**Diversity, Equity, and Inclusion Committee**

Meeting Notes

January 11, 2019

9:30–11:00 a.m.

Attendees: Kandie, Klaudia, David, Caleb, Lisa, Alissa, Vanessa, Patrick, Stephanie, Jeff, Jaime, and Gabi

1. **Welcome & Review Meeting Minutes/ Discussion & Info**

* Stephanie reminded the group that she will be on sabbatical during spring term. She plans to return to the committee in fall 2019. We will need to find a temporary full-time faculty representative during spring term.
* Caleb suggested that the group develop an orientation for new committee members and individuals interested in the committee. This would also assist the consultants in working with the committee during development of the Strategic Plan.
* Voted to approve the meeting minutes from November 30, 2018.

1. **Strategic Plan – Global Leadership Solutions (GLS)**

* Reviewed the process and dates
* The team that conducted interviews is excited about GLS
* Sub-contract has been signed and an MOU has been finalized with Luca Lewis
* John and Jaime will speak with the GLS on Monday
* David is working to determine who the point person will be for the lead
* David invited recommendations for the lead, if interested please respond by end of next week
* Jaime shared that she hoped it would be someone from the group to serve as liaison
* David asked what the liaison would be doing:
  + Logistics
  + Key college connections
  + Responding to the consultants
  + Communicating with college community
  + Project Management – timeline, deliverables, and cost
* Jaime will develop a job description for liaison based on discussion

1. **Communications**

* Newsletter
  + Need volunteers
  + Hope to have content by next meeting
  + Mirror Tim’s goals in the newsletter about DEI - Alissa
  + Stephanie will be meeting with the subcommittee next week, may have something to share on their projects; request that people send materials Podcast and lib. guides
  + Training events will be called out - Kandie
  + Might have something from HR on employee resource groups - Vanessa
  + Sharing the strategic plan
  + Include something about how employees can reach out for help or support –
    - How to navigate to the public file
    - Diversity email
    - What can I do? In my classroom or what can I do to support students? Opportunities to enhance DEI on campus
    - Ask if Jil had something to share for the newsletter from ISPD related to DEI
    - Library is starting the DEI collection – something to share for the newsletter
  + Conversation projects that will be occurring in the library
  + Article that shares more information about the trainings that are going to be offered during winter term
  + It would be nice to have feedback from a training participant on what they got out of the training. Have an article every term featuring someone that attended a DEI training and how it has impacted them and their work.
* Question about training budget
  + Need to follow-up with Kandie on training budget
  + Jaime and John to sit down with David to discuss the budget
  + David has requested that we provide a number of training and projected costs for the remainder of the year – ballpark budget for external speakers
* External Website
  + Work in progress
* Strategic Plan Communications Plan
  + Will need to form a workgroup to support the development of plan

1. **Committee Updates**

* Resources/Library:
  + Meeting Wednesday, January 16th.
  + Requested 30 copies of a book from a publisher for CCC Reads project.
  + The Oregon City Library will be beginning an “Every Body Reads” project this year. Stephanie is working with the library and will have more updates to share.
* Training:
  + Meeting on Friday, February 1st.
  + Planned trainings for winter term include Veterans and Safe Zone training. Hope to have a bias awareness training this term as well.
  + Inclusion & Diversity Consortium of Oregon Community Colleges (IDC) Update
    - The next IDC meeting will be Thursday, February 14th at the SSRC.
    - Many local colleges are requiring mandatory DEI training for faculty and staff. Some institutions have started a diversity and social justice award for faculty/staff.
    - Stephanie suggested conducting training during in-service. David shared that the DEI strategic plan development should be far enough along during fall term to identify gaps that could serve as a possible training.
    - Kandie asked about paid training for part-time faculty. David shared that part-time faculty will be paid to participate in DEI Strategic Plan focus groups; however, training for this year will not be compensated. Caleb suggested that a mandatory training be available for part-time faculty, plus a menu of offerings for paid training. It was also suggested that a set number of hours be identified for paid training and a calendar of specific training events be identified for the school year.
* Marketing/Communications:
  + Meeting on Friday, January 18th.
* Human Resources:
  + Meeting on Wednesday, January 16th.
* Considerations and Cultural Competency:
  + Have not yet scheduled meetings for winter term.