

# Diversity Advisory Committee Meeting

MARCH 11, 2025 MINUTES

**Members Present:** Cindy Lea, Courtney Goode, Emily Hall, Evan Faidley, Felicia Rogers, Kelley Erstine, Krista Peppers, Litz Flores, Liz Smith, Millie Goins, Nyla Ollie, Rachel Ross, Robin Williamson, Shawanna Rodgers, Steven Schlachter, Travis Johnson, Veneta Fricks

**Members Absent:** Jason Carruth

**Ex-Officio:** Angela Webster, Bridget Fortenberry, Charlotte Strickland, Jacob Held

**Guests & Subcommittee Chairs:** Adriian Gardner, John Merguie, Kristy Carter, Lyn Gayfield, Nadia Eslinger, Taine Duncan, Wendy Holbrook

**Call to Order:** 1:00 p.m.

## DBIE at UCA / Presentations

Ms. Wendy Holbrook – Bear Essentials Food Pantry (BEFP) Report – *Exhibit A*

Dr. Angela Webster – Diversity Strategic Plan Report - *Exhibit B*

## Subcommittee Report Discussions: *Exhibits C-F*

- No discussion

## New Business

- Requesting Committee Dissolvement
  - Immigrant Experience at UCA
  - STAR
  - The motions passed to dissolve the committees

## For the Good of the Order

- The spring Ice Cream Social will be April 10 during X-Period on the Old Main Lawn. The rain location is the lobby of Ronnie Williams Student Center.
- The fall meeting will be scheduled later this year.

**Adjournment:** The meeting adjourned at 1:38 p.m.

## **Bear Essentials Food Pantry (BEFP) Report**

### **Ms. Wendy Holbrook**

- This year marks the 10<sup>th</sup> Anniversary for the Bear Essentials Food Pantry
- Thirty percent of college students are food insecure (lack of access, at times, to enough food for an active, healthy life).
  - Food insecurity can lead to missing class and study sessions, opting out of extracurricular activities, not buying textbooks, dropping a class, or dropping out.
- The Bear Essentials Food Pantry opened on June 11, 2014 in Old Main Hall. Its mission is to provide supplemental food for those facing food insecurity in the UCA community.
  - BEFP became an official university unit under Student Affairs in spring 2020.
  - It's currently located in the Physical Plant building (the old copy center).
- Operations
  - Open Monday – Thursday, 11:00 a.m. – 5:00 p.m. when campus is open.
  - Daily operations are run solely by student volunteers, organized by Will Baker, Food Pantry Coordinator.
  - During 2024, 85 volunteers accumulated 608 service hours, equivalent to \$16,847 in service value.
- Finances
  - Every item in the pantry has been donated or purchased with donated funds.
    - BEFP does not have a budget, and student tuition/fees cannot be used to buy food by law.
    - Funding sources include grants, fundraisers, monthly payroll deductions, and community groups.
  - BEFP spends an average of \$3,000 each month on food.
  - Many food items are purchased from the Arkansas Food Bank at a greatly reduced cost.
- Donations
  - Donors contributed 63,006 pounds of food in 2024.
  - Current BEFP partners include Aldi, Aramark, College of Business, Einstein Bagels, Green Bear Coalition, Honors College, SGA, Staff Senate, and other

campus entities that host food drives.

- Visits
  - Students, faculty, and staff can visit once a week and get a set amount of food after presenting their BearCard.
  - In 2024, BEFP served an average of 340 individual shoppers each month, and there were 8,025 total visits.
- Impact
  - “The food pantry has helped my family through some rough times with food. The food pantry is awesome!” – J, Staff
  - “I’m GF (gluten free), which can get expensive being on my own, and Mrs. Kerr’s kindness in getting GF items added and baking ingredients has kept my stomach from empty. Thank you all for your kindness and help.” – H, Senior
  - “As finances at home become continually more strained with chronic illness, the food pantry alleviates pressure on me and my family significantly and allows me to be fed.” – E, Junior
  - “I don’t have to worry about my family choosing between me or them on who can eat this week.” – Q, Freshman
- How You Can Help
  - Non-monetary donations
    - Egg cartons, berry cartons (summer), extra candy or packaged food, host a collection box, encourage your civic or faith-based organization to adopt a shelf in the pantry and keep it stocked.
  - Monetary donations
    - [Purchase items](#) for the pantry, make a one-time monetary donation, make a monthly payroll deduction to the pantry, consider a planned gift.
    - [Donations](#) to the BEFP are tax deductible.
  - Contact Wendy at [wendyh@uca.edu](mailto:wendyh@uca.edu) or 501-450-3416 with any questions.
- Questions
  - Does BEFP collect any demographic information from pantry visitors?
    - We transferred to a new system that allowed us to register over 800 BearCard numbers last fall, fewer than 100 were faculty and staff. Many

