**Diversity, Equity, and Inclusion Committee**

Date: May 10, 2019 | 9:30–11:00 a.m. | Location: B240

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| **Topic/Item** | **Key Points** |
| 1. **Welcome & Review Meeting Minutes**
 | * Review and approve meeting minutes
* Minutes approved as written
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| 1. **Focus Group Overview and Tasks**
 | * Review schedule – focus group are set to start next week John handed out a copy of the schedule. Focus groups are getting to the numbers that are needed
* John sent an email regarding recruiting for the focus groups– there was some language in the email regarding inviting to those you are inviting. The consultants really felt that having a conversation with people rather than having an open call because the focus groups are so small. The hope is to get diverse representation.
* Committee role in recruiting (and how)
* Feedback from HR: approach –in how we asked people to join the group. By approaching people and identifying them. Rather than sending a broad email.
* How should we approach or ask those people – maybe a blanket statement from the committee should be sent out.
* Klaudia stated that she did a lot of one on one conversations with people to see if they would feel comfortable coming to the space
* There was a question that was raised that maybe DEI needs to send out an email to give some kind of statement of how we are moving forward to give the college more information about the focus groups?
* Maybe explaining why, the focus groups are kept to smaller numbers and encouraging other ways to get involved in other areas.
* We need to reach out to consultants regarding how to handle the feedback
* John will reach out to the consultants to help with wording for that message that can go out to all faculty and staff about the focus groups.
* Once John speaks with the consultants regarding the email he will email it out to the group for feedback. (email to the committee was sent Monday May 13th)
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| 1. **Structure and membership of DEI committee**
 | * Evolution of DEI
* Make sense that the considerations committee makes sense to disband.
* Ideas on structure
* Starting a strategic plan subcommittee - Continued work with consultant and there is going to be a lot of data that will be coming back so if there is a committee that worked with the committee then it would free up time for the main group.
* There will be a lot of reading and communicating. There could be other people on subcommittee that aren’t apart of the main DEI group.
* Agreed to move forward with the new structure regarding:
* New Strategic Plan Subcommittee: Members of the Strategic Plan Subcommittee will be: John, Jaime, Jeff, Claudia, Patrick, Kandie and Rachael.
* The subcommittee will work with the consultants and going over the data and report back to the main group.
* Disbanding both Considerations Subcommittee & Cultural Competency Subcommittee
* Items that would have gone to Considerations will either be forwarded from the Diversity e-mail to the proper department or else brought to the DEI committee for discussion. Cultural Competency requirements are being met by the plan
* Christina will step in as co-chair for Training Subcommittee so that Kandie can be a part of Strategic Plan Subcommittee
* Ideas on membership
* It was brought up that if we can somehow be reserving space specifically for systemically non dominant people who are on campus regardless on their positionality within the community.
* Important that we make this a diverse committee. It’s important that we include people who are not part of the non-dominant group who are passionate about DEI
* There was a concern about the 2-year term and that a new group would come in after all the work has been done. There has been a trust that has been built with committee members. There may be People wanting to continue working and are they not being able to?
* Would it be possible to stagger the membership terms?
* Is there a cap on how many we want to be on the committee? What if people serve their two years and step down as a member not a chair so you are not losing the knowledge, information and that structure?
* Maybe we could do applications?
* What is the process of Memberships?
* Maybe we could reach out to other groups to see how their membership process is and getting new members in. City of Portland would be a good one to check with.
* Rachael will do research on membership for other DEI committees and bring it back to the group
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| 1. **Subcommittee Updates**
 | * Employee Resource Group –
* meeting with Melissa on Thursday hopefully tie up some of the loose ends
* HR -
* Summer in Service is going to be July 29 – Aug 1 –hoping to have something focus toward classified some kind of course training for DEI. Ideas or suggestions:
* Potential Safe Zones training
* Bias training
* Topic about Gender Pronouns
* Can add gender pronouns to business card at no added expense. The only issue is how people know it is an option to add this
* Name badges. Can gender pronouns without reducing font size. It would be an additional cost Marketing of around $400 a year.
* Multicultural center has the ribbons with gender pronouns for the name badges
* Rachael is going to look in to who pays for name badges and what the cost is
* Marketing and Communications – Met last week
* We spent quite a bit of time discussing the survey and the visioning sessions
* Other feedback they had gotten was how to get more students to participate in the DEI work by calling and
* Working on creating some best practices tool kit or document around:
* How to incorporate some of the messaging or some of our forms that are easier access for students with disabilities.
* The process the departments could go through when working with Marketing and Communication in looking at things through a DEI lens
* Other areas to reach out to translation service because we don’t have those on campus
* Resources/Library
* Training
* Bias training there was about 10 people came.
* In the Fall a Theatre group that is coming November 6th Called Judge Torres sponsored by the World Language Department
* Multicultural Center
* Asian Pacific Islander Heritage Month. The Multicultural center is having different events throughout the month and they are having different showings of different movies that are being created and or produced by Asian American Producers
* This Monday Showing the Slanted Screen being shown in the cafeteria from 12:00pm to 1:00pm
* Next week we are showing Gook which focus on the LA Riots on 1992
* May 30th Crazy Rich Asian to close up the whole month
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| 1. **Debrief, review commitments, and any loose ends**
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| **Upcoming Meeting Dates** |
| May 24, 2019 |
| June 7, 2019 |