

**CITY UNIVERSITY OF HONG KONG**  
**JOCKEY CLUB COLLEGE OF VETERINARY MEDICINE AND LIFE SCIENCES**  
**DIVERSITY, EQUITY AND INCLUSION SUB-COMMITTEE**

**First Meeting - Minutes (2022-23)**

Date: 06 October 2022

Time: 8 am

Venue: Room 1B-503, 5/F, Block 1, To Yuen Building & via Zoom  
<https://cityu.zoom.us/j/92901675166> (ID 929 0167 5166)

Present

**Chair:** Dr. Alan McELLIGOTT, Associate Professor (PH)

**Members:** Prof. Klaus OSTERRIEDER Dean (JCC)

Prof. Vanessa BARRS Associate Dean and Director of Veterinary Affairs (JCC)

Prof. Olivier SPARAGANO Professor (PH)

Dr. Rebecca PARKES Assistant Professor (VCS)

Dr. Cherry LEE Scientific Officer (JCC)

Mr. Darrian LEUNG BVM student

**Apologies:** Ms. Regina Lai Executive Officer

Ms. Devika SURESH BVM student

Item #		Assigned to
<b>Welcome</b>		
M1	The Chair welcomed and introduced the members of the Sub Committee.	
<b>Number of Meetings per year</b>		
M2	1. The Sub Committee agreed the sub-committee meeting will be quarter per year.	
<b>Membership of Sub Committee</b>		
M3	<p>1. The Sub Committee agreed to have representative postdoc and PhD students (PH and VCS) as Sub Committee members.</p> <p><u>ACTION</u>: To introduce the Sub Committee and invite Postdoc and PhD students to be members.</p>	Dr. McELLIGOTT
<b>Credit for Staff and Students on the Sub Committee</b>		
M4	<p>1. The Sub Committee agreed that the sub-committee staff members could be included this committee in the performance reviews.</p> <p>2. The Sub Committee suggested the sub-committee student members could include this committee in their CVs.</p>	
<b>Mechanisms for Reporting DEI Issues</b>		
M5	<p>1. The Sub Committee discussed using an online survey (e.g., Google form) for staff and students to report the cases.</p> <p>2. The Sub Committee agreed to remind all BVM staff about DEI. PH and VCS staff meetings could be used for this.</p>	
<b>Working during Non-Working Hours</b>		
M6	<p>1. The Sub Committee discussed that the staff do not need to reply to the email during non-working hours. The staff should add other contact emails if they take any leave.</p> <p>2. The Sub Committee agreed the Sub Committee members use the "schedule email function" to avoid sending email during non-working hours.</p>	
<b>Room for nursing mothers</b>		

M7	<p>1. The Sub Committee heard that there is only one mother's room on the campus. (There will be two mother's rooms coming soon, but they are still far away from TYB.) It is far away from TYB and it is difficult to book the room. The booking system allows the same person to book all slots in one day.</p> <p><u>ACTION:</u> Write a letter of support to request for mother's room on this site of campus (near TYB).</p>	Dr. LEE and Dr. Parkes
<b>DEI Website Resources</b>		
M8	1. The Sub Committee agreed to review the DEI information on the website and add the resources if necessary.	
<b>Action Plan</b>		
M9	1. The Sub Committee agreed to welcome the members comments on the action plan via SharePoint before 18 November.	
<b>Date and Time of Next Meeting</b>		
M10	<p>1. The Sub Committee agreed that next meeting would be held after seminar A exams (mid Dec 2022)</p> <p>2. The Sub Committee agreed that next meeting would be held during regular office hours as much as possible, and that at least three weeks' notice of the next meeting would be given.</p>	
<b>Any other business</b>		
M11	None.	
M12	The meeting was adjourned at 9:00am.	