registrants only put their name and BearCard number on the intake form. We plan to work with Institutional Research to pull demographic information from these IDs.

- Do you know if there are any populations in particular that are in need that don't have access?
  - The BEFP was open until 7:00 p.m. 2 nights a week when it first opened, but we could not maintain enough volunteer hours to consistently keep the pantry open that late. We hope to keep the pantry open later when we get enough volunteers.
- Special commendations to Wendy Holbrook and Will Baker for their leadership. Also, please thank the staff and managers at Aldi and Aramark for their generous contributions to the pantry.
- What are the most essential items the pantry needs?
  - Canned tuna, canned chicken, can openers, spices, condiments, hygiene products.
- What is the process for adopting a shelf?
  - Any business or individual can adopt a shelf. You decide what item you're going to consistently bring to stock up a shelf (e.g. rice) and the pantry will put your name on the shelf to let visitors know where the items came from. Email Will or Wendy to discuss your options, and they will make a note to buy less of that item that week.
- Are there any plans for expansion or addressing gaps?
  - Our idea of expansion is more units and community organizations hosting food drives and exploring new ways to bring in more food.

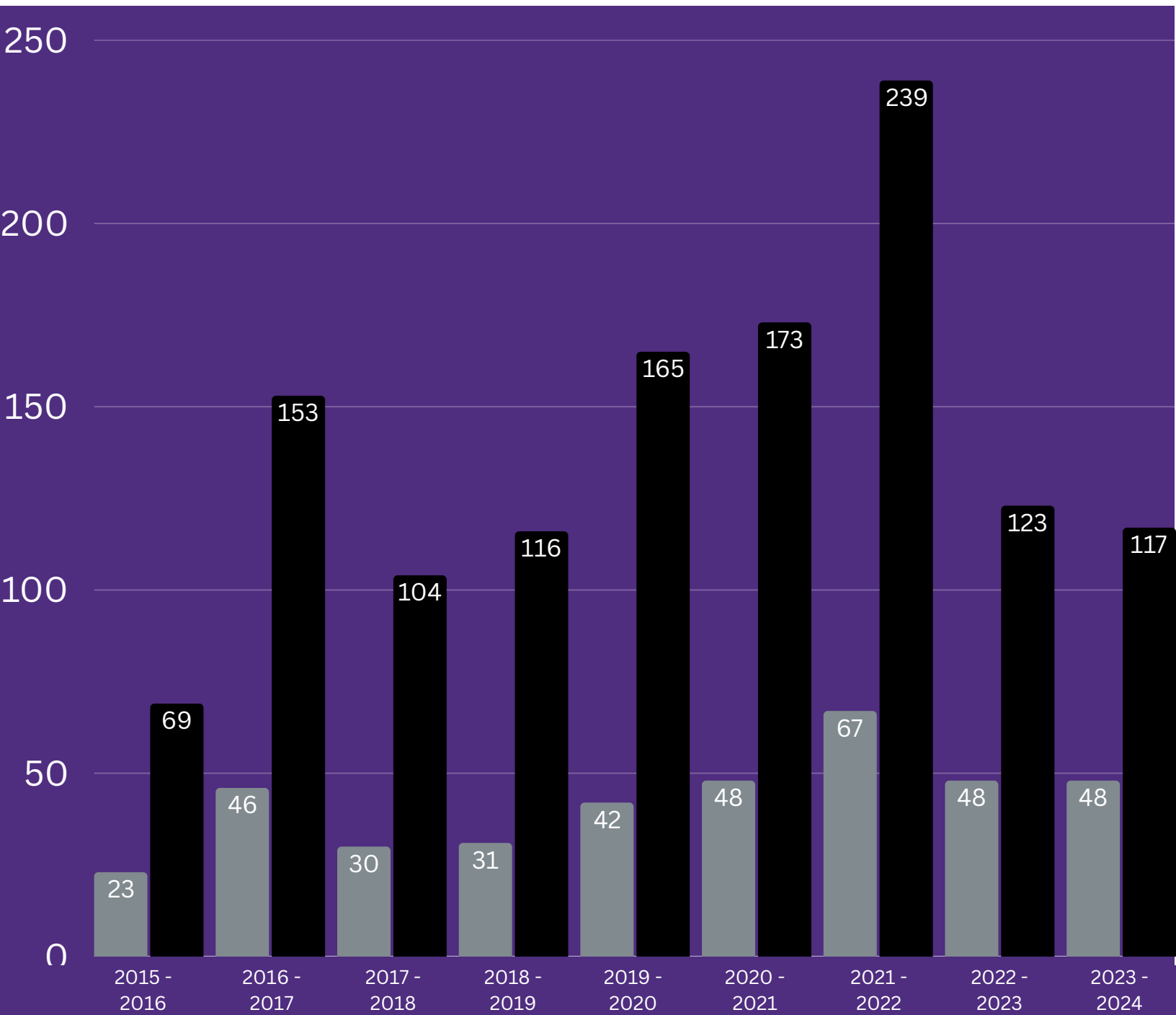


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# 2015-2024 DIVERSITY STRATEGIC PLAN HISTORY BY UNIT AND ACTIVITY EXHIBIT B

