**Diversity, Equity, and Inclusion Committee**

Meeting Notes

May 11, 2018

9:30 – 11:00 a.m.

Jaime, John, Vanessa, Stephanie, Camilo, Kandie, Eboni, Caleb, Patrick, Kelly, Francia, Jenelle (recorder)

1. **Welcome & Agenda Review**

Committee members introduced themselves and welcomed new student representative (and ASG President Elect), Francia Lockerby. Each member provided their preferred pronoun and there was a discussion about why we use them and the purpose for using them. The committee reviewed the agenda.

1. **Subcommittee updates**

Stephanie will share at the department chairs meeting and it could also be presented at College Council.

Some questions surrounding sub-committee structure from the committee members included:

* What is the max capacity for the sub-committees membership? Capacity of 10 on each subcommittee, with a list of alternates to allow for more participation and flexibility
* What expectations can we put in place to help guide the sub-committee structure?
	+ Meet at least once monthly, or more as needed
	+ Report out to DEI committee – make time at DEI meetings
	+ Sub-committee lead must be member of DEI
	+ Open to college community (staff, faculty, admin, students)
	+ Use guidelines for interactions
	+ Have agenda
* Can we direct interest to some of the sub-committees that could use more representation?
	+ What about having an alternate member list? Use phrasing like, we would like to maintain a manageable group size and are aiming for no more than 10 people per sub-committee.
* Should we include descriptions of the sub-committees in the charter? All Subcommittee leads complete 1-2 sentences by Wednesday, May 16 at noon for descriptions of their Subcommittee.
* How do we market the campus? College Council, all-staff email, association meetings.

Klaudia and Kelly met with Lori and Kevin in College Relations and Marketing regarding how DEI can work with College Relations and Marketing (CRM) to increase awareness and participation in equity events. CRM uses a communication plan template that DEI can use to communicate with staff, faculty and students. DEI can serve as a lens for marketing materials, communications and the website to ensure equity and inclusion is at the forefront.

There are also opportunities to meet with partners from other agencies (like Work Source) who are doing the same work.

1. **Training subcommittee**

Kandie contacted *The Living Room* to inquire about the possibility of the organization conducting a safe space/zone training around National Coming Out day in October. Kandie envisions involvement from the multi-cultural center, ASG, counseling and other departments.

Spring training: Enrique is working with OEA to provide staff training.

Summer in-service (July 30-August 2): undocumented students/DACA.

Fall in-service placeholder (John). He will connect with the fall in-service team to see if his request is approved.

1. **DEI considerations subcommittee**

Klaudia reported out on the meeting with CRM (Lori and Kevin). Klaudia also met with HR to explain the purpose and intent of each DEI subcommittee and the trainings the committee is offering to staff. Rachael will serve as the lead for any trainings that come out of HR.

Plan to continue to offer/sponsor trainings; HR has given their approval.

1. **DEI professional development/training**

There are professional development and training opportunities for DEI committee members. Jaime suggested implementing a tracking system to ensure all committee members had the opportunity to attend trainings. It would track:

* Who is going to trainings
* Requests for trainings
* What trainings are available

David has said that DEI has access to a limited allocation of funds. The breakdown of funding is as follows:

* Up to $2,000 – for campus training
* Up to $2,000 – for committee training and development
	+ Works out to be $300 per person (classified, PT faculty, and student). If a person doesn’t want to go to a training, the money could go towards someone who does if the latter has used their training dollars already.

Jaime suggested applying for a mini-grant next year and even going to administration to ask for a match in funding for campus wide events/speakers.

1. **Debrief**

John shared a map of the all-gender bathrooms on campus. All new buildings (ie: ITC) will include all-gender bathrooms and there is even one located at the ELC. Kelly committed to keep the exterior bathrooms in the Art Center and the bathroom at the ELC unlocked during business hours.

The committee also discussed a need to retrofit/repurpose existing restrooms to provide all-gender restrooms in existing/older buildings.

The committee suggested edits to the map John presented including using a different symbol and/or decreasing the size, and including reference to the location of changing stations in restrooms and lactation rooms on campus on the map. John will take the committee’s suggestions to the signage committee, to have all-gender restrooms labeled on all campuses and campus directories.

1. **Review commitments and next steps**

The next meeting is May 25, 9:30 a.m.-11 a.m.

Jaime will create a Google document that will include the training opportunities for the group. As the committee hears of trainings (such as Campus Compact or other organizations), those can be added to the Google document as well. The document will include a space for who is going to the training. Create before next meeting on May 25.

The group discussed posting minutes and agendas to the CCC committee page and everyone agreed. Please review minutes to date (to be approved on May 25 meeting).

The committee suggested edits to the map John presented including using a different symbol and/or decreasing the size of symbols, and including reference to the lactation rooms on campus on the map. John will take the committee’s suggestions to the signage committee.