

# ELAC Meeting

Date | Time 1/25/2024 1:00 PM | Location Microsoft Teams

Meeting called by:		Attendees:		
Type of Meeting:	Virtual	Members	Present	Excused
Interim Co-Chair:	Brandon Morris	Baumgart, Zachary	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Tracie Ruether	Benson, Katie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Facilitators:	Shannon Butcher	Blechinger, Kellie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Tonja Hesselberg	Brown, Tifene	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Tifene Brown	Butcher, Shannon	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Ives, Kari	Carr, Sarah	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Time Keeper:	Jennifer Marek	Hesselberg, Tonja	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Ives, Kari	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Kragness, Amanda	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Marek, Jennifer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Morris, Brandon	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Richards, Jason	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Ross, Camille	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Ruether, Tracie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Wilson, Shelrie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Zingsheim, Angie	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Agenda Items

Welcome	Brandon	5 Minutes
Welcoming of new members -Brief Overview of Mission & Vision	Tracie	10 Minutes
Introduction of Ad-Hoc Leads -Include overview of Ad-Hoc	Ad Hoc Leads	10 Minutes
Introduction of other members (starting with new members) -Include your division and the ad-hoc you work on	All	15 Minutes
E & I Plan – 2024-2026	Tifene Brown	15 Minutes
Establishing Chair/Co-Chair	Tracie	5 Minutes
Establish who will complete Quarterly Report	Tracie	10 Minutes
Introductions of Teams and Team Channel	Zach, Kari & Tracie	10 Minutes
SWSDIP	Tifene	5 Minutes
Next Steps	All	5 Minutes

Welcome	✓
Welcoming of new members -Brief Overview of Mission & Vision	✓
Introduction of Ad-Hoc Leads -Include overview of Ad-Hoc	✓
Introduction of other members (starting with new members) -Include your division and the ad-hoc you work on	✓
E & I Plan – 2024-2026	✓
Establishing Chair/Co-Chair	✓
Establish who will complete Quarterly Report	✓ - Action – Tifene is going to schedule a meeting to discuss this further
Introductions of Teams and Team Channel	✓
SWSDIP	Recruitment phase ends February 26 Next step – pulling names and setting up interviews – Mar 8 Job offers in April Start date – May 20th
Next Steps	Ad hocs should be meeting New members still need to join ad hocs
Adjourn	KI makes a motion; 2 <sup>nd</sup> - SW