Units  
Reported

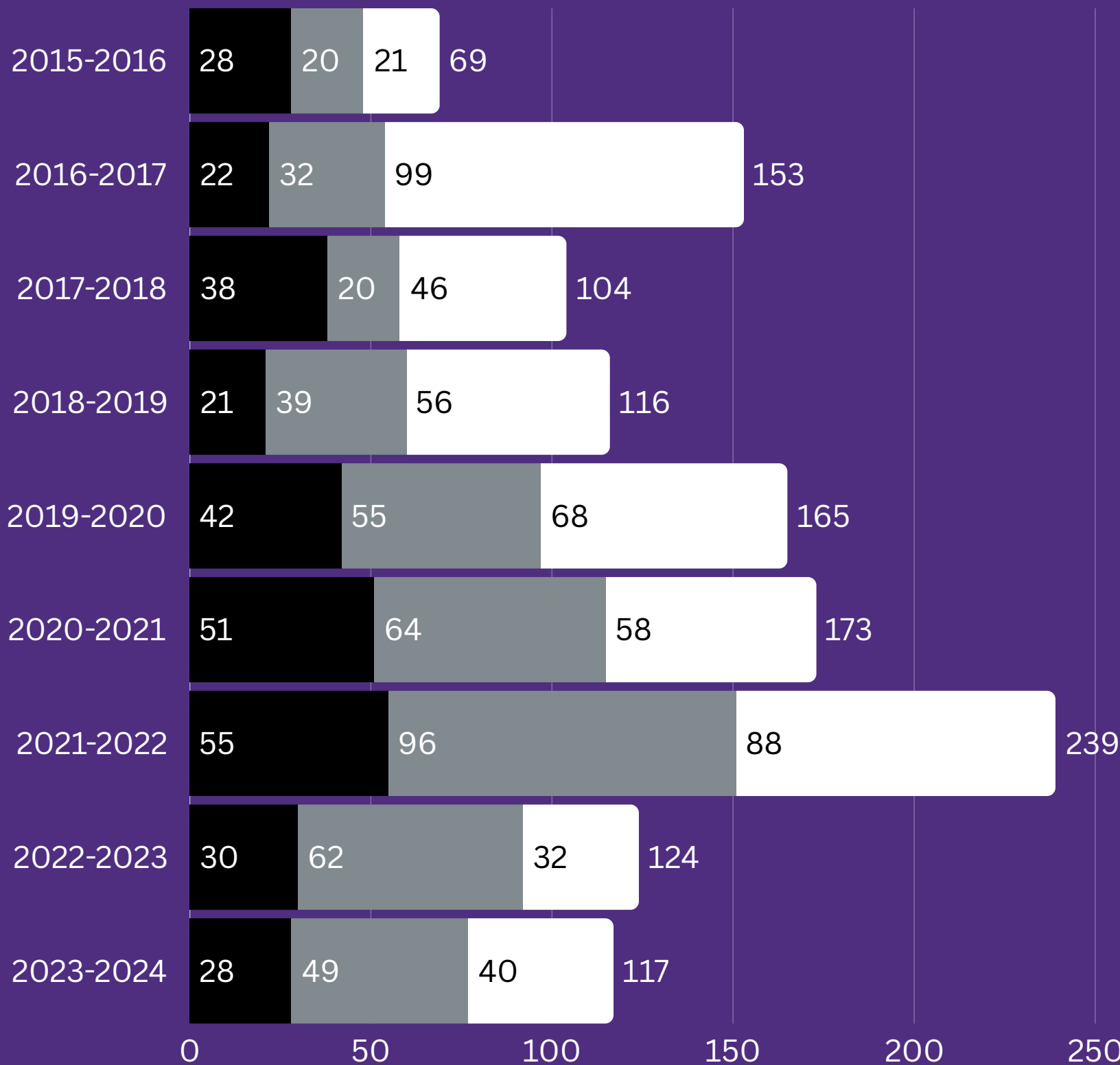
Activities  
Reported





# 2015-2024 DIVERSITY STRATEGIC PLAN GOALS HISTORY

■ Goal 1 Recruitment and Retention   ■ Goal 2 Support  
■ Goal 3 Knowledge





2020-2021

2021-2022

2022-2023

2023-2024

140

120

100

80

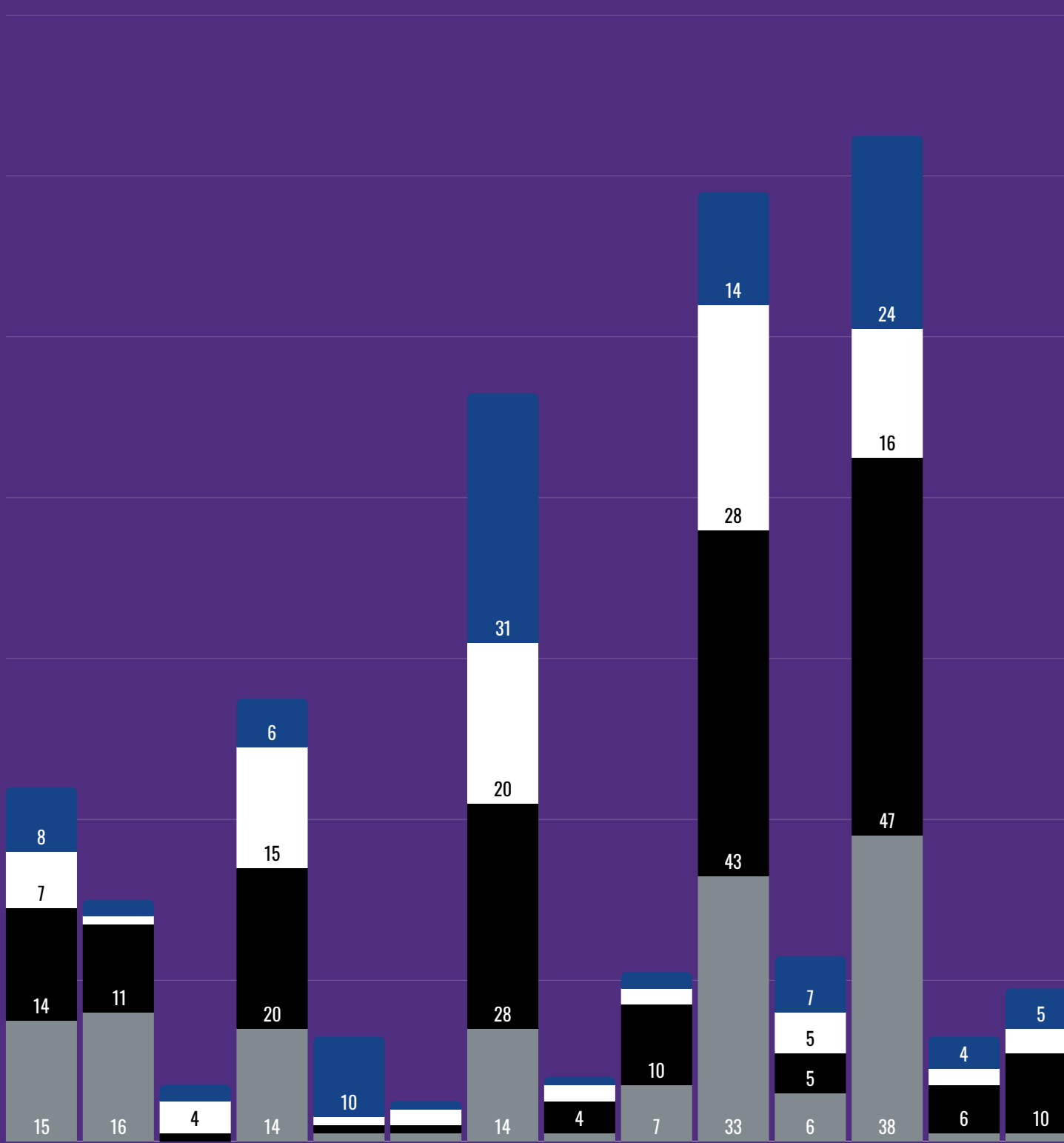
60

40

20

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KPI 1.1 Admissions demographics  
 KPI 1.2 Interview P Process  
 KPI 1.3 Employee career advancement  
 KPI 1.4 Student success  
 KPI 1.5 Survey results  
 KPI 2.1 External funding  
 KPI 2.2 Internal funding  
 KPI 2.3 SGA funding  
 KPI 2.4 Minority vendor participation  
 KPI 2.5 Community Education  
 KPI 3.1 Employee training  
 KPI 3.2 Course offerings and experiences  
 KPI 3.3 Study abroad participation  
 KPI 3.4 Service-learning participation





