## Meetings Committee Minutes

**Date:** 03/16/18  
**Time:** 10:10  
**Location:** LH, 414

**Meeting Called By:** Julie Cajigas, chair  
**Type of Meeting:** Monthly Meeting  
**Presider:** Julie Cajigas, chair  
**Note Taker:** Pam Duncan, secretary

**Attendees:** Kathryn Budd; Julie Cajigas; Pam Duncan; Amy Freels; Kristin Foy-Sampson; Wayne Hill, Jeremy Kerola, Ian McCullough, Katie Timperio

**Absent without notice:** Marca Kaplar; Kelly Unger

**Absent with notice:** Elizabeth Kennedy

### Agenda topics:

**10:05 – 10:10  
CALL TO ORDER**

**Discussion**

1. The chair called the meeting to order and inquired about amendments to the agenda. No revisions were requested. The committee voted unanimously to approve as presented.

**10:10 – 10:15  
UNFINISHED BUSINESS**

**Discussion**

1. Minutes from November 17, January 18, February 18, were approved pending an amendment to the January minutes reflecting a follow-up discussion on protocols for responding to hate speech on campus.

   Motion to approve:
   1. Kathryn Budd motioned to approve
   2. Ian McCullough offered a second

   Committee voted unanimously to approve.

**10:15 – 11:00  
NEW BUSINESS**

**Discussion**

1. After reviewing input from University Communications & Marketing Senior Director of Integrated Communications Bob Kropff during the February meeting, the committee began drafting an accessibility resolution for submission to University Council. It was mutually agreed that an ongoing effort to comply with these standards is in keeping with the University’s mission, and works to minimize exposure to legal action that other universities have experienced. The draft will be completed by Julie Cajigas and circulated to the committee for review and electronic approval prior to the next committee meeting.
2. The committee reviewed its 2017-18 goals in an effort to prioritize activities for the balance of the academic year. It was determined that further work on Goal 2 (branding best practices) should take place in conjunction with the University’s strategic planning and will not be prioritized this academic year. Regarding Goal 3 (Improving student communications to create a student-centered culture), the committee considered soliciting the participation of faculty and staff in an initiative to assist at-risk students by donating, food, toiletries, or money. The committee will invite the director of ZipAssist to the April meeting to discuss existing resources and needs.

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**DISCUSSION**

Motion to adjourn:
1. Kathryn Budd motioned to adjourn.
2. Ian McCullough offered a second.
   Committee voted unanimously to adjourn.

Next Meeting: April 20, 2018 10:00 am, LH, 414