**Jefferson Lab Diversity and Inclusion June Meeting Minutes**

**Date:** June 24th, 2021

**Absences:** Brandon Singleton, CPO; Denny Insley, PHY; Cathy Paul, FAC;

**Opening Remarks**Responding to inquiry to DEI Council email regarding connecting and getting involved with ongoing and upcoming DEI initiatives and events:

* To include: information on upcoming DFGM, ongoing Council initiatives that assistance may be helpful on, and information on how to become an associate council member.
* Ashley (ACC) to respond to Ryan

Last meeting for Wouter as he transitions out of his position on the Users Organization. Thank you for your participation & contribution, Wouter!

**Division Action Trackers:**

SharePoint page now up & running. Contact Gina with questions or concerns. CPO & PHY absent; FAC sent update ahead of meeting.

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| **DIVISION**  | **STATUS** | **COMMENTS** |
| ACC – Ashley Mitchell | IN PROGRESS | Training & website is being updated with new information, process mapping is ongoing, information being shared through SharePoint page; R&D meeting on open communication ongoing |
| CFO – Michele Khasdis | IN PROGRESS | Cross training ongoing pending new finance manager hire |
| COO – DeLisa Stanfield | IN PROGRESS | Last meeting occurred in March; follow up with RB & COO on plans for next meeting |
| ENG – Ernest Stallworth | COMPLETED | Meeting held in March on compensation/promotion process |
| ESH – Adam Stavola | IN PROGRESS | All goals in progress; virtual office hours to be determined pending on-site operations |
| FAC – Cathy Paul | IN PROGRESS | Q2 & Q3 meetings held; Mentimeter used for feedback on communications within department |
| THY – Christian Weiss | IN PROGRESS | Survey on mentoring program conducted by current and past post docs – mostly satisfied; Group retreat held end of May with discussions on open communications; budget updated – one bridge/joint to be hired – DEI to be considered in hiring process |

**Demographic Focus Group Meetings**:

Proposal of actions from DFGMs to Leadership in progress – updates to come soon

Meetings anticipated to resume in Q4 pending replacement hire of DEI Program Manager (interviews to begin week of 6-28)

**Mid-Year Review**

**Initiatives in Action** include: DEI Corner in Weekly Briefs, diversity in hiring panels, ongoing Division goals, DFGM actions to be determined by leadership in coming month, interviews for new DEI Program Manager to begin week of 06-28, & Name Change Initiative with NLDC

**On the horizon:** Benefits analysis process (to include consideration of paid parental leave and Juneteenth holiday) to occur at the end of calendar year

**Go-Dos:** Veteran Buddy Program

**Upcoming Events & Holidays:**

Keti Koti Festival – July 1st

Independence Day (US – Paid JLab holiday) – July 4th

International Non-Binary People’s Day – July 14th

Bastille Day – July 14th

Disability Independence Day – July 26th

**Actions for Next Meeting:**

All Council Members: monitor progress of division goals and demographic focus group solutions as assigned

Veteran Buddy System – need volunteers to assist in development & outreach