

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**DIVERSITY COMMITTEE MEETING
Kathleen C. Wright Administration Building
May 6, 2010**

SUMMARY

CALL TO ORDER

The meeting was called to order, at 6:38 p.m. by **Roland Foulkes**, Chair, with a quorum.

Members Present:

| | | |
|----------------------------|-------------------|------------------------|
| Andy Ansola | Roland A. Foulkes | Coral D. Pusey |
| Dr. Veda Bailey | Julian Gazzano | Graham Rabinowitsch |
| Barbara Beasley-Williamson | Shevrin Jones | Student Representative |
| Harve Brosten | Jeanne Jusevic | Michael E. Rajner |
| Mariah Brown | Raphael Lopez | Nancy Rogan |
| Student Representative | Catherine Owens | Suzanne Yach |
| Randy Fleischer | Ernestine Price | Alyce V. Zahniser |

Members Absent:

| | | |
|-----------------|-------------------|----------------------|
| Patrick Jabouin | Rosita Kenigsberg | Marguerite K. Luster |
|-----------------|-------------------|----------------------|

Diversity & Cultural Outreach Staff:

Maryse Nelson; Nancy Weintraub

District Staff:

Jack Ciminera, Database Researcher III, Research Services

Guests: Beatrice Esdelle, Lauderdale Lakes School Advisory Council; David Gagne, a Junior at Zion Lutheran Church and School “Ministries Under the Cross”; Joshua Gagne; Michael Gagne, Foster Parent; Tulier Gagne; Acror Highsmith

APPROVAL OF THE AGENDA

The Committee adopted the Agenda.

APPROVAL OF THE MINUTES

The Committee approved the minutes of April 8, 2010, as amended:

- Page 3, 3rd paragraph: Amend the 2nd sentence to include the actual percentage (42.9%) of Diversity Committee members who attended the Group Process Training on April 7, 2010.
- Page 3, last paragraph, revise the 1st sentence to say: “**Dr. Bailey** stated that while she is aware that there are budget constraints and cuts, she wanted to remind the Committee of its charge to answer the questions from the Site Visitation Instrument truthfully.”
- Page 7, last paragraph beneath Site Visitation, line 2: Amend the word *random* to *randomly*.

Mr. Foulkes informed the Committee that today has officially been recognized as the National Day of Prayer. This is a Proclamation from the President of the United States, Barack Obama.

CHAIR’S REPORT, Roland Foulkes

Mr. Foulkes welcomed **Michael Gagne** and family, and thanked them for attending the meeting a second time. **Mr. Foulkes** presented **David** with a Certificate of Recognition on behalf of the Diversity Committee.

Staff distributed a revised copy of the proposed student recognition nomination form, which would be utilized by Diversity Committee members who would like to recognize Broward County Public School students. The form was revised to reflect the following:

- The student's school address and principal's email address, in lieu of student's personal contact information.
- Under the nominator's section, the P.O. Box was removed.
- The essay is now 2,000 words or less.

CHAIR'S REPORT TO THE BROWARD COUNTY PUBLIC SCHOOL BOARD, APRIL 20, 2010
Copies distributed to Committee members.

BOYD ANDERSON HIGH SCHOOL

Mr. Foulkes reminded the Committee that Boyd Anderson High School was the last school visited by the Site Visitation Subcommittee on February 8, 2008. He said between February 2008 and October 2008 the site visit team met at the school on a monthly basis, in order to address the many facility issues. **Mr. Foulkes** said that, while the school did make some changes during that period, Boyd Anderson High School is currently in the process of making other facility improvements. The school recently celebrated the completion of its new cafeteria. Money was allocated for several projects; however, funding for a new Media Center was put on hold. Although, the District is not able to fund the \$7.8 million dollars required to build a new media center, \$1.5 million has been set aside for renovation (See Attachment #1). **Mr. Foulkes** stated that many community members are of the opinion that renovating the media center at Boyd Anderson High School is not good enough. They want a new building.