## Most Reported Goal

### #2 Support

We maintain the highest academic quality and ensure that our programs remain innovative and responsive to the ever-changing and diverse needs of those we serve.

## Most Reported KPI

### #2.2

Departmental/Division/Unit funds supporting/promoting DBIE matters, events, and/or activities



## **DAC Subcommittee Reports March 11, 2024**

### **1. Belonging and Advocacy**

- Committee Purpose
  - This committee is being expanded this year to convene leaders who serve a cross-section of students who may be vulnerable or need extra care.
  - The committee previously studied commuter, non-traditional, and online students, eventually adding veterans.
- Purpose of Committee
  - Examine the impact of the UCA climate on Commuter, First-Generation, Nontraditional, Online, Pregnant & Parenting, Transfer Students, and Veterans
  - Seek optimal outcomes, offer community education, and make recommendations as needed.
- Collaborations
  - Committee members discussed upcoming programming and noted opportunities for collaboration
- This committee is seeking a chair for leadership, idea generation, and the report to DAC each semester.

### **2. Black Men's Experience at UCA (BMEC)**

- Plans for the current semester:
  - Pending meeting for Spring 2025, TBD.
  - Network with the Office of Student Success.
  - Network with the Office of Student Advocacy and Community.
- Key Accomplishments:
  - Co-authored a digital newsletter with Brother's Keepers Coaching Circle (Fall 2024).
  - Met for lunch (Fall 2024).
  - Attended Gentlemen's Brunch (Spring 2025).
  - Established informal mentoring network with members of Project X (Fall 2024, Spring 2025).
  - Co-submitted and received a DBIE Grant for Brother's Keeper and The Community Care Clinic (Spring 2025).

### **3. Campus DBIE Events**

- The spring Ice Cream Social will be April 10 during X-Period on the Old Main Lawn. The rain location is the lobby of Ronnie Williams Student Center.

