**Diversity, Equity, and Inclusion Committee**

Meeting Notes

October 12, 2018

9:30 a.m. – 11:00 a.m.

John, Vanessa, Klaudia, Caleb, Camilo, Stephanie, Jaime, Christina, Michell, Alissa, Clare, Patrick, David, Kandie,

1. **Welcome**

John acknowledged Kandie for yesterday’s Safe Zone training session for facilitating the event but especially for sharing her own personal story.

1. **Review of Meeting Minutes**

The committee reviewed and approved the September 28th meeting minutes. Jaime will post the minutes on the committee page and on Moodle.

1. **Clackamas County Equity, Diversity and Inclusion Council**

Tory Blackwell in the college’s Biology department is a member of the Clackamas County, Equity, Diversity and Inclusion Council. Tory approached Jaime and John about sharing information with the DEI Committee. Tory will be invited to provide updates to the DEI Committee once a month, so that our work can be mutually informed. Provided website link: **(** [**http://www.clackamas.us/diversity**](http://www.clackamas.us/diversity) **)**

1. **Strategic Plan – Request for Proposal Discussion – Alissa, Caleb, Jaime and Stephanie**

The Request for Proposal (RFP) small group consisting of Alissa, Caleb, Jaime and Stephanie met last week and talked about what an RFP could look like. The group discussed project timeline, framework, and levels of engagement. In preparation for the small group meeting Jaime reached out to other community colleges to learn about their planning process and ask for sample RFPs. None of the community colleges had sample RFPs to share as they conducted the strategic planning work in-house.

The RFP small group shared the timeline that was discussed. The goal is to have a contractor hired in November or early December, conduct assessment work during winter term, and begin drafting the plan in spring term. The strategic plan will be finalized by December 1st, 2019, in order to meet the Board of Education’s goals and to comply with HB 2864.

The framework and levels of campus engagement were also discussed in the small group and with the larger DEI Committee. The group felt it was important to engage different groups on campus, ensuring participation form students, classified staff, faculty (full-time and part-time), admin/confidential, and external stakeholders. The goal is to be as inclusive as possible, hosting forums for stakeholders to share information and provide input in to shaping the DEI strategic plan. The DEI Committee agreed to specifically request campus engagement and build a framework for that engagement in the RFP.

The DEI Committee also felt strongly that the consultants should meet with the committee regularly, in order for the committee to guide the planning process. The Committee recommended that the RFP contain expectations for the consultants to meet with the Committee four to five times during the planning process. The DEI Committee discussed and determined deliverables to request in the RFP, the deliverables include: assessment tools and data, final plan, collateral materials such as presentations and a one-page description of the planning process. The RFP small group will move forward with drafting an RFP for the full Committee’s review.

1. **Discuss Affinity Groups- John and Klaudia**

There is interest on campus for developing Affinity Groups. There are a few staff who meet informally. It’s a LGBTQ group. They have had questions about how to establish a recognized Affinity Group that staff members can be a part of. Klaudia and John have done some research on how other colleges form, manage, and support Affinity Groups. The DEI Committee was supportive of investigating how to form Affinity Groups at the college. Alissa suggested that Affinity Groups be housed in Human Resources as they area service for employees. Klaudia committed to contacting Patricia Anderson-Wieck in Human Resources to discuss this further.

1. **Communication Plan Development**

The DEI Committee brainstormed items that should be communicated and how to communicate with the college community. Stephanie took notes of the brainstorming session. A small group was formed to draft a communications plan. Small group members include, Caleb, Jaime, John, and Klaudia. The group will bring back a draft plan to the next meeting. **Link to Communication Plan Document** [**10.12.18 Communications Plan Topics Brainstorm.docx**](file:///C:\Users\jaimec\Desktop\10.12.18%20Communications%20Plan%20Topics%20Brainstorm.docx)

1. **Committee Updates**

* Considerations – The subcommittee will be meeting next Wednesday morning. An interesting email was submitted to [diversity@clackamas.edu](mailto:diversity@clackamas.edu), regarding concerns of a statue in McLoughlin Hall. There are requests to remove the statue. There was a question which department do we go to share there is a concern and we want to facilitate a conversation about whether or not the statue be removed. It was suggested to take the issue to the Cultural Arts Committee but the committee has dissolved. What is the lens we are reviewing art and whether it should be placed or not? What framework do we need to make those suggestions? David is committed to following up with Nora about the Cultural Arts Committee.
* Cultural Competency – The subcommittee met on Monday and decided to prioritize as a committee how they want to engage with the DEI strategic plan.
* Marketing and Communications - The subcommittee met October 8th, and will be meeting next week and have invited College Relations and Marketing to join in order to begin the conversation about how we can work together.
* Resources/Library – The subcommittee is meeting on the 1st and 3rd Wednesday of the month. The subcommittee has discussed surveying the college about useful resources. A lot of ideas were shared about ways for people to engage, such as a pod cast project and book titles. One of the committee members looked into doing a themed diversity set of free libraries at the different campuses. The subcommittee is looking into making library boxes and doing a themed collection in them.
* Training – Safe Zone training went well! Attendees have said that it was the best training they have attend at CCC. The same training will happen at Harmony and Wilsonville campuses, just waiting on dates from each of the locations. In November there will be another DACA training.

1. **Debrief and review commitments – John**

* Last week there was a Panel session that NASPA hosted recognizing the 20th anniversary of Matthew Shepard’s death.
* During the September 28th, DEI Committee Meeting a question about more students on this committee and Tim had said that he was interested in having more students involved. The DEI Committee discussed adding a representative from the Multicultural Center, and there may be an opportunity to add the ASG Multicultural Center representative.
* The next DEI Committee Meeting is scheduled for October 26, 2018 9:30am – 11:00am in B240.