Mr. Foulkes attended a community forum at Boyd Anderson High School on May 3, 2010 as a private citizen (See Attachment #2). The school is in the process of selecting a new principal. Attendees of the forum identified key characteristics the community wanted in a principal (See Attachment #3). **Mr. Foulkes** informed everyone that Boyd Anderson has had eight principals in the last ten years. There is also a high rate of teacher turnover.

Mr. Foulkes pointed out the statistical information for Boyd Anderson High School student enrollment (See Attachment #4). Presently, only 1,824 students attend the school out of the 3,718 who live within the school boundary. This is not entirely due to Choice or Magnet Programs. **Mr. Foulkes** indicated that Dillard High School has a similar enrollment problem. Schools lose funding due to under-enrollment.

BLANCHE ELY HIGH SCHOOL

Mr. Foulkes informed the Committee that, during the April 20, 2010 test Site Visit to Blanche Ely they went into Building #2, a 58 year-old structure which houses (1) a weight room, (2) a computer room, and (3) an automotive garage. They found the following:

- Strong, pervasive smell of gasoline
- No smoke detectors
- No fire alarms

- No sprinklers
- Three industrial-sized field mowers
- Five expired fire extinguishers (some last inspected in 1995)
- Dried mulching material/straw around the openings/holes beneath a hydraulic lift
- One plugged machine (looked like a battery charger) on top of the dried mulching material/straw

Mr. Foulkes took immediate action as a private citizen and wrote a five-page letter requesting the immediate removal of all asbestos, petro-chemicals, and fire hazards above and beneath the floor (See Attachment #5). **Mr. Foulkes** felt very uncomfortable because the life of students and teachers was in danger. He recommended the demolition and replacement of Building #2. **Mr. Foulkes** received a response from **Jacquelyn B. Haywood**, North Area Director, ensuring him that the District has been working aggressively to rectify the situation (See Attachment #6). **Mr. Foulkes** said, despite policy and procedural limitations, Committee members can make a difference. **Ms. Jusevic** said she is very glad that things are getting done; however, she cautioned the **Chair**, not to use statements such as “If true, then, this is unacceptable and would not be accepted, would not be permitted, in a predominantly, historically, White school and community (e.g., Weston’s Cypress Bay or Parkland’s Stoneman Douglas)”, in his letter. She asked that, if he is going to cite disparity, that the schools being cited do not have the same problems. **Ms. Jusevic** said Stoneman Douglas has numerous facility problems that need to be addressed and most of the schools in Coral Springs are as old, or older, than Blanche Ely. **Ms. Luster** said the Site Visitation Team, upon entering the cafeteria/kitchen, observed water coming out of a leaking faucet although a hose was attached to it. She reported that a cafeteria worker had suffered a slip and fall, two weeks prior, as a result of water that had leaked onto the floor. **Ms. Williamson** complimented the Site Visitation team for taking immediate action to rectify the situation. She said safety should always be first.

DILLARD HIGH SCHOOL

Mr. Foulkes sent a letter to **Benjamin J. Williams**, Vice-Chair, Broward County School Board, with recommendations for Dillard High School’s transportation system (See Attachment #7).

Mr. Foulkes announced that there is a massive gang problem in Broward County. He serves on the Region 7 Gang Reduction Task Force, Education Committee (See Attachment #8). During the summer, the City of Deerfield Beach will sponsor an initiative to alert parents and the community about the recruitment tactics of gangs. In May 2009, the Broward Sheriff’s Office targeted a group that calls itself “Doom City” and arrested more than 50 alleged gang members in Deerfield Beach and Pompano Beach on various drug and gun charges (See Attachment #9). **Mr. Foulkes** said it’s possible that several gangs may be operating within schools and may also be recruiting on school premises. He warned that students left at home this summer may become targets. **Mr. Foulkes** reminded the Committee that Deerfield Beach Middle school is the site of two violent and nationally recognized student attacks of 2010. **Mr. Rajner** asked if the Diversity Committee ever requested a climate study or consumer satisfaction survey, to see what types of incidents beyond discipline are occurring within schools. **Mr. Ciminera** said the information is available on the Research Services Web site. Staff will forward the link for the most recent report to the Diversity Committee.