### **4. Community Policing**

- *Exhibit D*

## **5. DBIE Award**

- With support and input from Ms. Lyn Gayfield, the committee issued a campus wide call for nominations for the University's Diversity, Belonging, Inclusion, and Equity (DBIE) Award. Nominations were received in November and nominated applicants were asked to submit a portfolio of materials by January 10, 2025 that included a CV/Resume, a statement of DBIE philosophy, a list of DBIE-related activities; and three reference letters.
- The DBIE committee reviewed submitted portfolios and met on January 29, 2025 to discuss the strengths of each portfolio and select a winner. All of the submitted portfolios represented extraordinary achievements on behalf of making UCA a more inclusive space for all students, staff, and faculty, and the committee faced a tough decision. We are happy to recognize the winning candidate, who will be announced at the Faculty and Staff Recognition Program on April 15, 2025 during X-Period in the RWSC Ballroom.

## **6. DBIE Grant Program**

- The committee convened on February 18, 2025 and agreed to fund applicants doing some exceptional work. Through these grants, UCA members acquired/will acquire tools and support that promote inclusivity and diversity initiatives. The committee will meet to discuss the next grant applicants in April 2025.
- Information about the previous recipients, their work, and the grant program overall can be found here: <https://uca.edu/diversity/diversity-belonging-inclusion-equity-grant/>
- The most recently approved recipients are presently being contacted about their awards, as well as reimbursement information and to ensure that their great initiatives will be captured on the above linked website.

## **7. Diversity Strategic Plan**

- The 2023-2024 reporting data will be presented during the meeting.

## **8. Immigrant Experience at UCA**

- Requesting Committee Dissolvement
- In collaboration with colleagues and a consultant, UCA hosted a workshop now available in Vector titled *Immigration: Understanding Employment Sponsorship of UCA Faculty and Staff*. In addition, employees can reference the General Counsel's website and meet with a university attorney for clarity. Other university efforts include Book Groups, Coaching Circles, and Employee Resource Groups.

## **9. Lactation Suites**

- *Exhibit E*

**10. LGBTQ+ Advisory**

- The LGBTQ+ Advisory Committee members have not met this semester, but have been continuing regular activities related to programming, student organization support, and the Employee Resource Group.

**11. Supplier Diversity Initiative**

- We met this semester around the following topics:
  - Continuing Collaboration with Nabholz
    - Will host another certification event
    - Follow-up to see which businesses have been certified
  - New Collaboration with Baldwin Shell
    - Plug into their standing, quarterly coaching program, which focuses on a different topic at each meeting (i.e., HR-related matters, risk-taking, finances, small business relationships, etc.).
    - We will be referred to the individual who leads their program.
    - At least one of our committee members will attend one of their sessions before inviting vendors.
  - The goal is to host one event per semester.
  - We discussed the benefits for certified vendors and Job Order Contracts (JOC).
  - We discussed sponsorship, locations, and speakers.

**12. Policy Program Office Review**

- *See Exhibit F*

**13. Strategies Targeting Academic Representation (STAR)**

- Requesting Committee Dissolvement
- In collaboration with colleagues, UCA now has an Inclusive Hiring Series available in Vector and resources on our HR website. The Policy Review Committee is also working to update and streamline online resources. In addition, HR now has a designated Director of Recruitment. Other university efforts include Book Groups, Coaching Circles, and Employee Resource Groups.

# Exhibit D

## University of Central Arkansas Police Department Subcommittee Report on Outreach Community Events and Programs Spring 2025

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### Introduction

The University of Central Arkansas Police Department (UCAPD) continues to prioritize community engagement through proactive outreach programs and events. The following report details the scheduled community outreach activities for Spring 2025, aimed at enhancing campus safety, fostering relationships, and promoting awareness among students, faculty, and staff.

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### January 2025

#### 01/08 - Global Welcome Day

- **Location:** Schichtl 115 @ 1625
- **Description:** Officers will engage with international students, providing information on campus safety, available resources, and how to stay safe at UCA.

#### 01/16 - Cocoa and Conversations with a Cop

- **Location:** X Period RWSC
- **Description:** An informal event where students can engage with police officers, ask questions, express concerns, and enjoy a hot cup of cocoa.

