**Diversity, Equity, and Inclusion Committee**

Meeting Notes

September 28, 2018

 9:30 a.m. – 11:00 a.m.

John, Vanessa, Klaudia, Caleb, Tim, Camilo, Stephanie, Jaime, RB, Christina, Michell, Alissa, Sara

1. **Welcome & Sharing**

Committee members introduced themselves and shared something fun they did over the summer.

Subcommittee updates were provided:

* **Considerations** (Klaudia): The subcommittee met over the summer and welcomed new members. During that meeting they talked about some of the other groups and departments that they’d like to continue relationship building tour, explaining goal for the subcommittee and the work of the DEI committee. They talked about strategy for talking to departments. There are still about nine different groups to meet. The subcommittee hopes to meet with three groups each term. They talked about a standard message or email for anyone that sends an email to the diversity@clackamas.edu email address. Kelly and Klaudia have been leading the considerations subcommittee, but Klaudia is stepping down as co-lead.
* **Training** (Camilo): There will be an immigration training or meeting in the middle of November. The Safe Zone training is scheduled for October 11, facilitated by Esther Sexton out of the counseling department. Stephanie shared that Harmony has requested a Safe Zone training.
* **Resources** (Stephanie): The subcommittee will be meeting next week and will be welcoming new members.
* **Cultural Competency** (Jaime): The subcommittee will be meeting next week. Over the summer, Patrick Smida and Jaime attended an institute put on by Campus Compact called Cultural Competency on Campus. They made new contacts at different schools.

John shared that NASPA is putting on a Matthew Shepard panel on October 4, 10-11 a.m. It is titled: Twenty Years Later: A Conversation about the Life and Legacy of Matthew Shepard. John has reserved CC127 for viewing. It was agreed that this should be a DEI-sponsored event. John committed to communicating with Lori Hall to get the word out.

Klaudia asked for clarification around whether members can be on more than one subcommittee. Jaime said that yes, they can. She asked that if someone contacts a committee lead/member directly about joining a subcommittee, please share that information with Jaime so she can keep track. She said that the committee may need to revisit the 10-person limit for subcommittees in the future.

The all-user restroom map was discussed. John said that he has worked with Marketing & Communications. There have been requests for it, but there have been questions about where it should live, since DEI doesn’t have an externally-facing website yet. It was agreed that it could live on the main website with the campus maps, and/or the HR webpage, and/or the ASG webpage. John committed to entering a web ticket. It was suggested that the map be printed out and put in the counseling office, in restrooms, and in hallways. At Harmony, there is a restroom that needs to have a sign indicating that it is gender-neutral. Alissa committed to taking the lead for that.

1. **Review Meeting Minutes**

The committee reviewed and approved the meeting minutes from June 8, 2018 and September 18, 2018.

1. **Student Involvement**

The question of what is the best way to include students in subcommittees was discussed. Jaime said that it would be great to have student involvement on subcommittees and perhaps more than one student to serve on the larger committee (preferably someone who is able to make a one-year commitment). Alissa emphasized that student voice is incredibly important. If they will come to the table, we don’t want to scare them off, we want to hear from them.

Suggestions and ideas:

* Consider changing meeting times to accommodate students’ schedules.
* Provide flexibility for involvement. Allow students to call in for meetings. If they have to a miss a meeting, ask them to review minutes and provide feedback.
* Hold focus groups. Take information to them. Stephanie said that FYE are always willing to help.
* In terms of outreach, put the information in relatable terms so that students are better able to understand how they can influence the subcommittees.
* Provide food.
* Get on an upcoming ASG agenda. Review descriptions of subcommittees and receive feedback.
* Be very intentional when we start to do listening sessions – making sure that we get a lot of students from all corners of the college.
* Make it more public that this committee exists and is open to students. Inform students that they are welcome to bring things to the committee’s attention.
* Have a DEI Committee blurb with the email address placed on the public-facing website. Students don’t have access to the committee pages, so they can’t even see that the committee exists at the college.