Mr. Foulkes distributed copies of the District Technology Advisory Committee Report, of which he is the Diversity Committee representative, and copies of the District Technology Plan Ad Hoc Committee Report. He announced the Ad Hoc’s completion of a Strategic Plan, which they recently submitted to the State.

Mr. Foulkes asked that members consider adopting the revised copy of the Subcommittee Reports form as an official document. Staff circulated copies. The expectation is that subcommittee note-takers would utilize the form during their subcommittee meeting. This would provide consistency. Once adopted, the form would be added to the Diversity Committee's Web site for public access. After discussion, the following recommendations were made:

- Remove the two rectangle boxes at the bottom of the page, Diversity and Educational Equity, so there is more space for the report.
- Add another line beneath Subcommittee Chair/Point Person/Area Expert (and Members), so there is enough space to list members' names.

Mr. Fleischer asked members to forward any additional concerns to the Diversity & Cultural Outreach Department. Members are also encouraged to attend the May 20, 2010, Diversity Committee Internal Procedures, Policies, and By-Laws subcommittee meeting to provide input.

MOTION by Mr. Fleischer, 2nd by Ms. Jusevic: "To send subcommittee report form to select committee on Internal Policy Bylaws & Procedures for review."

Passed 17-1

Mr. Foulkes reminded the Committee that a Chair, Vice-Chair meeting is held the third Monday of each month. He informed the members that the Diversity Committee Executive Leadership Team is made up of all subcommittee Chairs. **Mr. Foulkes** encouraged member participation. Those members who are unable to physically attend the meeting, have the option to participate via phone conference. These meetings provide an opportunity for members to have input in developing the agenda. They can also address/discuss their specific areas of concern. **Mr. Rajner** thanked the **Chair** for involving members in the leadership process.

Mr. Foulkes informed the Committee that over the past few months, he has been the recipient of complaint letters written by teachers at Blanche Ely High, Dillard High, Hallandale High, and Northeast High schools. **Mr. Foulkes** said two letters appeared to be the most critical:

LETTER #1:

FROM DILLARD HIGH SCHOOL TEACHER, ADDRESSED TO ERIC SMITH, STATE COMMISSIONER OF EDUCATION

Mr. Foulkes informed the Committee that the Superintendent issued a cease and desist order for all involuntary withdrawal contracts, as a result of the exposé written by Elgin Jones of the South Florida Times. Involuntary withdrawal/transfer practices are used to get rid of low performing students who adversely affect FCAT scores and school grades and adversely affects ESE students. **Mr. Foulkes** discussed his concerns with the Area Director for Dillard because he wanted the information given to someone who had the power to produce results. He said the District is addressing this issue at Dillard High, to ensure that FCAT testing is not utilized as the sole criterion for tracking students.

LETTER #2:

FROM BLANCHE ELY TEACHER, ADDRESSED TO ERIC SMITH, STATE COMMISSIONER OF EDUCATION

This letter, indicated that two Christian African-American teachers were bullying/harassing a third African-American teacher because she is an Atheist. Students are also being harassed. This resulted in a hostile work and community environment. **Mr. Foulkes** did discuss this issue with the school principal, who assured him that the situation is being handled. The principal indicated that he sent a

letter requesting a response from both harassers. **Ms. Price** did make the Committee aware that two teachers were removed from Blanche Ely High for bullying and harassment.

Mr. Foulkes received these letters as **Chair** of the Diversity Committee. Due to their sensitive nature he was not sure how to proceed. Committee members agreed that this is a sensitive matter that should be resolved with the utmost care. **Mr. Foulkes** will give the Committee an update regarding these situations, at the June 3, 2010 Diversity Committee meeting.

DISTRICT UPDATES, Jack Ciminera

Mr. Ciminera reminded the Committee that they received an electronic copy of the 2010-2011 Broward County Public School Board Organizational Chart. He advised that he has already discussed the chart with the Hiring Practices Committee. The cuts were not made lightly. **Mr. Ciminera** announced that the 2010-2011 Organizational Chart is scheduled for presentation to the Broward County Public School Board in the next few weeks.

