explore virtual participation in the CEOD meetings. Aaron will discuss with members at a future meeting.

Marwa Abdel Latif discussed proposals from the Council of International Student Organization (CISO) for International Week.

- 1- AEL (Alpha Epsilon Lambda), graduate honor society for academic excellence and leadership is bringing new initiatives to start a “Graduate Students Exchange Program” at VT. The purpose of this program is for professional development of graduate students (Domestic and International), by establishing an exchange program among selected departments from VT and other universities. We are currently starting up a sub-committee to interview departments to survey the interest and needs of various departments across the university.
- 2- CISO has put forward a “Grant-In-Aid” Graduate Emergency funds for adoption by the graduate school. We have heard back and there’s currently no system that will be established (unfortunately), international and domestic students will be referred to the graduate school in case of financial emergencies.

- 3- CISO has put forward a “Call for Co-sponsoring Proposals” during the International Week, spring semester (March 23<sup>rd</sup>) to encourage organizations to collaborate with others to increase their chances of funding (up to \$2000).

### **III. SUMMARY OF 2012-2013 WORKING GROUP RECOMMENDATIONS & VOTING**

Chair Lesley Moyo handed out a hard copy of a spreadsheet to members put together by Vice Chair Jermaine Holmes, summarizing last years Working Group Recommendations. In terms of voting, Lesley added that she would prepare an online voting system (within the week) and send the link out to all commissioners so that we don't get bogged down with the voting protocol.

There was much discussion concerning the findings of last year's working groups. Many feel the recommendations do not directly affect policy and that is what CEOD is meant to do. It was suggested to bring the working groups back together to discuss their recommendations and choose those that do impact policy and consider sharing the other recommendations with the areas they impact as “ideas” for their area with no mandates.

The decision to hold off on voting at this time, and to move forward with a list of questions for the working groups to focus on was approved. Lesley and Jermaine will proceed to work on a cleaner document by adding additional columns as needed. A draft with further ideas and suggestions will be provided to members at the next meeting on November 11<sup>th</sup>.

### **IV. GUIDELINES FOR WEB BASED SPOTLIGHTS**

Chair Lesley Moyo handed out a hard copy to members regarding CEOD Online Spotlights. Lesley provided that the CEOD annual agenda for 2013-2014 includes, among other items, collaborating with the Office for Diversity and Inclusion to develop a virtual presence – Starting with a Web page linked from the Office for Diversity and Inclusion pages (<http://www.diversity.vt.edu/>). This platform will be used to highlight various topics pertaining to diversity and inclusion. The document regarding Spotlight Examples and Guidelines has been posted to the scholar site for viewing.

It was suggested that instead of advance scheduling for the areas that would be featured on the CEOD website, the CEOD should just invite the units and allow them to decide when best to be featured. This would allow the respective units to select a schedule that best meets the diversity and inclusion annual calendar of events.

### **V. ADJOURNMENT**

There being no further business the meeting was adjourned at 11:30 a.m. The next Executive meeting will be November 4<sup>th</sup>, and the next full CEOD meeting will be November 11<sup>th</sup>, in GLC Room B.

Respectfully Submitted,

Marcie Bishop  
Recording Secretary, Commission on Equal Opportunity and Diversity

## **Commission on Equal Opportunity and Diversity**

### **Executive Group Meeting**

**October 7, 2013, 10:00a.m. – 12:00 p.m. GLC Room B**

#### **Present:**

Marwa Abdel-Latif, Skylar Duncker, Diana Housein-Salaita, Dr Hal Irvin , Robin Lawson, Elizabeth Lazor, Sara Leftwich, William Lewis, Lesley Moyo, Guy Sims (for Patty Perillo), Nick Warrington

#### **Guest:**

Marcie Bishop, Tom Brown

#### **Absent with notification**

Jermaine Holmes

### **1. Role of the CEOD Executive, and Communication Structure**

- Members reiterated that the role of the Executive was not focused on policy or governance matters as this was the role of the full commission
- Any policy and governance matters that may come up during the course of Executive meetings and activities will be brought to the full Commission
- It was emphasized that the Executive would need to maintain robust communication with the full Commission to ensure that they are up to date with all matters discussed in the Executive meetings
- It was determined that since the Executive is primarily postured to respond to incidents or situations that may not be anticipated, the Executive will meet on an ad hoc basis.
- The advertised Executive meeting times will also be retained for any other matters that need to be addressed

### **2. Protocol for Response to Critical Situations**

(Tom Brown was especially invited to provide input on the development of a protocol for responding to bias related incidents). He led the following discussion:

- The CEOD Executive acknowledged that there is an existing protocol in place based in Student Affairs, for responding to bias-related incidents
- Tom Brown provided a detailed overview of the protocol. He explained the major categories of bias-related incidents and how they are handled at Virginia Tech
- Tom explained that most of the incidents that have been handled are related to students/student activities
- Tom informed the CEOD Executive meeting that the protocol is currently under revision by Student Affairs. It is anticipated that it will be ready for implementation by January 2014

- The core response team stipulated in the protocol includes several of the Ex-Officio members of CEOD
- It was recommended that the Chair of the CEOD should be added as a member of the core response team
- Tom will speak to the CEOD about the protocol at a future meeting
- In the meantime (pending revision of the protocol) should an incident occur, the administrators closest to the source of the incident will address it, and call upon others as needed

### **3. Input for Planning the Implementation of the Proposed Executive Briefings**

- Dr. Lewis shared his vision for the proposed executive briefings
- Lesley stated that Dr Lewis's vision for issuing executive briefings via online interactive technologies tied in well with the CEOD 2013-14 agenda for increasing the CEOD Web presence, and provided a great opportunity for collaborating with the Office of Diversity and Inclusion to develop the program.

### **4. Other Business**

- Dr. Lewis informed the Executive that a new Presidential Award has been established: *Principles of Community Presidential Award*
- The Award would be given to a faculty or staff member based on specific criteria
- Dr. Lewis has requested CEOD to be involved in establishing the Award criteria

### **5. Meeting Adjourned**

There being no further business the meeting was adjourned at 11:30am. The next full CEOD meeting will be Monday October 21<sup>st</sup>, 10:00am in GLC Room B.

Respectfully Submitted,

Marcie Bishop  
Recording Secretary, Commission on Equal Opportunity and Diversity