

Minutes

QCC GOVERNANCE MEETING Diversity Council

Date: November 6, 2012

Committee: Diversity Council
Chair: TBD
Note taker: Name: Anita Bowden Extension: 4206

Attendees:	<input checked="" type="checkbox"/> Anita Bowden, Ex-Officio	<input checked="" type="checkbox"/> Ricardo Caton	<input checked="" type="checkbox"/> Meredith Weiss
	<input type="checkbox"/> Nancy Chosta	<input checked="" type="checkbox"/> Elda Zeko	<input checked="" type="checkbox"/> Maria Addison
	<input checked="" type="checkbox"/> Gaelan Benway	<input checked="" type="checkbox"/> Margaret Wong	<input type="checkbox"/> Henry Ritter
	<input type="checkbox"/> Student #1 (TBD)	<input type="checkbox"/> Student #2 (TBD)	<input type="checkbox"/>

Observers:
(others in attendance)

Resource persons:
(presenters, etc.)

Special notes:
(handouts, etc.)

(a) "Draft Constitution"
(b) "Functions of the Committee"

ISSUES BOX or
Items for Future
Agenda:

Next meetings:

- ★ December 4, 2012 @ 3pm
- ★

Topic 1		
Discussion: <i>Selection of 3 Council Members to the Governance Steering Committee</i>		
Conclusions: The decision was made that the 3 council members who will serve on the Governance Steering Committee will be (1) the Chair – <i>to be elected</i> , (2) The current Chair of the Diversity Caucus – <i>Gaelan Benway</i> , and (3) the alternate - <i>to be elected</i> .		
Action items: None	Person responsible:	Deadline:
	None	N/A
Topic 2		
Discussion: <i>Selection of (a) Diversity Council Chair and (b) Alternate Diversity Council member to serve on the Governance Steering Committee.</i>		
Conclusions: Nominations for the Diversity Council Chair and for the Diversity Council member who will serve as an alternate member of the Governance Steering Committee, will be forwarded by Friday, November 9, 2012, and then will be provided to the Diversity Council members for a vote.		
Action items: Forward your nominations via email to Anita Bowden no later than Friday, November 9, 2012.	Person responsible:	Deadline:
	All Council Members	11/9/12
Topic 3		
Discussion: <i>Note-Taking Responsibilities to be Assigned.</i>		
Conclusions: The decision was made that the note-taking responsibilities would rotate between members. Each member will volunteer for a specific month. Anita Bowden volunteered for November. Maria Addison volunteered for December.		
Action items: Remaining Council members must volunteer for a month in which they will be the note-taker for the scheduled meeting.	Person responsible:	Deadline:
	All Council Members	12/4/12

Topic 4		
Discussion: <i>Review of “Functions of the Committee” and “Draft Constitution”.</i>		
Conclusions: To ensure that we meet the college goal of finalizing the Constitution and functions of the committees by the end of January 2012, we will review and finalize our comments about the drafts by the end of our December meeting.		
Action items: Review the “Functions of the Committee” document, as well as the “Draft Constitution”, and be prepared to discuss at the December meeting. <i>(Note: Copies are attached).</i>	Person responsible: All Council Members	Deadline: 12/4/12
Topic 5		
Discussion: <i>Set Calendar of Meetings for the Year.</i>		
Conclusions: Suggestion was made to meet on the 1 st Tuesday of each month at 2 pm (which would make the next meeting December 4 th), however we realized this conflicted with the All College Forum. The overwhelming decision was to meet at the end of the All College Forum on December 4, 2012 at 3pm, so that our December meeting time would be scheduled. We will set the schedule for future meetings at our December meeting.		
Action items: Make recommendations for upcoming meetings.	Person responsible: All Council Members	Deadline: 12/4/12
Topic 6		
Discussion: <i>Make recommendations for student Diversity Council members.</i>		
Conclusions: Council members will attempt to identify students to recommend for inclusion on the Diversity Council .		
Action items: Bring to future meetings recommendations for student members, if identified.	Person responsible: All Council Members	Deadline: Ongoing