Mr. Ciminera asked for Diversity Committee members who are willing to forgo paper copies of the monthly mailing, to inform staff via email of the request. **Mr. Fleischer** announced that staff is aware of his preference to only receive electronic copies.

The Diversity Committee members contact list will be circulated amongst the group, so members can verify and/or update their contact information.

Mr. Ciminera gave a brief demonstration of how to navigate the newly updated Diversity Committee Web page. Motions would be added to the Web site in a typed format, not in its originally handwritten form. All other items approved by the Committee would be added for public access. **Mr. Foulkes** thanked **Dr. Katherine Blasik, Jack Ciminera, Latricia Lauture**, and Staff for moving the Web site forward. He said the work is awesome and getting better everyday.

SUBCOMMITTEE REPORTS

FIVE-YEAR CAPITAL PLAN, ATHLETICS & EXTRACURRICULAR ACTIVITIES, FACILITIES, and ASSIGNMENT & REASSIGNMENT: Graham Rabinowitsch, Chair

Mr. Rabinowitsch reported that **Omar Shim**, Director, Capital Budget, attended the Subcommittee meeting held earlier in the day and gave a presentation. The presentation focused on anticipated changes for the 2010-2011 Capital Budget, due to the reduced amount of funding they expect to receive from the State budget. **Mr. Shim** distributed copies of a document titled: *Capital Budget Funding, Impact of Physical Plant Operations* (http://eagenda3.broward.k12.fl.us/eAgenda/1571/42614/Files/capital_budget_impact_on_ppo_-_2010-04-27.pdf), which was previously presented to the Broward County School Board. Fiscal Plan Operations needs \$90 million dollars to fund its programs next year. Presently, there is a short-fall of \$44 million, which means some projects would have to be cut. The Capital Budget Department has commenced discussion with the School Board regarding the expected cuts. The School Board is expected to adopt the tentative District Educational Facilities Plan in July and resolve the final plan in September. **Mr. Rabinowitsch** informed the Committee of the Subcommittee's request for the list of core extracurricular activities and core athletics for the 2009-2010 and 2010-2011 school years.

MEDIA CENTERS, TEXTBOOKS, and TECHNOLOGY: Randy Fleischer, Chair

Mr. Fleischer reported that **James Kane**, Instructional Materials, was in attendance at today's Subcommittee meeting and did a presentation on the DESTINY Textbook Tracking System. Instructional Materials has developed a new bar code system (similar to that of a library), in which students would be required to sign-out their book(s) from a designated location. This process is being implemented within the entire District, making it easier to keep track of: (1) book location, (2) the name of the student the book was assigned to, (3) the condition of the book, (4) which school the book belongs to, and (5) whether or not the student returned the book. **Mr. Fleischer** said this new process would make it easier for schools in need of books, to locate what is needed and borrow the materials from a school that perhaps is not using those same materials during that particular semester. Tracking textbooks has always been a problem for schools due to the lack of accountability. **Mr. Fleischer** feels the new process would be a huge improvement for the Broward County School District. He announced that the next item on the Subcommittee's agenda is to find out how many students actually have access to computers, whether at home, school, or other, and to come up with ways to help those who do not.

Ms. Jusevic reported that on Monday, May 10, 2010, the Broward County School Board is scheduled to conduct a survey regarding the Technology piece stipulated in the Student Code of Conduct booklet. The survey would provide the opportunity for both parents and teachers to share their views on the use of cell phones, laptops, iPads, and other technology. **Ms. Jusevic** reminded the Committee that the use of Smartphones and iPods are not prohibited. The survey results will help the District decide if it is time to move into the twenty-first century and allow students to use their technology devices for school purposes, such as bringing their own personal laptop. The results of the survey will be posted within the next ten days.

