**Diversity, Equity, and Inclusion Committee Minutes**

Date: April 12, 2019 | Begin: 9:30–11:00 a.m. | Location: B240 | Recorder: Tami Harper

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| **Topic/Item** | **Key Points**  **Provide 50 words or less on expected outcome** |
| 1. **Welcome & Review Meeting Minutes** | ***Review and approve meeting minutes***  Introductions.  Lisa has reviewed and they are fine. There was a discussion on who would do the actual data analysis but it’s not captured in minutes. After conversations before this meeting, consultants would be doing the data analysis. Approve as is. |
| 1. **LEDIC Update** | ***County diversity priorities***  LEDIC – Clackamas County.  County wide diversity group Tory is a part of.  Update will be at a later meeting. |
| 1. **Strategic Plan Update** | ***Survey***  Survey went out to students and faculty/staff. So far about 230 total responses. Will be sending out a reminder email next week to take the survey. Closes on the 22nd.  One minor hiccup - we gave a link to our website at the end of survey but the link was not live. Jaime sent link to test website. Reviewed in this group. Website has a link to the charter, lists out the subcommittees, and short blurb on DEI strategic plan development.   * Will dates of upcoming events /meetings be on there? * FAQ is missing from the website. * Go live now or make improvements then go live? * Quarterly newsletter link too? Newsletter usually has the dates of upcoming events. * Development takes us to counseling at CCC? * ASG resource – take to main ASG page. Given examples? * Map they have worked on as a link on the website – all user restroom map. * Drop down with links? * Links to the more specific stuff? * Links to other resources – multicultural center (yes). * Where are newsletters housed? * How did the resources on the page get picked? * Could move multicultural center to top.   Group says yes, go live now. John will write to Kim with feedback this afternoon.  ***Visioning Sessions***  Back of agenda has final schedule. Invitations have gone out to all faculty and staff. Student invitation will go out on Monday. Board members invited to the Friday. DEI Committee meeting with consultants 2:30-5pm on Thursday, April 25. Can go to any of them. Will be going to other campuses in May - not doing in April visit.  ***Focus Groups (need to determine agenda)***  Klaudia put together a proposed agenda for the May consultant visit. Will include trips to Harmony and Wilsonville. Consultants will be here for three (3) days. Particular focus groups that we want to target. How to message that? How to be inclusive of that? Focus group faculty/staff of color? Students of color? Combine all? Any other specificity? If so, how do we message it? Provide opportunities to have groups not so co-mingled. Let people self-identify and they can choose what group they wish to attend. Which specific ones do we want to include? How do we want to do this? Consultants are looking at us to make groups. Focus groups may be different based on survey. Not a bad idea to start off with preliminary groups or focus areas. Additional focus groups may be added. 90-minute focus groups. 12 groups on schedule. Klaudia created a list previously? Nothing on scheduled for DEI Committee? Consider male? Female? As a focus group? Carve out space for groups that may not be comfortable. Lupe would love to help in looking at this schedule.  Anyone help with website? Jeff can help.  Offer child-care for the sessions in May? Parent population has different needs. Can we look into that? Could create a liability issue? Alissa says that she thinks we have done that before. We should research this. Accessibility is a barrier. Alissa and HR will work on this.  ***Communication Plan***  Website is part of the plan.  CC/Harmony/Wilsonville/Dye bulletin boards. DEI updates/flyers/posters with upcoming information.  Klaudia and Jaime talked about a communication plan. Patrick would like to assist them. Patrick will reach out to them. |
| 1. **Committee Updates** | ***Considerations***  John has communicated that he does not have the capacity to chair that group. No one stepped up yet. Meek sculpture on 2nd floor of McLoughlin. Concerns that were brought to the considerations committee. Committee is unanimous in noting concern – question as to what the solution is? Remove, replacing more inclusive art, put a sign on it? Taken request seriously but with no action.  ***Subcommittee/Main Committee Discussion***   * Struggle is role of what that subcommittee really is? * Reached the limit of what they can effectively do as a subcommittee. * No authority to say how it’s handled. * Needs to be another place to take it. * Process is stalling out – not solving or what is next step. * Do we bring back to DEI Committee or does it go somewhere else in the college? * Mission of each subcommittee in relation to the bigger committee? Role of each subcommittee? Contribute to larger committee? * Rules and regulations committee? * What kind of teeth does DEI have? How can they take action on certain things? Consultants did raise with Executive Team. Have had those conversations in Leadership. * Charter is very narrowly focused. * Want to do good work. * Have to create the structure to last over time. * Authority piece needs to be very clear. * DEI committee reports to President. * Provide recommendations that charter may change or develop over time. How we see the world beyond right now? * We need to put forward a recommendation. * Some committees initiate, then vet and then becomes institutional practice. * Functional group or committee that would have authority over these things. * Not had a venue for these kinds of things before. * Expand charter, market with the college. * Tools? Process step that needs to happen? * What does it mean to apply an equity lens to your work? Do we have all the expertise to do this yet? * At some point there has to be a solution. * People are looking to DEI to help them figure this out. We want to be wary of people thinking that they have a DEI issue and the committee can take care of it. Infused across campus. * You don’t know what you don’t know. * Don’t want to speak for another group of people. * Need to revisit the charter as a group. See if there are other charters out there. * Revisit charter. Coming together next time with consultants. Future conversation with consultants.   ***Cultural Competency*** – Ran out of time for report.  ***Employee Resource Group*** – Ran out of time for report.  ***HR – Rachael***  Search advocacy training group attendance. Intention would be to have search managers on advocacy training. Being consistent with rubrics and hiring. Each division represented.  Name badges are being run through marketing and communications to incorporate gender pronouns and be part of the template. Options to include or use the ribbon. Ribbons with pronouns. They are in the multicultural center. They are limited. Blank ones to write your own. Stop by the multicultural center.  ***Marketing and Communications*** – Ran out of time for report.  ***Resources/Library - Lupe***  Oregon City Library has asked us to collaborate with them on the community reads project. Create awareness in our multicultural populations in Oregon. They have an assigned book, community reads book, then library has programming for those that have read the book. Level of collaboration is still up in the air. Help with selection of book. Host author of book on this campus. How else can this community reads project integrate into our campus community? Book issues of diversity integrated into curriculum. Subcommittee is supportive of that. Bring to bigger committee to see what they think. Book possibly could be used in curriculum across campus. Or some other programming we feel appropriate. How can it be integrated into classes?  This committee heard that the training committee is currently without leadership. The training subcommittee could be one that this subcommittee could incorporate until leadership is established for that subcommittee. Fits well with training. Combine the two and move forward. Yes, idea is supported. Lisa moves to approve, Rachael seconds. All in favor – vote passes. Lupe will connect with membership of the training committee and invite to the resources/library committee’s next meeting.  ***Training*** – Ran out of time for report. |
| 1. **Committee Membership** | ***As we move forward, how do we envision open positions on the committee to be filled?***  Reports to President. Membership approved by President. Up to us as we determine our identity, who is on committee. Wrap in with charter conversation. Purposeful work. People want to be here. Strategic and mindful. Change happening on campus. Spaces set aside for underrepresented groups. No barriers to get on the committee. Deep stake in this work, much easier process to get on this committee. People in a more privileged position, they should apply. Make sure you are coming at it from a place that you want to be here. Different processes for different people. People’s hearts who are really in it. Marginalized people representation. Need space for others too. It impacts everyone on the campus. Matter of growth for people. How is the membership in other committees determined? Is every division on this campus represented on this committee? Who vets the membership? We will see where consultants can assist us with that. Maybe Expand scope of consultants beyond the strategic plan. |
| 1. **Debrief and review commitments** | See above. |

**Present:** Alissa Mahar, Patrick Smida, Rachael Lindsey, Lupe Martinez (for Stephanie Schaefer on sabbatical), Ariane (ASG – Multicultural Center), Gabi (ASG-Grants Officer), Lisa Ahn, Caleb Feldman, Jeff McAlpine, John Ginsburg, Tami Harper (for Michell Gipson)

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| **Upcoming Meeting Dates** | **Start Time** | **End time** | **Location** |
| April 25, 2019 | 2:30pm | 5:00pm | ELC |
| May 10, 2019 | 9:30am | 11:00am | B240 |