#### 01/17 - MLK Prayer Breakfast

- **Location:** RWSC @ 0815
- **Description:** Officers will attend and support this Black History Month event promoting unity and reflection.

#### 01/30 - Coaching Circle

- **Location:** Brewer Hegeman @ 1500
  - **Description:** A networking and empowerment session tailored for female faculty and staff.
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### February 2025

#### 02/05 - Dr. Norvell's Policing Class Presentation

- **Time:** 12:00 PM - 1:00 PM
- **Description:** UCAPD officers will speak with students about community policing, law enforcement agencies, and general policing concerns.

#### 02/11 - Real Beauty: Crafting for a Cause

- **Description:** Community engagement initiative promoting self-esteem and positive social impact.

#### 02/12 - Up Close: UCA Magazine Interview

- **Description:** Officers will participate in an interview to discuss UCAPD outreach efforts.

#### 02/13 - Psychology Students of Color Diversity Planning

- **Location:** MASH 202 @ 1430
- **Description:** Participation in "Bear's Dialogue: Discussing Our Shared Future," a small group discussion on diversity, inclusion, and social concerns.

#### 02/23 - Alcohol Safety Awareness Session

- **Location:** Iota Gamma Chapter of Kappa Alpha Psi fraternity @ 1600
- **Description:** Officers will educate students on hazing and alcohol safety.

#### 02/24 - DAC Report Due

**02/27 - Sisters Keeper Coaching Circle**

- **Location:** Fireplace Room @ 1500
- **Description:** A motivational and empowerment event for female faculty and staff.

**02/27 - Black History Month Escape Room Experience**

- **Location:** MASH 239 @ 1700
  - **Description:** An interactive event celebrating African American contributions to labor, featuring escape room activities.
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**March 2025**

**03/11 - DAC Meeting**

- **Time:** 1300

**03/18 - Safe Spring Break Initiative: Bear Car Check**

- **Location:** X Period
- **Description:** Officers will check students' vehicle safety, including wipers, tire pressure, and fluids before spring break.

**03/20 - Sisters Keeper Coaching Circle**

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**April 2025**

**04/01 - Rotary Club Safety Presentation**

- **Location:** RWSC #213 @ 1500
- **Description:** Officers will educate members on personal safety and best practices in professional environments.

**04/08 - Bear Biographies**

- **Time:** 1400-1600
- **Location:** Library

**04/15 - Faculty & Staff Recognition**

- **Location:** RWSC Ballroom @ 1300

**04/17 - Community Helpers and Heroes Event**

- **Location:** Child Study Center @ 1000
- **Description:** Officers will engage with preschoolers, teaching them about safety and calling 911.

**04/24 - Sisters Keeper Coaching Circle**

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**May 2025**

(TBD - Additional events to be scheduled)

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**Conclusion**

The UCAPD remains committed to fostering a safe and inclusive campus environment through these community-oriented programs. By actively engaging with students, faculty, and staff, UCAPD aims to build trust, enhance safety awareness, and strengthen relationships within the university community.

**Prepared by:**

Ofc. Nicole Sumner-Wheeler

**University of Central Arkansas Police Department**

# Exhibit E

**Lactation Suite Subcommittee Report:** This report summarizes the key discussion points from the February 17, 2025, Lactation Suite Subcommittee meeting and outlines recommendations and action steps for continued improvement.

**Date:** February 21, 2025

**Prepared by:** Lactation Suite Subcommittee

**Committee Members:** Millie Goins, Lyn Gayfield, Susan Sobel, K. Adele Okoli, Jennifer Parrack, Cindy Lea

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## I. Overview

The Lactation Suite Subcommittee convened to discuss the status of lactation suites, identify areas for improvement, and plan actionable steps to enhance the accessibility and maintenance of these spaces.

## II. Updates on Lactation Suites

- **Doyne Lactation Suite:** Open and operational.
- **BHCC Lactation Suite:** Scheduled for closure.
- **Proposed Locations for Expansion:** Reynolds, AETN, Stanley Russ, COB, Wingo, Student Center, Tech/charging space in BHCC.

## III. Feedback & Usage Tool

- A QR Code has been introduced to collect user feedback and monitor room usage.

