**Diversity, Equity & Inclusion Committee**

**Meeting notes**

**Feb. 23, 2018**

**B237, 9:30-11 a.m.**

**Present**: Jaime, John, Kelly, Stephanie, David, Kandie, Klaudia, Rachael, Caleb, Alissa, Alexa;

Rachael Lindsay (sub for Aldene)

1. **Welcome & agenda review**

John welcomed everyone to the meeting and went over the agenda. The committee will revisit a scope activity and HR will present some training opportunities.

1. **DEI considerations – scope activity**

John led the committee in the activity, the purpose of which was to determine if a tenth element is necessary in the scope that calls out the development of a strategic plan.

Kandie suggested adding language to the first bullet point in the scope that included the information. The committee decided to make the first bullet point: *We will develop a comprehensive strategic plan using the elements below.*

John then referenced a document Jaime created that contained ideas for increasing diversity from the old diversity committee. Where should these ideas go?

Kelly suggested formation of a sub-committee to review DEI considerations and ideas. The sub-committee would review the list, forward items to appropriate groups on campus and discuss the remaining ideas that don’t have a home.

Klaudia suggested creating a DEI–specific email address where people can email their ideas. Sub-committee would review and then pass to appropriate source (ie: HR) and then provide follow-up to requestor.

Sub-committee members would include Kelly, Caleb, Klaudia, John and Rachael.

1. **Brainstorming session – diversity training**

What trainings are happening on campus? Where are we engaged in the community?

* External training at Lewis and Clark and Pesi
* CCC Campus Compact training
* Safe Colleges online training
* Initial training and refresher
* Ongoing diversity training
* Conferences
* College classes HD-161
* Winter In-service
* Campus Compact Equity Action Team
* Undocumented student charger
* Subgroup Department Chairs on part time faculty hiring challenges
* Oregon Community College Diversity and Inclusion Consortium
* GSA club
* Portland Office of Community Engagement/Center for Hate
* OEA summer conference
* Diversity training in a variety of topics, in depth training (gender, white privilege, etc.)
* Training needs to happen when people are hired
* Hiring committees need bias awareness training
* Process to finish CCC program to include diversity, equity, and inclusion components
* Refinement of human relations requirements to include diversity, equity, and inclusion
* Develop an education track to focus on diversity, equity, and inclusion (core classes)
* National conferences (Race and Equity in Higher Education)
* Budget for training s(scholarship)
* Comprehensive cultural competency training – mandated
* In-person trainings, small groups
* Ongoing training
* Safe zone training/alley training
* Accessibility – DRC

1. **Presentation from Human Resources**

Patricia came and discussed what the college is doing to promote diversity, equity and inclusion. Stats show CCC is not diverse by *race* – depends on employees providing that information or not.

Patricia also discussed how we can improve our current talent acquisition system:

* Need to post job openings where they can reach more diverse populations
* Using American standard for analyzing credentials (national origin) because we don’t know what the national credentials translate to
* Changing minimum qualifications would help
* Interview environment also impacts the groups of people who interview

HR has partnerships/memberships with the following organizations:

* Greater Oregon Higher Ed Commission (GO-HERC)
  + Diversity recruiting
  + Cross-posting to other job boards
* Partners in Diversity (PDX-based)

1. **Brainstorming session – diversity hiring/retention**

Suggestions for HR – Training, Hiring, and Retention

* New employee trainings; required for employees to get benefits (doesn’t apply to part time)
* Training through safe colleges
* Orientation did include cultural competency; not now
* Pronoun usage
* Communicate with Human Resources, send information/feedback to Human Resources
* Human Resources is taking the lead on hiring and retention activities
* Screen interview questions through HR; and include diversity questions

1. **Review commitments and next steps**

Jaime will send out signs that Chris Sweet would like to post in Rook for the committee to take a look at.

John will send articles to prepare committee for the Campus Compact training on March 9.

Jaime will work to get committee page up and will request a dedicated email address for DEI. Will report out by next meeting.