

**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 12<sup>th</sup>, 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 19<sup>th</sup>, 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 14<sup>th</sup>, 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