

1-5-2012

## Meeting minutes : 2012 : 01 : 05

University of South Florida St. Petersburg. Chancellor's Advisory Council on Issues of Diversity and Inclusive Community.

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Chancellor's Advisory Council on Issues of Diversity and Inclusive Community

Minutes

January 5, 2012

Present: Lyman Dukes, Michelle Kerr, Jamie McHale, Patricia Pettijohn, Tabitha Raj, Sharon Segrest, Marketa Teal.

Guest: Amber Austin.

**Welcome**

Jamie McHale

**OLD BUSINESS**

**Martin Luther King Jr. Parade**

All

**General review of documents distributed by Jamie**

All

**Marketing and Solicitation of Participants:**

- The Grouper sent out an email soliciting student organizations participation in December.
- Jamie has forwarded a slide to be displayed on the monitors around campus; sent it to Charlie Justice for Grouper, Melanie Marquez for general PR, Kaya van Beynen for library monitor and to Tim Oettinger and Matt Morrin for other monitors on campus.
- Jamie also sent slide to committee members and key administrators and students for distribution.
- Committee members have not seen slides outside of the administration building and the library.
- Jamie has sent an email to Deans and asked that they ask their faculty and staff to participate in parade. Dean Hixson has forwarded; other College Deans have not yet done so.
- Leah Williams will be at parade and will take photos, confirmed by Marketa. Leah will also share MLK appeal on the USFSP Face Book page.
- Crows Nest has been contacted and will participate in MLK parade as marchers. Crow's Nest will be distributing the first issue of the year during march.
- General discussion of importance of capturing MLK parade to represent USFSP diversity and inclusivity, by using photos and video on USFSP website and CADIC Web page. Unanimously agreed to request that external affairs arrange for videographer if possible.

**Marketing and Solicitation of Participants Action Items:**

- Lyman Dukes will call Melanie Marquez and speak with her about the need for, and possibility of, hiring a videographer for MLK Parade; if needed he will contact Helen Levine as well.
- Jamie will resend slides if needed.
- Michelle will send slide to SGA and student organizations.
- Michelle will contact Crow's Nest about their coverage and photography of MLK parade.

**Transportation and Car Banners:**

- Cars and drivers are confirmed for Chancellor Sullivan and Campus Board Chair Sembler (riding together in Dr. Sullivan's car, driven by Dean Bill Heller); Associate Vice Chancellor for Student Affairs Wong (riding in Major Macksum's car, driven by Major Macksum); and USFSP Student Government officers, (riding in Dan Cardenas' car, driven by Mr. Cardenas).
- Car not confirmed for Vice Chancellor for Academic Affairs Noonan and Vice Chancellor for External Affairs Levine (riding together in a car driven by Dean Biafora), or for Grand Marshall Fountain.
- One additional member of the Campus Board may attend, not yet confirmed by Dr. Levine.
- Professor Emerita Juanita Fountain will serve as the Grand Marshall of the MLK Jr. Parade again this year. She has confirmed that she will attend. We need to confirm that she has transportation and a magnetic car banner.
- Magnetic car banners are stored and available from last year for Chancellor Sullivan, Campus Board Chair Sembler, Vice Chancellor for Academic Affairs Noonan, Associate Vice Chancellor for Student Affairs Wong, and Student Government officers.
- Magnetic car banners are not available for Vice Chancellor for External Affairs Levine, additional Campus Board members, or Grand Marshall Fountain.
- McHale family and students from Family Studies Center will drive their truck at the end of the parade.
- Golf carts: Marketa has spoken with Michael Williams and confirmed that we can use campus golf carts. Some concern that carts have broken down in the past, and may again. Need to be sure they are fully charged.
- Smart cars: General discussion of use of USFSP's two new smart cars. We could use instead of golf carts, or in addition to golf carts, in parade.
- Decoration of cars: Carts and cars were decorated last year with green and gold tinsel.

**Transportation and Car Banner Action Items:**

- Jamie McHale will contact Helen Levine with deadline to confirm possible participation by additional campus board members.