John asked if we want to have more students on the committee. Tim said that he would always err on the side of having more students involved, especially since Clare (the current student representative) is very busy with her ASG duties.

Stephanie said that the committee may want to draw from specific underrepresented populations such as international students, ESL population, nontraditional students, veterans, etc. It was also suggested that a part-time student serve on the committee, since part-time students are the college’s primary students. John shared that there are 32 international students on campus this term, including 13 that are new. These students come from South Korea, Taiwan, Hong Kong, China, Japan, Rwanda, Brazil, and Saudi Arabia.

Jaime said that part of the October’s meetings will be around collateral created by the Creative Services team, such as an external-facing webpage so that students and other stakeholders can see the work of the committee. We need to emphasize that diversity matters here. Low-hanging fruit would be to put something on the student portal. Stephanie suggested social media posts, utilizing Twitter, Facebook, and Instagram.

1. **Strategic/Diversity Plan Development**

Jaime shared that there was a conversation at the June meeting around what to do in terms of a strategic/diversity plan. They discussed starting small (a stopgap) or going big with a campus-wide plan. Jaime and John had conversations with David, Jason, and Tim. Everyone they talked with was supportive of forming a campus-wide plan. Tim said that there is an expectation from the Board that the plan is developed by the end of the year. He and Alissa said that there is funding to do that, as this is a top priority.

John said that the consensus of the group in June was to seek help from a consultant with the development of the plan. It is unclear what that might look like, but he has reached out to a couple of consultants to get ballpark figures – anywhere from $25,000 to $50,000.

Alissa shared some considerations regarding picking a consultant. She said that we want to make sure we have a very open process on the RFP side, providing options for the whole team to look at. We should do an RFP even though the dollar amount is below the threshold for a formal RFP requirement. We should make sure from the onset that the process is transparent and adheres to a timeframe. Alissa emphasized the importance of the assessment piece. We need to understand how ready we are and need to understand how granular the data needs to be.

Stephanie said that she was involved in the climate survey (around 2013-14). She said that there was a huge concern from respondents about confidentiality of responses. Having an outside consultant involved is important for increasing sense of safety. Stephanie suggested that focus groups should also need to be facilitated by a consultant or outside person for the sake of trust and confidentiality.

For the development of the RFP, Jaime proposed committee members self-identifying into a subgroup. Utilizing examples from other institutions, the subgroup will share a draft of the RFP with the larger committee at an upcoming meeting. Jaime, Stephanie, Caleb, and Alissa volunteered to serve on the RFP subgroup. Jaime committed to pulling the group together for an hour during the first week of October.

Alissa shared that the Coalition of Communities of Color released a document a few years ago with key questions. She said that she will share the document with the committee.

Jaime acknowledged that this is a huge win for the college. Tim emphasized how important this work is.

1. **Debrief**
* Klaudia asked about where subcommittee agendas and notes should be saved. She pointed out that subcommittee members don’t have access to Moodle. Jaime said she would create subcommittee folders under the Diversity folder on the F drive and then subcommittee leads could add their agendas and notes into their folder. She will verify that everyone has access.
* Alissa discussed the importance of college-wide messaging and having a comprehensive communication piece. Whether it comes from Tim or the committee, this would be a great way to get the word out. She suggested that developing a communication strategy be a topic for an upcoming meeting. Klaudia said that in the past there had been talk of a quarterly newsletter sent on behalf of the DEI committee. She will bring that up to the marketing and communications subcommittee for further discussion.
* Stephanie asked if there is a template for subcommittee agendas and notes. Jaime committed to adding a template agenda in the F drive folder for each subcommittee. It is important to include attendance on notes, as part-time faculty are compensated for their attendance.
* Klaudia asked for a future agenda item regarding the possibility of creating an affinity group.
* Jaime summarized the future agenda items, which are: RFP, communication plan, affinity groups, and beginning to establish guidelines for an equity lens.
1. **Review commitments and next steps**

The next meeting is on October 12, 2018, 9:30-11:00 a.m. in B237.