**Diversity, Equity, and Inclusion Committee**

Meeting Notes

February 22, 2019

9:30 a.m. – 11:00 a.m.

1. **Welcome & Review Meeting Minutes**
	* Review meeting minutes

Meeting minutes for 1/25/19

Meeting minutes for 2/2/19

* **We will defer to next meeting**.
1. **Communication**
* Newsletter

Hoping the newsletter will go out today or next week at the latest.

* Website – update

They are working on external facing page.

We are adding our charter and newsletter and dates for upcoming trainings.

Questions: What do we want to use as the calling card?

* + **Use DEI logo as the calling card**
* **Strategic Plan – communication Plan:**

We requested a sample plan from consultants and then work with Marketing, communication team and Lori Hall to help draft something so that we can be as inclusive and transparent as possible.

1. **Grant Opportunities**
* Subcommittee opportunity to identify possible projects for grant funding: Alissa, John, Jaime and Amy Cannata, our Grants Coordinator on campus, met.
	+ Amy put together a brief grants project sheet that focuses on DEI.
		- This is something more for the subcommittees to take back and dig into.
		- There is no time line attached to the grant funds.
1. **Subcommittee**
	* Kandie is going to be stepping down as the Training Subcommittee Chair.
		+ The reason she stepped down was to take on the lead for Employee Resource Groups. It looks like Employee Resource Groups will become a new subcommittee of DEI.
2. **Strategic Plan Update**
	* Pre-meetings:
		+ Had a pre meeting with ASG – students had some good questions.
		+ Have some other meetings scheduled: Presidents Council, Leadership Cabinet, Instruction and Student Support Deans within the next few weeks.
		+ Consultants met with the Classified Executive Board via phone to introduce themselves and talk about the work they have done with other colleges. There were some questions for the consultants as well.
	* On-site meetings:
		+ Agenda: Trying to solidify the agenda and what it will look like.
			- There were changes made to the agenda by the group.
			- There was some question about the possibility of pushing back the first site visit.
				* There was a consensus that it seems rushed. The dates were picked by the consultant to come in March and again for the spring visit.
				* There were suggestions to begin early spring with the first visit.
* Affinity Groups: It’s important to identify which Affinity groups the consultants will meet with.
	+ The idea was brought up that rather than identify the employee groups that we share the ideas of groups and invite people to come and share if they have other ideas.
		- Important to talk to the currently formed affinity group that meets unofficially to see if they want to be a part of the larger group or have a specific time for their group alone
* **Group made changes to the site visit agenda**
* **Jeff will propose the new dates and schedule to the consultants**
	+ Survey Tool:
		- The survey should be sent out closer to when the consultants are coming and be available for two weeks.
		- The committee reviewed the survey, line by line. There were some issues with some of the questions that were asked or the way that the questions were asked.
* **Jaime will send out updated survey electronically**
1. **Debrief and review commitments**

Upcoming Meeting Dates:

March 8, 2019 9:30am – 11:30am Room B240

March 22, 2019 9:30am – 11:00am Room B240