

**From:** Johanna Palkowitz

**Sent:** Tuesday, November 21, 2017 9:43 AM

**Subject:** RE: Follow Up on the Discussion regarding EEO Funding Planned to be Allocated to the College's Diversity Committee

Dear President Hsieh,

As discussed, this is a restricted fund. The amount each committees has for 2017-2018 is approximately \$20,000. The funds are specifically for promoting diversity, equity and inclusion.

Last Friday, during our Campus Diversity Advisory Committee meeting (CDAC consists of the Chairs of each diversity committee), we discussed the distribution of funds. The following was on the agenda and discussed:

1. Distribution of Funds to Committees:
  - a. Anything which takes you away from work requires prior permission from your Supervisor; *i.e.*, travel for conferences, webinars, *etc.*;
  - b. All items must be voted on by the committee with an email to me confirming same.

If you should have any questions, please do not hesitate in contacting me.

Sincerely,

Johanna Palkowitz

Equal Opportunity & Diversity Officer

*"Be the Change You Wish to See in the World" -Mahatma Gandhi*

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