STUDENT DISCIPLINE & SUSPENSION ADVANCED PLACEMENT & HONORS, and STANDARDS OF SERVICE: Jeanne Jusevic, Chair

Ms. Jusevic announced that henceforth the Subcommittee would be known as Standards, Advanced Placement (AP), and Discipline.

STANDARDS OF SERVICE:

- Requested a copy of the new school improvement template revised by the State.

ADVANCED PLACEMENT & HONORS:

- Submitted an information request asking how middle schools are preparing students for the rigors of the new high school automatic scheduling (scheduling students into AP and Honors courses).
- Requested information on the new school scheduling process and asked what it is, how it works, and how it is used.

The International Baccalaureate (IB) Program is an accelerated four-year liberal arts curriculum designed to meet the needs of the highly motivated and academically talented student. The IB Program is intensive, offering an accelerated curriculum for ninth and tenth grade students to prepare them for the rigors of the IB Program in the eleventh and twelfth grades. Students who receive the prestigious IB diploma are held in the highest esteem by universities throughout the world. Florida IB diploma recipients are eligible for the Florida Bright Futures Scholarship and are often admitted as sophomores into the Florida university system, as well as other internationally recognized universities.

Ms. Owens informed the Committee that because IB students are not included in the language for AP and Honors students, they have to prepare for IB finals, grade level finals, and college prep course work all in the same month. **Mr. Rabinowitsch** said AP and Honors students do take final exams and that the IB, AP and Honors programs are all high rigor courses. He said the issue was brought before the Broward County School Board in the past, but the policy still has yet to be revised. The Subcommittee gave consensus to bring the following motion forward to the Diversity Committee for recommendation to the School Board:

MOTION by Ms. Owens, 2nd by Mr. Rabinowitsch: “In all cases where Advanced Placement and Honors are referenced that the International Baccalaureate “I.B.” be included.”
Passed 19-0

Mr. Foulkes asked staff if there was current data about the demographic makeup of IB students. **Mr. Ciminera** said this data was traditionally included in the AP and Honors numbers generated for the Annual CCC Report.

STUDENT DISCIPLINE & SUSPENSION:

- Requested copies of the new revisions of the discipline matrix, along with the expulsion and suspension rates across the District, by demographic area.

To the question about the process for *Information Requests*, **Ms. Weintraub** clarified that Subcommittee business stays within the Subcommittee until the time they decide to move an issue forward for recommendation, then it becomes Diversity Committee business. *Information Request* from the Diversity Committee, must be voted on by majority and must pertain to the workings of the Diversity Committee, not a personal or private request. **Mr. Rajner** requested this in writing. He wants to avoid confusion with the many forms out there.

DIVERSITY ISSUES, HIRING PRACTICES, and DISTRICT POLICIES: Michael E. Rajner, Chair

Mr. Rajner reported that the main purpose of the Subcommittee meeting, held earlier today, was to finalize the Subcommittee’s purpose. There was brief discussion about the classification of district policies and the suggestion that it be reviewed and/or changed.

The Diversity Committee has not received an update of the ethnic nationality and gender breakdown of all Broward County School Board staff, since 2003. **Mr. Gazzano** asked if the data presented in the document is a full-time equivalent or a combination of both full-time and part-time employees. **Mr. Rajner** suggested the actual percentage of each category be included at the bottom of the page.

HIRING PRACTICES:

- Requested information regarding employment outreach events, such as job fairs, for the past twelve months and advertising.
- Additionally, the Subcommittee requested a presentation from Hiring Practices, to educate the Subcommittee about the entire process, beginning with advertising up to the point of hire.

Mr. Rajner informed the Committee that the Subcommittee intends to monitor the aftermath of layoffs, within Broward County, to get a better understanding of those being affected. He said that, the media has reported mostly black employees at the Broward Sherriff’s Office Detention Centers are

being affected by layoffs. The Subcommittee is very cognizant of this type of situation that can easily occur within institutions and departments.

DIVERSITY ISSUES

- The next meeting will focus on the role of Peer Counselors, their effectiveness, and possible additional resources that could help.

