

**NDASFAA DMCI Committee Meeting**

**Wednesday April 14 10:00 – 11:00 (CT)**

**PARTICIPANTS: Kathy Lowe (U-Mary), Tina Ploium (CCCC), Melonie Bald Eagle (NDSU), Brenda Field (NDSU), Jacquelyn Zeltinger (NHSC), Melissa Casanova (UND), Scott Skaro (UTTC), Melanie Walking Bull (SBC)**

**AGENDA:**

1. Duties / Timeline of the DMCI Committee (attached) – **Reviewed the timeline and duties involved (attached).**
2. 2020 NDASFAA Conference Philanthropy Project
	* **The 2021 Conference Committee selected ND Dollars for Scholars (NDDFS) as the philanthropy project.**
	* **The goal will be to fund TWO $500 scholarships. Total donated as of Tuesday, April 13: $\_648.29 65% of goal.**
	* **Scholarships will be awarded to students beginning Fall 2022.**
3. DMCI Committee Membership
* **The DMCI Committee lost several members this year. Currently, only 4 members, Kathy Lowe (private institutions), Tina Ploium (tribal colleges), Melonie Bald Eagle (research institutions), and Brenda Zastoupil (NDUS) make up the committee. It was recommended to seek members from 2-year public and 4-year public institutions to join the committee, but, welcome ALL to join.**
* **Discussed responsibilities of the committee with the individuals joining the Zoom meeting. Tina and Melonie renewed their interest in this committee. Brenda will send committee responsibilities out to the new members.**
* **Kathy suggested to reaching out to colleagues from 2-year public to become a member to have all represented for diversity.**
1. Goals/Ideas for 2021 – Anything the committee would like to take on as a project outside of routine duties?
	* **2022 Conference - The site is still pending for 2022. Lindsey Benson mentioned Williston as a possible site.**
	* **2022 ideas for the conference – Kathy mentioned a topic on mental health since 2020 was canceled. This topic is very relevant, especially in today’s environment.**
2. Select a co-chair – All of the other committees have a co-chair. Brenda is recommending the same for DMCI.
	* **Brenda recommends – select a co-chair that will rotate into the “chair” position in 2 years, thereby allowing a new chair to step up in leadership every 2 years. This approach is best for continuity of the committee and growth of leadership and new ideas.**
	* **Asked for a volunteer to be the co-chair for 2021 and 2022. Will assume the “chair” role in 2023, or if the current chair is unable to serve. Melissa Casanova expressed interest and Brenda will reach out to her.**
3. 2021 meetings – **September 2021, February 2022, March 2022, April 2022, or as-needed – Watch for emails from Brenda.**
4. **Adjourned at 10:40 am. Submitted by Kathy Lowe**

**North Dakota Association of Student Financial Aid Administrators**

**Policies and Procedures**

**II. Committee Responsibilities**

A. The current President will provide a request for budget from each current committee chair prior to the fall transitional board meeting.

B. Each committee must maintain a written record of all activities undertaken, including a timeline by which said activities must be implemented and/or completed to facilitate accomplishment of committee objectives.

C. Each committee has the responsibility of submitting a written report to the President, prior to the annual conference, which summarizes the committee activities. This report will include an evaluation of the committee for the year and recommendations for future committees.

D. Each committee shall have a vice-chair recommended by the committee and appointed by the President and President-Elect each year. The vice-chair shall become the chair of the committee for the following year

E. The term of each committee shall be for approximately one year beginning at the annual conference and ending at the subsequent conference.

F. In some cases a co-chair may be appointed to assist the chair in his/her duties and provide smooth function of the committee. To better serve the committee in question, this co-chair may serve consecutive terms.

**III. Committees**

D. Diversity and Multicultural Initiatives Committee (DMCI) – Responsibilities:

1. Present to the membership current events, issues and topics that impact diverse and multicultural students.

2. Be a resource on topics concerning design and implementation of new programs that affect the culturally diverse student.

3. Provide topics and/or speakers for consideration at the annual conference or other NDASFAA trainings that focus on cultural diversity and/or multicultural issues.

4. Provide project ideas or assist the conference committee with the annual spring conference philanthropy project.

**Diversity and Multi-Cultural Initiatives Timeline**

**January/February**

* Schedule a meeting of the DMCI Committee to discuss the upcoming spring NDASFAA Conference, including the Philanthropy Project and potential speakers/presentations for the conference
* Work with the Conference Committee Chair regarding the Philanthropy Project for the conference. Present ideas and provide support in promoting the project and assisting at the conference
* Work with the Conference Committee Chair regarding speaker topics for the conference. Reach out to potential presenters or develop presentations with a focus on diversity and multi-cultural issues

**March**

* Prepare for the committee meeting at the upcoming NDASFAA Conference. Advise the members that the committee will meet at the conference to:
* Review the year’s committee activities
* Wrap-up committee projects
* Establish future goals
* Review and provide feedback to the EC regarding the DMCI procedures and recommend any updates as needed
* Prepare a report for the NDASFAA EC meeting and NDASFAA business meeting at the NDASFAA Conference, including any recommendations
* Review the DMCI timeline on the NDASFAA website and update if needed

**April**

* Meet with the DMCI Committee at the conference for a year-end wrap-up and review, establishing goals and business meeting report.
* Review the responsibilities of the committee as detailed in the NDASAFAA Policies and Procedure
* Review the DMCI timeline
* Receive projects that are outstanding
* Select a new chair/co-chair if needed
* Solicit additional members (be sure DMCI committee membership is current on the NDASFAA website)

**September**

* Contact upcoming Conference Chair regarding the DMCI Committee involvement.
* Schedule a meeting with the DMCI Committee in early fall to discuss the committee’s responsibilities, goals and progress on any projects. Start brainstorming on conference speaker/presentation topics and philanthropy project ideas
* Begin meeting with the Conference Chair regarding philanthropy project and speaker ideas

**January-December (ongoing)**

* Provide articles or other items of interest related to diversity to the NDASFAA membership via the NDASFAA listserv
* Post all minutes from DMCI committee meetings to the NDASFAA websites