

**State Council on Affirmative Action - Meeting Agenda**  
**December 5, 2019 (9:00 am – 11:30 am)**  
**Location: DOA Bldg, 101 E. Wilson Street, Pecatonica Room**  
**Teleconference number: (608) 282-3513**

**Note Taker: Nicole Guardiola/Lisa Mortenson**

<b>Item 1: Welcome and Introductions</b>				<b>Action Items/ Notes</b>
<b>Method</b> Round Robin	<b>Time: 9:00-9:10</b>	<b>Person(s) Responsible</b> All	<b>Desired Outcome</b> Introduction, overview of agenda items	
<b>Item 2: Diversity Awards Recap</b>				<b>Action Items/ Notes</b>
<b>Method</b> Discussion	<b>Time: 9:10-9:35</b>	<b>Person(s) Responsible</b> Adin, Corinda, Lisa	<b>Desired Outcome</b> Identify successes and opportunities for improvement	
<b>Item 3: Executive Order #59</b>				<b>Action Items/ Notes</b>
<b>Method</b> Information	<b>Time: 9:35-10:00</b>	<b>Person(s) Responsible</b> Adin and Nicole	<b>Desired Outcome</b> Review EO, create shared meaning, identify Council directives	
<b>Item 4: BEI Updates; Strategic Plan</b>				<b>Action Items/ Notes</b>
<b>Method</b> Information	<b>Time: 10:00 – 10:25</b>	<b>Person(s) Responsible</b> Laurice	<b>Desired Outcome</b> Update on BEI strategic plan, response to EO, collaboration with SCAA	
<b>Item 5: Role of EEO/AA Officer in State Government</b>				<b>Action Items/ Notes</b>
<b>Method</b> Information	<b>Time: 10:25 – 10:50</b>	<b>Person(s) Responsible</b> Lisa and Nicole	<b>Desired Outcome</b> Explain intent of AAO, current AAO role, reporting structure	
<b>Item 6: SCAA Committees Creation Proposal</b>				<b>Action Items/ Notes</b>
<b>Method</b> Planning	<b>Time: 10:50-11:05</b>	<b>Person(s) Responsible</b> Adin and Corinda	<b>Desired Outcome</b> Determine committees needed in response to EO, DPM/BEI plans, diversity award	
<b>Item 7: Set Next Year's Meeting Dates, Frequency</b>				<b>Action Items/ Notes</b>
<b>Method</b> Planning	<b>Time: 11:05 – 11:20</b>	<b>Person(s) Responsible</b> All	<b>Desired Outcome</b> Schedule meeting dates for 2020, increase frequency	
<b>Item 8: Wrap Up</b>				<b>Action Items/Notes</b>
<b>Method</b> Recap	<b>Time: 11:20 – 11:30</b>	<b>Person(s) Responsible</b> All	<b>Desired Outcome</b> Confirm action items/next meeting date	

1. Fabiola Hamdan	2. Shiva Bidar - Sielaff
3. Lisa Mortenson	4. Adin Palau
5. Nia Trammell, Esq.	6. Corinda Rainey-Moore
7. Alenka Dries	8. Karen Nelson
9. Carlene Bechen	10. Yee Leng Xiong
11. Jackie Boggess	12. Janice Crump
13. Joshua Hargrove (pending)	14. Vacant
15. Vacant	