NCAA Gender-Diversity - Well-Being Sub-Committee Meeting
Tuesday, October 13, 2009
McTarnaghan Hall #145 – Financial Aid Conference Room

Call to Order: 12:00pm

Present:
* Jorge Lopez-Chair
* Jennifer Gabou
* Reid Lennertz
* Mike Estes
* Dr. Dennis Hunt
Guest: Ashley Seeley (minutes)
* Committee Members

Jorge Lopez: Checked with President’s Office to ask about quorum. Meetings should take with whoever can attend as this is the #1 priority for the President and Athletics.

Put on the agenda. We have the ultimate deadline of April 30th to have everything done. How many have been able to read information through. Have some information from Bradley and when they went through certification. Have equity, welfare, and sportsmanship from their certification. Have not had a chance to read all the way through but there is something that can be used to our benefit. We have the committee with the most issues and with the most work. There is a positive way to come out of this is that we have gone through these issues before and we have certain things in place. But some of us that haven’t been involved may not know about all the procedures from this in order to ask and answer questions. Cheryl is part of our committee and she will be a good resource because she will be able to tell us things that have been done in the past about specific situations. Kathy talked about recent completion of a study. We can use that to address and attain the goals that we have.

Don’t have a specific timeline for us. I would like for us to sit down and discuss how each member can contribute with their strengths and expertise. Is it easier to break it up and look over stuff individually? Because of scheduling, there are issues. We could do things electronically. We could use Angel so that students will be able to view it.

When I meet tomorrow with Peg, I will get actual directions of how we can utilize Angel and what we can or cannot use in regards to it.

Dr. Dennis Hunt: Angel is convenient. We have used it before with committees and it’s easy to use.

Jorge Lopez: I think it will be convenient for Reggie, Jamie, and Shannon since they have classes and such.

Do you have a preference on any of the topics?
Should we still use the Outlook method for meeting times? When is it best for everyone to meet?

Mike Estes: We start travelling in about a month

Jorge Lopez: If we set up a meeting in about 2 weeks, will that be enough time?

Mike Estes: It would be helpful to look at how many times that we need to meet and go over what needs to be done and then look at the big picture.

Jorge Lopez: You're right. We need to look at the big picture and we can plan them in order to have them set and scheduled.

Are there any questions from the first meeting? From the measurable standards, review, studies, checklist?

Mike Estes: We don't need to reinvent the wheel, we have to make sure we review our current policies and procedures in order to address these standards.

Jorge Lopez: if you have a standard that requires data, let me know and I can coordinate with Bob Vines to run the reports for us.

Jennifer Gabou: I am trying to understand what we are actually responsible for. When I get the standard, what do I do with it?

Jorge Lopez: The answer will be different depending on the standard. If it is something that requires data, then we need to ask for it from the respective office. We can determine what office should be contacted and work with them (ie. HR, EEO, Procurement, F&A, etc.) From Athletics, Kathy and Ken will be great resources. It depends on the standard.

Mike Estes: This is already happening. People are going through and asking questions. Information will be crossing over. We can use each other and the other committees to work together to get the information that we need.

Jorge Lopez: it will cross departmental lines and we will need to get the information. An auditor can come in and ask for the policies and procedures. Are you following your own procedures? If there is nothing, then we have to set it up.

Any other questions?

Mike Estes: An issue we're going to deal with is a lot of little different communities on campus. There are a lot of things going on, but there are no policies and procedures in place for those little communities.

Jorge Lopez: Yes, there are things that we have been doing since day one, but we never actually wrote it down on paper.

Mike Estes: We're going to find things that are being done completely wonderful, but there is no record for is. We're going to have to put the procedure in place.
Jorge Lopez: We can ask certain departments to draft up everything and policy in place to see if there is something that they want to propose.

Mike Estes: Have you looked at breaking down?

Jorge Lopez: Not as of yet with people still being added, but we will sit down today and go over it. Unless you have something in particular that you want to go over, then you’re more than welcome to. Next meeting let’s have a rough draft of your section. You might have to go and talk to other people which will take a lot of time. I think once January rolls around, I think that time is going to fly by quickly. I will split them up as equitable and as fair as possible.

Reid Lennertz: Look at self study report checklist page 19 top left corner. Are we going off this? Is this what we’re going through?

Jorge Lopez: Yes.

Reid Lennertz: It’s asking for a judgment. Is that up to the person assigned to interpret?

Jorge Lopez: If they’re saying the university has to do... we have to interpret and go to someone like Ken and ask if we have something like a policy in place *(written). If yes, we will draft response, and let them know what is in place. Written plan, commitment, approved. It will be an interpretation. If there are things in place, then we will put it down. Not sure if we will need documentation. If not, then we will need to figure out if there is something that we can put in place, or at that point and make a suggestion. *reading through the checklists*

If our interpretation is not accurate, then we will get support and guidance from Steering Committee.

Wait to hear information from me. We will go with another meeting. I will talk to Peg tomorrow and if there is something that we need to correct or modify in our action plan, I will let you know.

**Adjourn: 12:31pm**