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**President’s Diversity, Equity, and Inclusion (DEI) Board**   
**Programming Subcommittee**

February 4 from 9:00am  
(Zoom Meeting Link: <https://csusb.zoom.us/j/2421032572> )

**MEETING ATTENDANCE**

**Participants:**Check box if present for the meeting

|  |  |
| --- | --- |
| ​​[ ]​   Paz Olivérez, Steering Committee Liaison | ​​[ x]​ Bibiana Diaz-Rodriguez, Subcommittee Member |
| ​​[ ]​   ​​Lorena Marquez Chair | ​​[ ]​ Debanhi Escobar, Subcommittee Member |
| ​​[ ]  Isabel Guzman, Vice Chair | ​​[ ] Jairo Leon, Subcommittee Member |
| ​​[ ]​  George Vigil, ACC Member  ​​[ ]   Jairo Leon, Subcommittee Member  ​​[ ]​   Angelica Agudo, Subcommittee Member  [x Terri Anderson, Subcommittee Member  [x] Roryana Bowman, Subcommittee Member | ​​[x]​ ​ Rina Nolasco, Subcommittee Member  [x] Jackie Varela, Subcommittee Member  [x] Mike Rister, Subcommittee Member |
| **MEETING AGENDA** |  |

**Meeting Summary for Isabel Guzman's Personal Meeting Room**

Feb 04, 2025 08:59 AM Pacific Time (US and Canada) ID: 242 103 2572

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Quick recap

The team discussed the creation of a committee to plan for cultural heritage months, emphasizing the importance of shared governance and inclusivity. They also addressed operational challenges, the budget for heritage months, and the need for tracking and spending down funds. Lastly, they agreed to share a PowerPoint for feedback, submit a call for programs for the Women's Month celebration, and conduct an onboarding training.

Next steps

Lorena to write out the existing setup and plans for making heritage months successful.

Lorena to communicate with Rena about the subcommittee reviewing applications and handling the late submission from a dean.

Lorena to extend the application deadline to Monday and send a message to Ben about the extension.

Lorena to share the PowerPoint with liaison information to the group.

Bibiana to check the Teams app for an invitation to the Women's Month celebration team.

Lorena to follow up with Bibiana regarding the Women's Month celebration if she doesn't find the Teams invitation.

Heritage Month Planning Committee to start planning a year in advance for future heritage months.

Heritage Month Planning Committee to consider standardizing events, such as having the opening event on the first Tuesday of each month.

Heritage Month Planning Committee to involve more campus departments in planning, including Advancement, Advising, and Facilities.

Heritage Month Planning Committee to work on integrating heritage month events into academic curricula and syllabi.

Summary

Planning Cultural Heritage Months Committee

Lorena proposed the idea of creating a committee to plan for cultural heritage months, including specific dates and events. She suggested that this group would help start the planning process a year in advance to ensure the success of these months. Lorena also mentioned that the organization has already approved a policy to fund the opening event of all heritage months. Jackie agreed with Lorena's proposal and emphasized the importance of integrating these events into the curriculum and syllabus to encourage student participation.

Improving Heritage Month Planning

The team discussed the operational challenges and uncertainties surrounding the planning and execution of heritage months. Jackie suggested trying a new approach and gathering feedback to make necessary changes. Jairo emphasized the need for clarity on roles and involvement from all divisions, including advancement and advising. Lorena agreed, noting the importance of shared governance and inclusivity, and expressed a desire to involve more individuals and groups in the planning process. The team acknowledged the need for a more inclusive approach and the potential for improvement in the way heritage months are organized and executed.

Heritage Months Budget and Tracking

Lorena discussed the budget for heritage months, which is $7,000 per month, and the need for tracking and spending down the funds. She also mentioned the absence of an AVP or Dean of Students to oversee the logistical support for heritage months. Lorena expressed her intention to ensure that her team gets reimbursed for their work and that the money is spent down. She also mentioned the need for a conversation with Rena about a late application from a dean. The group discussed the importance of sticking to deadlines and the possibility of extending the deadline for future applications.

Women's Month Celebration and Training

Lorena agreed to share a PowerPoint with the team for feedback on clarity and additional needs. She also mentioned that she would submit a call for programs for the Women's Month celebration and would communicate through a team created by Alicia. Bibiana was asked to check the themes for the Women's Month celebration. Isabel shared that the Dei champions were conducting an onboarding training, details coming soon. Lorena requested a short break to check in with a student.

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