Mission:
The Hispanic/Latino Employee Group encourages, promotes and supports the professional growth and representation of Hispanics/Latinos at The University of Chicago. We create avenues of opportunity for current and future employees and foster a social, intellectual and professional environment to enhance diversity and to support the University’s mission.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>NOTE TAKER</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 17, 2012</td>
<td>Noon</td>
<td>Swift Hall, Room 403</td>
<td>Ronnie Rios</td>
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ATTENDEES

<table>
<thead>
<tr>
<th>#</th>
<th>Attendee</th>
<th>Location</th>
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<tr>
<td>1</td>
<td>Jason Lopez</td>
<td>Mercedes Sahagun Zavala</td>
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<td>2</td>
<td>Judy Mendoza</td>
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<td>Ronnie Rios</td>
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<td>4</td>
<td>John Fiegel</td>
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<td>5</td>
<td>Myrna Cortes</td>
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<td>17</td>
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<tr>
<td>6</td>
<td>Toshio Yoshimatsu</td>
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### Topics Discussed

1. Guest: Kadesha Thomas, News Office
   - Judy and Jason spoke with her and answered questions related to the impetus for establishing the group, how the group formed, what kind of efforts were required to start the group
   - Need to clarify the start of HLEG and our formation.
   - What was step 1? Series of focus groups held over the summer of YEAR. Large number of Hispanic/Latino employees were invited, # attended and # were held. Dana Bradley hosted these. From there, a smaller group of approximately 20 people remained consistent and continued with the formation of the group. [need to fill this in and include in website history of the group]
   - Kickoff Reception: September 30, 2010
   - Inaugural Event: July 13, 2011 NETWORKING
   - Second Event: October 14, 2011 BUILDING YOUR CAREER PART 1

2. Review workshop brochure with John Fiegel - Ingrid Gould confirmed as speaker
   - Idea of next event is continue where we left off at the last event—never got to the workbook component of the program
   - Would like John to lead a conversation focused on the workbook
   - John suggests thinking about transition—great response to Nim’s comments.
   - Never got to Alex’s story—sharing the story is the first step of the workgroup. The design was intended to provide an example (as models)
   - Did recruit Ingrid Gould to fill that role for this program.
   - In each program have had very different people show up. Recreating with a new story and tell it a bit more concisely and have the focus be the workbook.
   - Ingrid will be talking about her career at the UC. Her story and career here and how she has moved through. What has helped
her and what we can learn from her. She would like to have a phone conversation with John to have a solid transition from her story to the workshop. (Questions 2, 3, 5)

- Jason will introduce program and provide agenda framework.
- Will have workbooks available for all participants.
- Part 1 Self Assessment
- Split people in groups of 3-4. Ask them to share their stories.
- Ask folks to share with large group some of the highlights.
- Part 2 Success in your current role. Grow where you’re planted. Give audience time to think through/work through the presentation.
- Part 3 Building your capabilities. Challenges to opportunities. How do you partner with your boss on what your strengths are and what you can contribute?
- Part 4 Explore your interests—beyond your role
- **End result: walk away with a model that can be used, beginning of next steps and action plan**

### PROGRAM LOGISTICS

- Consider time to move from individual, small groups and larger group to report out
- Ingrid is speaking for 10-15 minutes max because the focus is the workgroup.
- There will be an introduction of the group leadership at the start.
- Will provide some handouts of workgroup and other HR courses.
- John is updating the workbook resources and will send to group to be put up on the group.
- Will provide name tags
- Will have a sign in sheet for student (3 columns)—Ronnie will bring sign in sheet(s) (name, email, interest in membership)
- Jason will bring name tags and markers for program
- Seating style will be set up lecture style with an aisle
- Group will need to help set up the room. 1st floor, Common room of Swift.
- AV Needs: projector, mic, and screen (Mercedes will arrange)
- Judy will email Dana about refreshments
- Will need to take pictures for the website.

### PROGRAM AGENDA

- 11:50 WELCOME (Jason)
- Introduce leadership (Dana attendance TBD or John as backup)
- Announce launch of new website: Toshio
- 12:00 noon Ingrid (Introduction by Mercedes)
- 12:20 Begin workgroup, John Fiegel (30-40 minutes) (Introduction by Judy Mendoza)

### 3 Website Progress Update

- Through the DLC, J. Peterson has provided approval and financial support for the creation of a website
- Will be linked off of the Diversity website for H/LEG
- Starting to build in different aspects:
  - History
- Mission
- Current Information: leadership, programming, resources
- Maintenance will be the largest challenge. Will have a calendar to include. Will also include social events.
- Met with 3M and also helping in drafting the content. Jumpstart is the tool being used. Mercedes will send out the link.
- Need to put the minutes on the website.
- Some history is included.
- Rachel & Deena from 3M are putting the site together.
- We are in the process of searching for pictures. Don’t have any yet. There are some existing pictures with the news office from the kick off reception.
- Goal is to have a mock site on May 22 to present to the group
- Already have the name: hleg.uchicago.edu
- Include media coverage: kickoff reception, any other stories contact is: Laurie Davis
- Feature stories: Alex as the first one and recap of program. Myrna will touch base with Alex to see if he’s willing to have his story and pictured featured.
- Importance of people seeing faces—profiles page of leadership and contacts (include pictures)

4 Listhost Maintenance
- Mercedes will add/remove subscriptions.

5 Leadership announcement
- Ronnie shared a hard copy of the draft and will send electronic version for feedback.
- Jason shared the nomination form and ballot.
- Myrna will follow up with each nominated/selected leader to confirm their position and interest in serving.
- (minute taker had to leave meeting early)

6 Committee Discussion
- Brief discussion of committees – adding Mary Rodriguez, Gina to the Administration/Communications committee.

<table>
<thead>
<tr>
<th>NEXT MEETING</th>
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<th>Time</th>
<th>Location</th>
<th>Topic</th>
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<td>Planning Meeting</td>
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### To Do List

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<th>Progress Report</th>
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<th>Target Date</th>
<th>Closed Date</th>
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<tr>
<td>1</td>
<td>Confirm Dana’s attendance and refreshments for event (JUDY)</td>
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<td>Jason, Judy, Mercedes and Toshio</td>
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<td>Jason will provide name tags/markers</td>
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<td>Ronnie will provide sign in sheet for event</td>
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<td>Myrna will confirm leader roles and membership.</td>
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