

The University of Louisiana at Monroe
Diversity Committee
11-12-2007

Members Present: Dr. Pamela Saulsberry Dr. Florencetta Gibson
Mrs. Betty Cooper Mrs. Dinah Williams
Dr. Debra Jackson Dr. Robert Hanser
Ms. Debbie Dameron Dr. Jerrilene Washington
Dr. Wayne Brumfield

Members Absent: Mr. Ron Philips Mr. Robert Flowers
Mr. Johnny Riley Dr. John Anderson
Dr. Fred Adams

The meeting was called to order by Robert Hanser (Chair) on Monday, November 12th, at 4:15 p.m. in the Library room 622. This was a special meeting that was called so that the committee could finalize plans for the Mix-It-Up event that was scheduled to occur on November 19th, 2007. Essentially, this meeting entailed the division of duties among various committee members, in anticipation of the upcoming event. While discussing the plans for Mix-It-Up, it was made clear that everyone on the Diversity Committee was expected to attend this event during some point or another between the hours of 10:30 a.m. and 1:15 p.m. Many of the members offered to arrive early at 9:30 a.m. to assist in the set-up process. However, everyone was asked to attend and to assist in the monitoring process. In addition, the following points were formulated:

- 1) Rob agreed to contact Recruitment & Admissions, Starbucks, and a number of other offices on campus to obtain door prizes for the event.
- 2) Rob agreed to talk with Amy Weems about getting Mix-It-Up approved as a Five Star event. Rob and Betty Cooper also agreed to make sign-in sheets for student organization members to document their attendance.
- 3) Rob agreed to contact ARAMARK about vegetarian dishes.
- 4) Debbie Dameron indicated that she would attempt to obtain tickets for the door prize drawing.
- 5) Debbie Dameron offered to contribute several door prizes from her office for the event.
- 6) Debbie Dameron agreed to search for "Ask Me" buttons so the Diversity Committee Mix-It-Up monitors could be easily identified.
- 7) Debra Jackson agreed to organize the talking point questions and to make multiple photocopies of them for distribution at the event.
- 8) Dinah Williams agreed to talk with Thilla Sivakumaran about the possibility of podcasting the event.
- 9) Dinah Williams agreed to talk with Lindsey Wilkerson or Sara Palazzo about modifying the AXIS T.V. function for the event.

- 10) Pamela Saulsberry and Rob Hanser agreed to conduct the introductory and concluding remarks for the event.
- 11) Betty Cooper agreed to generate the Mix-It-Up instructions and other handouts to be placed at each table.
- 12) Rob, Betty, Dinah, Pam, Debbie, Jerrilene, and Debra Jackson agree to make every attempt to be at Schulze around 9:30 a.m. to begin the set-up process.

In addition, Rob noted that he would address the following tasks by e-mail between the time of the current meeting and the Mix-It-Up event:

- 1) Every member was requested to e-mail Debra Jackson one “talking point” by 5:00 p.m. Wednesday, November 14th, 2007. When doing so, members were asked to e-mail this to Debra but to also click “REPLY ALL” so that all members would know who had contributed and to avoid duplication of the suggestions. A minimum of 8 talking points were necessary.
- 2) A reminder that all members were expected to help in monitoring the function. Again, members were asked to respond to the e-mail request by “REPLY ALL” to let other members know what time(s) that they could attend. Monitors were asked to show up at 10:30 a.m. to ensure that everything was well organized.
- 3) If members could not attend, they were asked to notify the committee.

No other items were discussed. There being no further business, the meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Robert D. Hanser
Chair, University Diversity Committee
26 November, 2007