

Minutes
Public Service and Trust Commission
Advisory Committee on Cultural Competency
Diversity Day Subcommittee

The Advisory Committee on Cultural Competency, Diversity Day Subcommittee, met at 225 Spring Street, Wethersfield, Room 204, on September 30, 2014.

Those in attendance were: Isabel Alvarez, Troy Brown, Stephen Ment, Ewa Wojewodzki, Shawna Woodard, and Alison Zawadski.

The meeting was called to order at 2:00 p.m.

1. The meeting was called to update the subcommittee on the progress of Diversity Day and Week.
2. Stephen Ment and Alison Zawadski distributed the printed program, which was very much appreciated by the subcommittee. She also noted that the signs for the full and breakout sessions had been received. Shawna Woodard announced that Paul Bourdoulous would act as MC after the meeting was opened by Justice Robinson and remarks by Chief Justice Rogers were concluded. Alison also noted that the refreshments (coffee and baked goods) to be served have been ordered.
3. Shawna Woodard presented a printout from LMS of the registrations received to date, for both the opening day and for the week's presentations. It was decided that a minimum of 10 registrants would be required to hold a presentation, with the exception of FCR, which will require 18. A reminder notice will be sent out Monday, October 6 to remind staff to sign up for presentation they would like to attend. The deadline for signup will be October 15, so that Shawna will have time to print and distribute rosters. To date, the opening day has 177 registrants, with a number of guest registrations also indicated.
4. Shawna Woodard led a discussion of the logistics for Diversity Day, which included a description of the facility and what the layout would look like. It was decided to hold the next subcommittee working meeting at the Legislative Office Building. A preliminary assignments list was presented to the subcommittee, and assignments begun. The subcommittee discussed the various responsibilities which would need to be covered by the committee members (greeter, staff support, etc.) Stephen emphasized that committee members should expect to arrive before 7:30 a.m. (the building is open at 7:00 a.m.)
5. Shawna Woodard distributed a draft of the evaluations for the opening day and for the week's presentations, all of which will be on LMS. The drafts were discussed by the subcommittee and some changes were suggested.
6. The next subcommittee meeting will be held at the Legislative Office Building on Thursday, October 9, 2014, at 12:30. The subcommittee will meet in the atrium beyond the metal detector.
7. The meeting adjourned at 3:30 p.m.