- Patricia Pettijohn will contact Dean Hixson to request the loan of the convertible car used last year, which she purchased from Dean Biafora.
- Jamie will contact Steve Ritch again about car loan.
- Amber Austin will locate car banners stored in the College of Education.
- Amber Austin will see if we have any green and gold tinsel stored from prior year.
- Michelle will see if SG has green and gold tinsel for decorating carts.
- Marketa Teal will contact/meet with Mike Williams and confirm the number of golf carts, and request they be fully charged. Marketa will also ask about the use of campus vans to transport materials and people from USFSP to the staging area. Marketa will request the use of one or both of the new smart cars.
- Marketa will let the Committee know which of these various options are available, so CADIC can make final decisions on transportation.
- Amber Austin will contact the College of Education and locate existing car banner magnets.
- CADIC unanimously approved the purchase of 2 to 3 new car banners, at an estimated cost of \$90.00 each: for Vice Chancellor for External Affairs Levine; for an additional Campus Board member, if a member confirms participation; and for Grand Marshall Fountain, if no banner is already available.
- Marketa will contact student orientation leaders, who are certified to drive golf carts, and are already committed to participate in the march, to see if they are willing to drive carts. If not, Marketa will get certified, and can serve as one driver.

#### **Student Government Banners:**

- Michelle sent out a mass email to student organizations, asking that banner designs be submitted to her. Despite this, four organizations submitted their designs elsewhere, and Matt Morrin has been out of town.
- There are 12 approved banners now, and additional groups with newly created banners that have not yet been vetted or printed.
- Handed off vetting of signs to Matt Morrin in the past; perhaps he is willing to play that role with these new banners. If so, they must be turned in no later than Friday the 13<sup>th</sup> for approval.

#### **Student Government Banners Action Items:**

- Michelle will contact Matt about vetting the new banners.
- Michelle will give Amber a master list of approved banners and organizations, both those already approved, and newly approved banners.
- Michelle will send an email to organization presidents, telling them to look for Amber Austin, and to sign in with her at the staging area.

- Amber will have lists of approved signs by Monday morning, the day of the parade, for check-in at the staging area.

### **MLK Day of Parade Marching Order:**

Need to designate the order of marchers, and make sure that marchers check in at staging area.

1. USFSP Banner, held by two students from the College of Education.
2. ROTC Color Guard
3. Cars
  - a. Car 1: Grand Marshall of Parade
  - b. Car 2: Chancellor Sullivan and Campus Board Chair Sembler
  - c. Car 3: Vice Chancellors Noonan and Sullivan
  - d. Car 4: Student Government Officers
  - e. Car 5: Associate Vice Chancellor Wong

### **Internal NOTE to CADIC: Do I have 4 and 5 reversed?**

4. Student Government
5. Student Organizations with Banners
6. General Faculty and Students
7. McHale and Family Studies Center truck with music and speakers,

### **Giveaways: Candy, Beads, Small Magnets, and Water for Marchers**

- We have some magnets left from last year, but will need to order more. Jennifer ordered the small magnets last year.
- CADIC unanimously approves expenditure of \$350.00 for new giveaway magnets. (Less if we need to make three banners, rather than two).
- Dee Lynne Rivinius paid for candy and beads last year using Chancellor's P-card; purchase was made at store, and then she was phoned from the store for approval.
- Will solicit donated Candy and Beads again this year; Marketa will coordinate donated items and also transportation of items to parade.

### **Giveaways, Candy, Beads, Small Magnets and Water: Action Items**

- CADIC members can solicit donated beads and candy from their colleges and work units.

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- Donated beads and candy should be collected and delivered to Marketa before the afternoon of Friday Jan. 13<sup>th</sup>
- Deliver to DAVIS 119, phone x 34648.
- Jamie will pick up beads.
- Marketa has some small magnets from last year.
- Marketa will pick up water and candy.
- Marketa will be point person to collect beads and candy and transport them to parade
- We will contact Dee Lynne about procedure for ordering/purchasing beads and candy.

### **Meeting on campus and Transportation to Staging Area (and Breakfast)**

- Will meet in David 130 at 8 am day of Parade
- Michelle proposed that SG serve coffee and donuts to student participants at 8 am
- Cars including USFSP vans will meet near Davis 130 and leave at 8:45 for staging area.
- Michelle will contact Sue Ballinger to reserve Davis 130
- Michelle will request funding of donuts and coffee from SG

### Announcements

Jamie has been asked to report on diversity strategic planning; CADIC will discuss next meeting

### Next Meeting

CADIC unanimously agreed to meet on the final Fridays of each month, 10am-noon, in the Chancellor's conference room if it is free:

January 27  
February 24  
March 30  
April 27