

Minutes

QCC GOVERNANCE MEETING Diversity Council

Date: December 4, 2012

Committee: Diversity Council
Chair: Ricardo Caton
Note taker: Name: Maria Addison Extension: 4452

Attendees:	<input 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 type="checkbox"/> Gaelan Benway	<input checked="" type="checkbox"/> Margaret Wong	<input checked="" 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.)
Draft Constitution
Functions of the Committee

ISSUES BOX or
Items for Future
Agenda:

Next meetings:
★ February 12, 2013
★

Topic 1		
Discussion: <i>More nominations for student members of the Diversity Council</i>		
Conclusions: Student members should be committed to diversity, issues of justice, accept term—now to May, and understand the monthly time commitment required to participate.		
Action items: Find student volunteers to serve on Diversity Council	Person responsible:	Deadline:
	All Council Members	Before February meeting
Topic 2		
Discussion: <i>More volunteers for note-taking responsibilities</i>		
Conclusions: It was agreed that the selection of the note taker would be made at the end of each meeting for the next meeting.		
Action items: Margaret Wong agreed to be responsible for note taking at the February meeting.	Person responsible:	Deadline:
	All Council Members	End of each monthly meeting
Topic 3		

Discussion: Review of Functions of the Committee and Draft Constitution documents		
Conclusions: It was agreed functions cover all relevant to responsibilities of Diversity Council. Also agreed nothing to add to constitution.		
Action items: N/A	Person responsible: N/A	Deadline: N/A
Topic 4		
Discussion: <i>Make recommendations and set schedule for future meetings</i>		
Conclusions: Agreed to hold regular meetings the 2 nd Tuesday of each month, 2-3 p.m.		
Action items: Reserve meeting room	Person responsible: Ricardo Caton	Deadline: