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**President’s Diversity, Equity, and Inclusion (DEI) Board**   
**Staff Recruitment, Retention, and Development Subcommittee**

Monday, 12/4/23 from 10:00am – 10:45am

(Zoom Meeting Link:<https://csusb.zoom.us/j/83471218787>)

**MEETING ATTENDANCE**

**Participants:**

| ​​☐​   Robin Phillips, Steering Committee Liaison | ​​☐​  Tiffany Bookman, Subcommittee Member |
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| ​​☐​   Sam Sudhakar, Steering Committee Liaison | ​​☐​ David Hou, Subcommittee Member |
| ​​☐​   Michaela Watkins, Chair | ​​☐​  Kalie King, Subcommittee Member |
| ​​☐​   Rowena Woidyla, Vice Chair  ​​☐​   Pamela Moses, ACC/Assessment Representative  ​​☐​   Cheryl Halk, Student/Subcommittee Member | ​​☐​  LeSondra Jones, Subcommittee Member  ​​☐​  Michelle Bell, Subcommittee Member |

**MEETING AGENDA  
  
1) Announcements (0 minutes) – Provided by Chair, Michaela Watkins**No new announcements were given at this time.  
  
**2)** **New Discussion (38 minutes) – Led by Chair, Michaela Watkins**Subcommittee members review and discuss the proposed working timeline for bringing the first “Inclusion Day” series to life. Subcommittee members review and discuss their working itemized list for the first “Inclusion Day” in the series.  
  
 **3)** **Action Item (7 minutes)**Subcommittee members complete doodle polls to determine our January meetings. Subcommittee members create a final itemized list for the first “Inclusion Day” in the series. Subcommittee members complete Closing Survey Form.

**4) Steering Committee Liaisons Closing**Liaisons did not attend as they were not scheduled to do so. They will attend again on 12/4/23.

**5) Future Meetings**   
 Next Meetings will be held on December 19th, 2023. The first meeting, from 10:00am - 10:20am will be with Liaisons to share the final itemized list for the first “Inclusion Day” in the series. The second meeting, from 2:00pm - 2:45pm will be with subcommittee members to delegate and choose responsibilities for bringing the first “Inclusion Day” in the series to life.