**Muhlenberg College**  
**President’s Diversity Strategic Planning Committee**  
**Meeting #1: April 23, 2013; 5:45 p.m.**

**In Attendance**  
Cynthia Amaya-Santiago, Kayla Brown, Ken Butler, Janine Chi, Sue Clemens, Matt Dicken, Troy Dwyer, Kent Dyer (guest), Melanie Ferrara, Kim Gallon, Corey Goff, Luis Garcia, Karen Green, Randy Helm, Chris Hooker-Haring, John Ramsay, Kate Richmond, Robin Riley-Casey, Gil Schpero, Adrian Shanker, Zachary Tanne, Jeremy Teissere

1. **Introductions**  
The President thanked everyone for making time out of their busy schedules to attend this meeting. Members of the Committee then introduced themselves.

2. **Charge to the Committee**  
The President drew the Committee’s attention to the Charge document (see Attachment #1), which he had distributed to the community last month. He stressed that this is work that we all must share – there is work for everyone to do. The President stated that this Committee would develop a written plan that will include goals and initiatives that will produce specific, measurable and attainable results. The President then stressed that, for the plan to have value, the process must be transparent to the larger community. The community will have access to minutes of our meetings and will be invited to comment on key documents and the penultimate draft of the plan will be shared with the Board of Trustees for final approval. Dr. Chi stated that she hoped the guidelines would include a systematic data-gathering component, perhaps an internal or external audit, so that all College constituencies will have the opportunity for input into the process. President Helm directed the committee’s attention to the “Initial Work Plan” (see Attachment #2) where such research is mentioned and there was a substantive discussion of various forms that the research might take. Mr. Shanker suggested that point seven in the Charge to the Committee should include “relations with alumni” and there was general agreement that this made sense.

3. **Initial Work Plan – Overview**  
The President stated that he had developed the draft of the Initial Work Plan earlier this spring. Discussion around the topic of the audit led to the idea of a campus climate survey. The President stated that he would like to know best practices in this area and Dr. Chi said that she would provide information on the topic. Mr. Shanker recommended that we not only review legal constraints, but also current best practices that would place the College well ahead of the legal minimums. Ms. Ferrara said that we will need to utilize a broad definition of “diversity programs and initiatives,” as there are programs and activities that may not at first be construed at diversity programs, but which contribute to diversity on campus. Ms. Brown asked if this Committee would adopt a narrow focus in its initiatives. Mr. Dwyer agreed with Ms. Brown, saying that the Committee needs to understand among its members what we mean when we use the word “diversity.” The President responded that he was not
willing to exclude certain aspects of diversity, but that it would be important to focus on those forms of diversity that are critically important and with which the College has struggled. Any plan that does not address these forms of diversity directly and effectively would not be worth the effort of developing it. Dr. Richmond suggested that the curriculum should be noted in the Initial Work Plan as an area in which the Committee might provide advice to the faculty, especially as the new HDGE requirement is still in the process of being refined. All agreed that any suggestions from the Committee about the curriculum would have to go to the faculty through the Academic Policy Committee or Curriculum Committee.

4. Resources and Budgeting
The President gave a bit of history on the development of the College’s current budget model, which has been guiding our finances for the past decade. Mr. Dyer then provided an introduction to the College’s finances, including the College’s top priorities, which are, in descending order of importance: financial aid, faculty and staff salaries and benefits, and College operating budgets. He then outlined the College’s primary sources of income and its major expenditures.

The President then spoke about how funding might be identified for the initiatives this Committee will recommend, explaining the difference between identifying funds for initiatives that require one-time funding and seeking money for initiatives that will require budget support on a yearly basis.

5. College Diversity Statement
Dr. Chi, Mr. Dicken, Mr. Dwyer, Mr. Schpero, and Mr. Tanne will collaborate on drafting language to clarify the importance of diversity in the College’s Mission Statement, and to revise the Diversity Statement, as well. These drafts will be shared with the Committee, but also with the community for comment and advice.

Dr. Teissere said he would be interested in helping collect and analyze the data. Dr. Richmond explained that some pertinent data that will be useful in the climate survey has already been gathered by Dr. Chi and Dr. Connie Wolfe as part of their ongoing research. Data has also been gathered by the Multicultural Council as part of their self-assessment activities that the Committee may find of interest.

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Ken Butler