The Subcommittee gave consensus to bring the following motion to the Diversity Committee:

MOTION by Ms. Yach, 2nd by Ms. Jusevic: “Recommend diversity committee request a presentation from Adult Education “CTACE” on the Community Schools, provide information on the demographics, note with emphases on Literacy-ESOL, A.B.E, G.E.D, ESOL.”

Passed 19-0

(Motion to extend the meeting 25 minutes approved).

SITE VISITATION: Ms. Owens and Ms. Price, Co-Chairs

Ms. Owens reported that the Site Visitation Subcommittee has completed the pilot test for the following schools:

NOVA MIDDLE SCHOOL: VISITED APRIL 12, 2010

Ms. Owens commented that Nova Middle was a typical modular example of what diversity should look like. She said the Site Visitation team found the school to be very impressive. Nova Middle receives technology funding because it is a Title I school. It has a technology synergistic lab, structural engineering, digital photography, laser and biooptics, RND, and Lego robotics. **Ms. Owens** said everyone was really impressed by the Student Geek Squad, a student technical help team that goes around and help teachers fix their computers.

The Site Visitation Team had concerns about the following:

- Old textbooks from 1997
- Old dictionaries from 1987
- Locker rooms needed major over haul
 - Lockers had missing or broken hinges
 - Loose tile on the floor
 - Laundry room needs repair
 - Broken toilets
 - No ADA showers since 1992
- Building #5 not ADA Compliant
 - No railing in handicap stall
 - Water fountains in Saturn Building too high for ADA access

Ms. Owens said facilities issues are apparent in this school because it is an older school. The school also has a lot of bussing, because it pulls students from all over the county. As a result, they are not able to offer a lot of afterschool activities.

BLANCHE ELY HIGH SCHOOL: VISITED APRIL 20, 2010

Ms. Owens said in addition to the critical fire hazard issue **Mr. Foulkes** mentioned during his **Chair’s Report**, there were numerous other capital plan issues. A main issue is the aluminum roof on the patio where students congregate, which gets extremely hot in the heat and leaks when it’s raining outside. There are attempts to get a canvas top or some other form of acceptable cover as a replacement. **Ms. Owens** said this is a health hazard.

Ms. Owens said the girl's locker room was extremely depressing. Students conveyed that they actually change in another area in order to avoid entering the girl's locker room. Additionally, although staff made attempts to cover up graffiti that was everywhere, a lot of graffiti is still visible. **Ms. Owens** said this is totally unacceptable.

One of the positive things about Blanche Ely High is that it is a destination of excellence. The school has great vocational programs in Early Childhood, Web Design, Digital Design, Culinary Arts, Drafting, TV Production, and Fashion Design. They also have Magnet Programs for Medical Science and Engineering. The school's Nursing Program has a mock hospital room, which provides students with sufficient experience to gain employment at a hospital after high school graduation.

WHISPERING PINES CENTER: VISITED MAY 4, 2010

Ms. Owens informed the Committee that Whispering Pines is a center for Severely Emotionally Disturbed (SED) K-12 students. The center did not have a lot of technology. Although they recently got five classroom SmartBoards, so far only the math teacher has learned to use it.

Whispering Pines has one full time Psychiatrist and five Behavioral Technicians Therapists. There is a padded exclusionary room, which is equipped with cameras to ensure student safety. There is a separate alternative behavior room, which acts like an internal suspension room.

Ms. Owens was impressed by the Wellness Friday's initiative, in which students are encouraged to use the onsite weight room. Additionally, the students are given the opportunity to showcase their improvements and progress on a quarterly basis.

Ms. Owens informed the Committee that the main facilities issues are, a canopy located over the single point of entry area and the Center lacks a gym. Presently, gym class is held outside. **Ms. Owens** said a lot of the students are on medication and there is a medical danger of seizures and shocks if students remain in the heat and/or get dehydrated. The Site Visitation Team felt this was a very critical need.

