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

Tuesday, 1/22/24 from 1:00pm – 1:45pm

(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**The “Inclusion Day” date was moved from 4/24/24 to 5/2/24.  
  
**2)** **New Discussion (38 minutes) – Led by Chair, Michaela Watkins**Subcommittee member, Kalie King, presented our “save the date” flyer for group discussion, review and final decision. Subcommittee member, Tiffany Bookman, presented our event sway options for group discussion, review and final decision. Subcommittee members review the past three months of their closing survey data to assess how their new chair is meeting the goals of: effectively defining and organizing the scope of group projects, effectively formatting tasks and duties of group projects and effectively communicating and facilitating discussion for group cohesion.  
  
 **3)** **Action Item (7 minutes)**Subcommittee members complete Closing Survey Form.

**4) Steering Committee Liaisons Closing**Liaisons did not attend this meeting as they were not scheduled to do so. They will attend again on 1/24/24.

**5) Future Meetings**   
Upcoming January meetings will be held on 1/24/24.