**Diversity, Equity, and Inclusion Committee**

Meeting Notes

May 25, 2018

9:30 – 11:00 a.m.

Jaime, John, Vanessa, Stephanie, Camilo, Caleb, Patrick, Lisa Anh, Jairo, Alissa and Jenelle (recorder)

1. **Welcome & Agenda Review**

John reviewed the meeting agenda.

1. **Review meeting minutes**

Everyone reviewed the minutes prior to meeting, with the exception of May 11. Jaime gave the committee time to review those minutes. There were minor adjustments to the May 11 meeting minutes that Jaime made during the review. All minutes were approved. Jaime will send to Beth to upload to the committee webpage.

1. **Subcommittee updates**

Jaime shared the sub-committee descriptions that each team provided (viewed on projector). The committee reviewed and approved. Jaime will add the descriptions to the charter and the committee webpage.

Considerations: The subcommittee will be meeting with the Multicultural Center staff on May 29. John shared how the Multi-Cultural Center, ASG and International Student Support all fit under the umbrella of Student Life and Leadership.

HB2864: Jaime, Eboni, and Patrick met to discuss what needs to be accomplished to address HB requirements. Merging the requirements into the college’s strategic diversity plan makes sense; however, there is a need for baseline data.

HR: Once a month meeting is not yet scheduled. Vanessa attended a training and learned things that she hopes to use as topics at the HR sub-committee meeting when scheduled.

Marketing and Communications: Have not met yet.

Resources and Library: Meetings not scheduled yet.

Training: Camilo reported that he has contacted some agencies for training opportunities. A training regarding DACA is scheduled for Aug. 1. Safe Zone training will be Oct. 11.

John shared that we will have the opportunity to do an in-service training for fall. The committee brainstormed some ideas for what the in-service training focus would be:

* What the DEI Committee is, structure and sub-committees
* How to get involved
* Implicit bias
* Icebreaker
* An abbreviated “BaFa-BaFa”
* Training calendar
* Survey – for baseline
* Resources offered

Members of the training sub-committee can lead the charge of designing the in-service workshop. John will assist.

1. **Strategic plan development**

Jaime provided brief overview and explained the need, as developing a strategic plan is in the charter. She provided a possible strategic plan framework (which align with needs/requirements of HB 2864):

* Mission (in DEI Charter)
* Purpose (in DEI Charter)
* Goals (2-5 year goals)
  + Hiring diverse employees
  + More equity-focused lens with Guided Pathways – how do they integrate?
  + Training for employees
  + Increase student awareness
  + Evaluate retention practices of diverse employees
  + Develop cultural competency standards
  + Equity framework to guide decision-making processes
* Objectives/activities
  + College climate survey has existing cycle (student-focused in spring 2019). Stephanie and Jenelle were part of a staff climate survey. Jenelle can share if necessary.
  + Employee survey – find something from other institutions, aim for fall with time to push back if possible
* KPI (Key Performance Indicators)
* Assessment
* Resource need

The June 8 meeting will consist of small group work reviewing example diversity plans and goals of other organizations.

1. **Summer term meetings**

The committee discussed possible meetings during the summer; some committee members are not on campus during summer and/or have other obligations, so that is something to consider. There were some reservations about having meetings when not everyone could participate – can do small group work, but save decisions for when everyone is available. Other suggestions included:

* Share information on Moodle with scheduled times to check
* Schedule a couple meetings during the summer to review tasks
* Assess what work needs to be accomplished before fall and assign tasks accordingly

It was determined that the DEI committee would not meet as a whole, but that the subcommittees would meet as needed.

Summer task list

Survey

Fall in-service training planning/prep

Create training calendar for the entire year

1. **Debrief**

John opened the floor to comments and reflections from the committee.

There have been conversations about the Guided Pathways taskforce having more involvement with the DEI committee. This could be beneficial in planning for the assessment component of HB2684. There seems to be some crossover with work done by other committees on campus and work that DEI is doing. What committee does what? Where are lines blurred or drawn? Jaime will schedule time with David to discuss.

Jaime acknowledged all of the hard work the committee has accomplished since first meeting in October.

When trainings occur on campus, can we offer access to the trainings to students as well? The group discussed student involvement in some of the upcoming trainings (like DACA and Safe Zone). There are some concerns about the mingling of staff and students, depending on the sensitivity of the topic. It was suggested that training for students mirror any staff trainings and adapt it for a student-centered training.

1. **Review commitments and next steps**

Lisa will find old CCEA survey to send to John and Jaime. Lisa will contact her counterparts from other community colleges about what cultural competence surveys they’re using.

Stephanie scheduling resources sub-committee.

Jaime will pull diversity plans from other colleges. She will schedule time to meet with David about DEI/Guided Pathways taskforce.

Camilo will send DACA flyer to everyone in the summer.

John will connect with the fall in-service planning team to see what time/day the DEI training will be. He will pass on information about lactation rooms and all-gender restrooms to the signage committee.