## IV. Lactation Room Checklist Summary

- A recent audit was conducted using a tool created by health promotion students and a Registered Lactation Consultant
  - The [checklist](#) tool has been implemented to monitor cleanliness and maintenance across lactation suites.
- **Key Findings:**
  - Non-carpeted flooring, which is preferred for hygiene.
  - Most spaces are clean but require additional sanitizing supplies.
  - Nearby handwashing stations improve user experience.
  - A structured cleaning schedule is necessary to monitor cleanliness and maintenance across lactation suites.
    - Building administrators and janitorial staff should collaborate on best practices to monitor.

## V. Building Administrator Sheet

- A document lists building locations and administrators responsible for buildings with lactation suites.
  - Some entries are missing contact details and need updating.

## VI. Recommendations

1. **Enhance the User Experience:**
  - Install bulletin boards or inspiration/encouragement notebooks in lactation spaces.
2. **Improve Webpage Accessibility:**
  - Relocate the webpage from the DBIE@UCA Page to the HR and Student Affairs pages to improve webpage visibility.
  - Enhance the webpage by adding breastfeeding resources, laws, and transition tips.
  - Reference best practice sites such as [Portland State University's lactation spaces page](#) and [University of Michigan Lactation Resources](#)
3. **Improve Maintenance and Accessibility:**
  - Establish a cleaning routine with building administrators.
  - Coordinate with UCAPD for after-hours access, if necessary.
4. **Expand and Promote Lactation Resources:**
  - Identify and secure additional lactation suite locations.
  - Announce lactation suite availability at conferences and events.
  - Seek grants and establish a foundation account to fund improvements.
    - i. Furnish suites with first-aid kits
    - ii. Furnish with bulletin boards
    - iii. Furnish with journals for inspirational messages/encouragement
    - iv. Furnish with aromatherapy diffusers
    - v. Furnish with sanitizable chairs
    - vi. Breastfeeding Support Group
    - vii. Employee Resource Group for Lactating Staff and Faculty

## VII. Action Items

- Update the lactation suite webpage for better accessibility.
- Contact building administrators to implement a structured cleaning plan.
- Collaborate with UCAPD for enhanced after-hours access.
- Conduct outreach to secure new lactation suite locations.
- Publicize lactation suite resources at conferences and events.
- Pursue funding opportunities through grants and a dedicated foundation account.

## VIII. Next Steps

- **Follow-Up Visits:** Schedule and track maintenance updates for lactation suites.

- **Ensure All Administrators Are Identified:** Complete missing contact details on the administrator list.
- **Monitor Feedback and Adjust Strategies:** Use QR code data and restroom survey results to refine strategies for improvement.



# Exhibit F

## DAC Policy and Program Review Subcommittee 6 February 2025

Members Present: Dr. Robin Williamson, Charlotte Strickland, Dr. Evan Faidley, Bridget Fortenberry, Debra Baker, Dr. Angela Webster

### Search, Interview, and Hiring Toolkit

- Review of current materials
  - [Inclusive Interviewing Resources](#)
  - Inclusive Interviewing Process
  - [Inclusive Hiring Series](#)
  
- Resources from other institutions/organizations
  - [UCONN](#)
  - [Michigan State](#)
  - [HERC](#)
  - [Dickinson College](#)
  - [Ball State](#)
  - [TCU](#)
  - [Chapman](#)
  - [UCF](#)
  
- Recommendations
  - Checklists
  - Trainings on how to access/use resources
    - Chairs retreat?
    - Vector training - required to become hiring manager
      - Encourage/recommend hiring managers to watch video with committee
  - Need to include Jennifer Craun in conversations
  - Social media efforts
  - Use networking/available resources for recruiting
  - Create and share information on how to pivot when an inappropriate/illegal question is asked

### Next steps

- Robin will create a shared slideshow with outline for what we want to see in training video
- All committee members will review linked materials and other resources to make suggestions
- Robin will reach out to Jennifer Craun and give update
  - Robin spoke with Jennifer on 2/7 - she is excited about this effort and will gladly look over our draft materials at the end of February
- Think about how to promote materials once finalized

- Faculty Senate, Staff Senate, Cabinet, Chairs, Council of Deans, Hiring Podcast