Welcome & Introductions (Del Smith)
Discuss how theme for the meeting is “This is your AFSA”

Del began the meeting around 9:00am, welcoming and thanking everyone for taking time out to attend this morning’s meeting, noting several new faces. He asked for introductions of all present. Following introductions, Del provided an overview of CASE (Communication, Advocacy, Service and Engagement)—AFSA’s newly adopted strategic map, which will be discussed/referenced in all AFSA meetings. Del recognized Past President Eulas Boyd for CASE, which began under his leadership. An update will be provided throughout the year so that the AFSA Community will be able to, among other things, assess how we are doing.

“This your AFSA,” today’s theme, was reiterated and emphasized throughout the meeting, focusing on CASE and citing various instances of each catetory.

Holiday Party and Solicitation of ideas/suggestions (Venessa Mitchell & Candi Boston)

Reminder: Confirmed for Friday, December 13, 4:00-6:00pm, again in Crossroads. The planning committee includes Venessa, Candi, Stephanie, Natasha Rogers-Dailey and Kim DeLardge. The meal includes, vegetarian/vegan options and desserts. Among other things, this event will give us the opportunity meet and greet, fellowship and network with each other.

Volunteers are needed to setup—please arrive between 3:30pm-3:45pm.—contact Candi Boston. We will also ask for annual contributions/donations, e.g., for a not-for-profit organization, family in need—more to follow.

Annual AFSA Holiday Gift Giving--As in the past, AFSA will provide an opportunity to contribute to those less fortunate, e.g., Adopt a Family, non-profit organizations. Although a single-mother with two children have already been identified, Venessa opened up the floor for discussion and other ideas and suggestions. The vote was unanimous to provide assistance to the above-mentioned family. Details to follow and will be shared with the AFSA Community. Plans are to continue to provide such community support throughout the year, not just annually in December.

C.A.S.E. Report (AFSA E-Board)

- AFSA Community Meeting Dates and Notes Now on Website (shown on Screen)—Community meetings are open to the entire RIT Community. Del
thanked Gwen Gause for her efforts in drafting the meeting notes.

- **Constant Contact**—exploring the possibility of Constant Contact, a more effective and efficient way to build and maintain the AFSA distribution list, including opt-in/opt out. Update will be provided in January.

  **Advocacy (Candice)**

- **Upcoming Meeting with Deans--Communication Process with Deans/Departments**
  - Dean James Winebrake, College of Liberal Arts, and Chair Council—(leadership group) December 16, 2:00pm.
  - Dean Sophia Maggelakis, College of Science, and Administrative Council (leadership group) exact date to be confirmed in the near future.
  - Dean Harvey Palmer, College of Engineering, and Leadership Team—December 2—midday—exact time will be confirmed
  - AFSA leadership will be meeting with various leadership groups during the year including: College of Business, Engineering, Health Institute, Center for Imaging Arts and Science.
  - There was a suggestion to include administrative leadership as well—an update will be provided
  - Del commended Candice for her ongoing efforts to CASE, in particular advocacy and engagement.

- **NDG Leadership Team** will meet with the AFSA E-Board at its regularly scheduled meeting on January 8 to discuss, among other things, opportunities for collaboration.

- **Development of Database to Track Issues/Grievances**
  Candice reported that AFSA E-Board is exploring the possibility of an ASFA database and survey for the AFSA community to provide input, share concerns as well track the progress of resolution/progress made in addressing those concerns. She opened the floor up for further discussion. Comments included the need for knowing and understanding the university’s systems/policies/initiatives already in place (such as HR policies/Ethics point/Whistleblower policy and procedures, and recent climate study, etc.) rather than re-creating the wheel, setting forth/ongoing efforts to enhance/build an environment of trust, providing opportunities for open communication, utilizing an outside company to develop the survey (reducing/alleviating any potential bias/perceived bias). Candice shared that AFSA seeks to enhance and complement mechanisms that are already in place for faculty, staff and students. More to follow.
Service (Venessa presented in Natasha’s absence)

- **RIT Pillar of Hope Team**—thank you to all who showed support, in honor/memory of Tysean Williams, former POH participant. There was a great show of support from many AFSA/RIT, including flowers, representation at the funeral and non-AFSA financial support to the family, which was another means of AFSA Service.

- **United Way Day Caring**—plans are to expand our numbers of support both physically and financially--more to follow.

- **Tracking AFSA Service**—The E-Board is tracking AFSA Service so please inform E-Board of any AFSA Service related activities. Among other things, this will document how we are adhering to CASE so that it can be shared with the AFSA Community. Also, feel free to share any additional opportunities of Service so that they can be shared with the AFSA community.

Engagement (Jonathan)

- **AFSA CASE Award – Description, Date & Committee**—Jonathan provided an overview of the award—an award given to an AFSA member that exemplifies/embodies CASE--more to follow in the near future.

- In January E-Board plans are to discuss additional/ potential AFSA Engagement opportunities—internally and externally there is a wealth of knowledge and expertise within the body as well the within the Rochester community and beyond.

- E-Board welcomes AFSA participation/assistance with planning/coordinating events as “many hands make for light work.”

- Jonathan again mentioned his excitement and looks forward to serving the AFSA community and welcomes any suggestions, comments, or concerns.

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<th>Announcements (Candice and other AFSA Community Reps.)</th>
<th>Bible Fellowship (Howard Ward)--Wednesdays, 12:10pm-12:50pm, Jones Chapel, Interfaith Center. Currently, studying book of Revelation (chapter 12)—open to the RIT community.</th>
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<td>MOCHA (Men of Color, Honor and Ambition) (Kevin McDonald and Jonathan)— Reminder to get involved as there are many opportunities for AFSA, including mentoring, nutritional counseling, and presentations.</td>
<td>Twelve Years as a Slave—film open to all RIT students (Candice and Jonathan)—deadline is today. Jonathan will send information to AFSA Community.</td>
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<td>Next AFSA Community Meeting--No December Community Meeting—AFSA Holiday Party is Friday, December 13. Next regularly scheduled Community meeting is in January--the E-Board will meet in December.</td>
<td>Flu Shots and Biometric Screenings (Judy Bender)—Reminder, biometric screenings via scheduled or walk-in appointments—$100 for signing up—to date over 1100 people have signed up.</td>
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| Finance Report (Venessa) | ROAR--Again, thank you to Candi for her leadership role and everyone who contributed to AFSA via ROAR--including pledges, contributions will amount about $5000.  
AFSA members were reminded that they could contribute directly to AFSA at any time throughout the year. |
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<td>Adjournment</td>
<td>Del thanked everyone for taking time out to attend today’s meeting and adjourned the meeting at 9:58am.</td>
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Notes taken by Gwendolyn Gause