

**CITY UNIVERSITY OF HONG KONG  
JOCKEY CLUB COLLEGE OF VETERINARY MEDICINE AND LIFE SCIENCES (JCC)  
DIVERSITY, EQUITY AND INCLUSION COMMITTEE**

**11<sup>th</sup> Meeting – Minutes**

Date: 15 April 2025 (Tuesday)

Time: 2:00 - 2:45 p.m.

Venue: Room 1B-503, 5/F, Block 1, To Yuen Building & via Zoom

**Present**

**Chair and Members**

Prof. Alan McELLIGOTT, Associate Professor, PH (Chair)

Prof. Kate FLAY, Assistant Dean of Teaching and Learning (BVM) and BVM Programme Leader (Ex Officio)

George HODGSON, Early Career Researcher Representative

Mr. Richard SHAH, Supervisor, PH

Mrs. Susanna TAYLOR, Scientific Officer, JCC

**Secretary:**

Ms. Sonia WONG, Executive Officer, JCC

**Apologies:**

Prof. Vanessa BARRS, Dean, JCC (Ex Officio)

Prof. Eloi GUARNIERI, Clinical Assistant Professor, VCS

Dr. Cherry LEE, Scientific Officer, JCC

Ms. Devika SURESH, BVM student

		<b>Action</b>
	<b>Welcome</b>	
1.	The Chair welcomed all Members present to the 11 <sup>th</sup> Meeting of DEI Committee.	
2.	Prof. Vanessa BARRS, Prof. Eloi GUARNIERI, Dr. Cherry LEE and Ms. Devika SURESH sent their apologies for not being able to join the meeting.	
	<b>Confirmation of minutes of 10<sup>th</sup> Meeting</b>	
3.	The minutes of the last meeting were confirmed without amendment and would be uploaded onto the DEI webpage.	
	<b>Matters arising from 10<sup>th</sup> Meeting</b>	
4.	The Committee reviewed the agreed actions from the minutes of the 10 <sup>th</sup> Meeting.	
5.	<p>Regarding the provision of sanitary products on campus:</p> <ul style="list-style-type: none"> <li>a. The Chair reported that Prof. Eloi GUARNIERI had followed up on the idea for sanitary pads to be made available at the Medical Clinic. However, the idea was met with resistance.</li> <li>b. George HODGSON had discussed the matter with Dr. Larry NG, Associate Director of SDS, who suggested that a good initial step would be to provide sanitary products at the college level in JCC facilities. The sanitary products could be placed in boxes in the toilets or the common room. The costs could be covered by donations, a small allocation from the JCC budget, or a "pay it forward" system.</li> <li>c. Offering sanitary products free of charge would not only assist individuals in emergencies but also support those who cannot afford them, as period poverty still exists. Moreover, it is worth noting that the top seven universities in the world and the top university in Hong Kong (i.e. HKU), according to the QS World University Rankings, all provide free sanitary products on their campuses.</li> <li>d. It was suggested that vending machines for sanitary products could be included in the design of the new Jockey Club One Health Tower.</li> <li>e. The Chair offered to bring up the issue at the University-level Senate Welfare Committee. He sought the agreement of staff members present to support the initiative so that it would be considered an initiative raised by staff as well as by students. All staff members present supported the initiative. The Chair would also speak to the Dean about making sanitary products available at the college level.</li> </ul>	Prof. Eloi GUARNIERI and Prof. Alan McELLIGOTT
6.	The Chair reported that feedback boxes for DEI matters had already been installed on the 5 <sup>th</sup> and 6 <sup>th</sup> floors of To Yuen Building.	
7.	With respect to the suggestion that DEI training be added as a prerequisite for students to participate in Extramural Studies (EMS):	

**Action**

	<p>a. Prof. Kate FLAY explained that the EMS Handbook already includes a subsection specifically on DEI. There is also a Canvas page for preclinical EMS and animal husbandry, which provides resources on a range of topics such as sexual harassment. Additionally, students are required to attend an orientation prior to starting EMS.</p> <p>b. The Chair agreed that the resources available are comprehensive and added that training could be provided to highlight key aspects of DEI in the Handbook.</p> <p>c. Prof. Kate Flay supplemented that they plan to introduce communication training early in the BVM curriculum to empower students to raise issues as needed.</p>	
	<b>Updated Terms of Reference and Membership</b>	
8.	The Chair referred Members to the updated terms of reference and membership of the DEI Committee. He pointed out that, according to the terms of service, "No member should be eligible for reappointment after serving two consecutive terms". Therefore, both he and Dr. Cherry LEE are due to step down in August 2025.	
	<b>DEI updates</b>	
9.	A DEI Seminar titled "Introduction to Disability Inclusion in the Workplace" was held on 20 March 2025. The recording is available for anyone interested in watching it.	
10.	The Action Plan 2024/25 was endorsed by the JCC ExCo on 2 April 2025 and subsequently uploaded onto the DEI webpage.	
	<b>Improved visibility of staff on JCC website</b>	
11.	The Chair observed that currently only faculty members have profiles with photos online while other staff [e.g. Clinical Educators (CE), Scientific Officers (SO) and administrative staff, etc.] do not. He felt that it creates the perception that certain staff are more valuable than others.	
12.	Mrs. Susanna TAYLOR mentioned that she had spoken to the CEs / SOs. While not everyone wanted a profile with photos online, they would like to be offered the option.	
13.	It was suggested that setting up a profile could be included in the induction programme for new staff and postgraduate students. The Chair agreed to ask the Dean about it.	Prof. Alan McELLIGOTT
	<b>Plant-based milk on campus</b>	
14.	The Chair explained that he had sent an email to FMO, asking if it was possible to provide plant-based milk in campus catering facilities. The email was forwarded to FO, which replied that they would encourage caterers to do so.	

		<b>Action</b>
	<b>ECR DEI Training</b>	
15.	Mr. Richard SHAH offered to run a training session for new PhD students in Semester A of 2025/26 to cover items not mentioned in the formal induction.	Mr. Richard SHAH
	<b>DEI training for students before Extramural Studies take place</b>	
16.	The issue was already reported in matters arising from the 10 <sup>th</sup> Meeting.	
	<b>Sanitary products on campus</b>	
17.	The issue was already reported in matters arising from the 10 <sup>th</sup> Meeting.	
	<b>Report from Early Career Researcher Rep</b>	
18.	<p>George HODGSON reported the following issues:</p> <ul style="list-style-type: none"> <li>a. The University only covers conference fees but not visa fees for attending conferences or participating in exchanges, which could disproportionately affect people of certain nationalities.</li> <li>b. No shower facility is available on campus, except in the gym, which requires users to attend training and book a gym facility to have access. Showers are also available in the swimming pool changing rooms but they are only open during the summer.</li> <li>c. Gender neutral toilets could be introduced in the new Jockey Club One Health Tower by changing the signage on the disabled toilets.</li> </ul>	Prof. Kate FLAY
	<b>Report from BVM Student Rep</b>	
19.	No undergraduate issues were received.	
	<b>Disability, Neurodiversity &amp; SEN Update</b>	
20.	Mrs. Susanna TAYLOR mentioned that it was challenging to reach SEN students directly, as their information was kept confidential by SDS. It was suggested that she could introduce herself to students at an orientation event. An email could also be sent to all students to raise awareness of the DEI Committee and the contact point for SEN students.	Mrs. Susanna TAYLOR
	<b>A.O.B.</b>	
21.	As there was no other business, the meeting adjourned at 2:45 p.m.	
	<b>Date of next meeting</b>	
22.	The date of the next meeting will be announced in due course (tentatively in June or July 2025).	