Ms. Owens reported that the visiting team was extremely impressed with the *Therapist Request Form*, a procedure used for student behavioral problems. There is a point system, which allows students to purchase items as a reward. **Ms. Owens** feels this is a great motivator. When a student misbehaves or has an issue, they are required to sit down and write about the skills they have learned and could have used in that situation. **Ms. Owens** said, "I would like to encourage the entire school system to use this because, in anger management and behavior modification problems, especially as it relates to violence, this seems like a time-out, good behavior concept for everybody to use. To just take that step back and think about what we're doing and saying before we do it." **Mr. Foulkes** requested copies of the *Therapist Request Form* be distributed at the next Diversity Committee meeting.

Ms. Owens reminded everyone that the next Site Visitation Subcommittee Pilot Test is scheduled for 8:30 a.m., May 13, 2010 at Dillard Elementary School. She encouraged all members who have yet to participate in a site visit to attend. **Mr. Ciminera** reminded the Committee that participants of the site visit are required to have a security clearance badge and must have also received the necessary training. Members who have a badge but still require training are to contact **Mr. Ciminera** or **Ms. Weintraub**.

Dr. Bailey said, "Since the current mandate for the Site Visitation Subcommittee was to pilot the Instrument, I was hoping that we would have heard more about the utility of the Instrument so far. And for the record, I wanted it on record, that I have written a letter to **Dr. Blasik** and **Jack**, in which I outlined in detail why I feel I cannot continue to participate in the piloting. Because the Instrument is unwieldy. It's just not working. And until we can come to the table again and revisit the Instrument,

any future piloting is a waste of time. And that was my opinion and I expressed that. I wanted the Committee to know that I am in no way pulling out of a previous commitment, I am fully committed except that it is an exercise in futility. And that's what I said to her in the letter. So it's on record."

Ms. Owens said a summary report of all comments gathered from Diversity Committee members who participated in the pilot test, was circulated within the Subcommittee for review. Members who wish to provide input, have one week to do so.

Ms. Owens said the Subcommittee made a motion to change the profile for all the conditions because it proved to be cumbersome during the visit. Members had to go back and forth on categories and the space provided for input was too small. As a temporary solution, a summary sheet was created for members to take down their notes.

Ms. Owens indicated the Subcommittee made another motion instructing the presenters to conduct the tour in the sequence of the conditions on the profile. The hope is that this would help ease the flow. The Subcommittee intends to provide an Agenda at each visit, which would provide a time limit for each presenter so that each person would have an opportunity to conduct his or her portion of the tour.

DIVERSITY COMMITTEE INTERNAL PROCEDURES, POLICIES, and BY-LAWS,
Randy Fleischer, Chair

Mr. Fleischer reported that the Subcommittee passed five motions at their meeting held earlier in the day. The Subcommittee has agreed to use ground rules presented at the March 4, 2010 Diversity Committee meeting. They will first review them and make their revisions prior to presenting their final suggestions to the Diversity Committee for adoption.

Mr. Fleischer said three of the motions passed pertained to the Diversity Committee Student Recognition Nomination Form. The Subcommittee did find issue with the document and will discuss it further at its next meeting, to be held Thursday, May 20, 2010 at 4:30 p.m., in the Kathleen C. Wright Administration Building. **Mr. Fleischer** said items for discussion include: the By-Laws, Diversity Committee's Student Recognition Nomination Form, and the Subcommittee Reporting Form. He encouraged members to attend the meeting to provide input.

ANNOUNCEMENTS

The Diversity Committee Executive Leadership Team is scheduled to meet Monday, May 17, 2010, from 11:00 a.m. – 12:00 p.m., in the 2nd Floor Conference Room, of the Kathleen C. Wright Administration Building.

Meeting adjourned 8:50 p.m.

**The next meeting is scheduled for Thursday, June 3, 2010 at 6:30 p.m.,
in the Board Room, Kathleen C. Wright Administration Building.**

These minutes are summarized and were recorded at the May 6, 2010 Diversity Committee meeting. If any Committee member or other interested party would like more detailed information as to the contents of this summary, contact the Diversity & Cultural Outreach Department at 754-321-2090.