**Institutional Development for Equity and Access (IDEA)**

**MINUTES**

**DATE: September 20, 2018**

**TIME: 2:30 – 3:50pm**

**LOCATION: Student Services Conference Room (L-105)**

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| Item # | ***Topic/Activity*** | ***Minutes*** |
|  | Welcome and Introductions |  |
|  | Agenda and Minute(s) Approval | Approved. *Sierra Abel 1st / Dave Belman 2nd approved unanimous Nikki Moultrie/Dave Belman, abstain* |
|  | Public Comment | Information – October 15-19 Undocumented Student Action week / February 2019 – Dreamer’s Conference / LatinX – Coco film September 20, 7-10PM / IMPACT Conference – October 12, 9-4PM |
|  | Chair/s and Charges | Discussion - All members in agreement to continue working on current charges as written. 3rd charge will a focus for the FY2018-2019 academic year. Looking at institutional language / planning processes as a charge to re-explore as current projects are completed. |
|  | Mini-Grant | Action Motion to approved to fund $2470 for 4 students to attend the CCURI conference in with a notice to the next IDEA meeting on the process to ensure the students selected are the populations discussed in the grant proposal. *Janice Townsend 1st / Cat Wood 2nd , Nikki Moultrie/Ryan Pedersen, abstain* |
|  | Student Religious Observance Update | Information - SGC will be reviewing the two documents on the next SGC meeting on September 26th, 2018. If approved, the new projected date will be to institute the policy in the Spring 2019 semester. |
|  | EEO Report Out | Information, Discussion - An ad-hoc group meeting is reviewing and establishing a training for the application and interview questions for the Box 2A process for hiring new full time faculty. A FLEX training will go out to faculty for suggested guidelines that use the IDEA hiring toolkit. Updates need to be made to the document that will be used for this training. The members agreed unanimously to trust a volunteers from IDEA to edit and update the IDEA Hiring Toolkit so it can be used for EEO and hiring trainings. *Unanimous* IDEA will be co-sponsoring the training as the creator of the Hiring Toolkit. |
|  | Campus Prayer/ Interfaith Space | Updates – The student union will house a permanent space for prayer/meditation located in the second floor of Student Life.  Actions – LMCAS - It was agreed that the student representatives from LMCAS will take responsibility to work on locating and establishing a temporary prayer / mediation space until the new Student Union is completed. IDEA – It was agreed that the members from IDEA will work on the design of the permanent space, its title, the furniture, needs, and intended purpose of the room. |
|  | Future Agenda Items/ Meeting dates | Future Agenda Items proposed – Feminine Hygiene on campus, Prayer Space design |

Co-chairs: Nicole Trager (Faculty, Non-Voting), Eric Sanchez (Non-Voting Staff)

Members present: Janice Townsend (Faculty), Erlinda Jones (Faculty), Jamila Stewart (Staff), John Nguyen (Staff), Catt Wood (Staff), Ryan Pedersen (Manager)

Dave Belman (Manager), Sabrina Kwist (Ex-Officio Non-Voting), , Sierra Abel(Student)

Guests: Shelby, Akila, Jocelyn

Note-taker: Sabrina Kwist, Eric Sanchez