

Diversity, Equity, and Inclusion Committee

Date: September 27, 2019 | Begin: 9:30–11:00 a.m. | Location: B240 | Recorder: Tami Harper

Present: Jaime Clarke, Klaudia Cuevas, Stephanie Schaefer, Caleb Feldman, Patrick Smida, John Ginsburg, Ashley Magana, Benjamin Alton, Lisa Anh Nguyen, Kandie Starr, Carrie Kyser (guest), Tim Cook (guest), Tami Harper (recorder)

1. Welcome & Introductions

Kicking off the 2019-2020 school year. Heard a lot about DEI during Inservice. Went around room and did introductions.

Tim shared a few words with the group. It's going to be a big year for DEI. He found funding to support professional development for the committee and to help the group move forward with their goals. The committee has had some structural changes. The committee will no longer have executive leadership at the table all the time. This will allow for more frank conversations. Tim is encouraging executive leadership to do what they can to support DEI work. Tim will continue to meet with Klaudia and Jaime on a monthly basis. Klaudia and Jaime will also regularly attend Leadership Cabinet. Tim wants the group to be integrated with college processes. His concern is that it is a big lift and he will support the co-chairs as he can. Tim asked what type of monies and resources will we need to do this work? He shared that this group needs to inform the college of a need for a DEI office, DEI leadership and how to move the work forward.

John shared that the committee had hosted a DEI Committee and Subcommittee Summit on Monday. During the summit a significant amount of time was spent talking about the Strategic Plan. To get buy-in on the plan it takes time. John asked about Tim's timeline for the plan and if the timeline could be extended. Tim shared that he doesn't want to rush it. If we need more time to do this appropriately, the Board would probably be ok with pushing it out. As we go into the college's strategic plan, we need to integrate this into it.

2. Interactive Activity

Klaudia lead the group through a connect the dots activity. Connect all the dots with four straight lines. Have to think outside of the box. How can we apply this concept when working with diversity issues? Become aware of our limitations that we put ourselves in. Be open-minded. Need lots of input from different people.

3. Formalize Operations

Guidelines for interaction. Jaime reviewed the committee's guidelines for interaction. Lisa Anh asked if the guidelines could be revisited. They will be added to the next meeting's agenda.

Voting. In the past has been informal. Jaime and Klaudia would like to propose a more formal process. When voting someone would make a motion, it would be seconded, discussion, and then a yes/no vote. Voting and non-voting members attending the meeting would be identified. The group liked the idea of a more formal process. A question came up about quorum. The quorum for the group of 17 is nine voting members.

Expectations of committee members. Jaime asked the group to reaffirm our collective commitment to this group on behalf of college community. The committee's operating year coincides with the school year (September – June). The committee meets twice a month, please be mindful of your participation. Please let Klaudia and Jaime know if you cannot attend a meeting. Attend DEI sponsored events when possible. Join a subcommittee. Leads for subcommittees are the conduit to the committee, sharing what the subcommittee is working on and vice versa.

4. Feedback on Draft Visualization

Where do Diversity, Equity, and Inclusion (DEI), Strategic Enrollment Management (SEM) and Guided Pathways (GP) come together? Jason Kovac drew a visualization to represent the merging of DEI, SEM and GP. Klaudia shared the visualization with the group. With the right information a student can complete. Potholes are being filled by areas that students can go to and get assistance on their way to completion at CCC.

Klaudia posed the question, does this visualization represent where DEI connects with the big picture here at CCC? Feedback from the group was that the image over simplifies DEI as a cheerleader. DEI should be represented in all places, including systems and structures. Presents DEI work as a top down approach. Access and inclusion for every student. We are accountable to those processes. DEI appears in the image as a helper of the helpless. If DEI is an intervention, we are not doing it right. DEI looking at systems too – that creates barriers for students. DEI making material that goes in to the holes. Educate college community how they all go together. Intersectionality. Hiker – different paths to go along. Marathon – has a finish line. DEI work has no finish line. Place – where we are grounded – metaphor fit more about the land around here – water – river – tied into Clackamas. Water more fluid. The sun – shining light into the students – college's path.

5. Pronoun Usage

Caleb facilitated the conversation about email text that could be sent out to faculty at the beginning of term to encourage pronoun usage. A small group of faculty members had crafted the email text that was shared. The group reviewed the text and had specific edits and well as larger questions. There was a brief discussion around the term transgender and if it included non-binary. The committee was searching for the most inclusive word. The committee wanted to ensure that the email message captured that transgender was not new, but talking about it now more common than in the past. We are encouraging the use of pronouns to foster an inclusive college community. Conversations in classrooms can be difficult. Faculty may need assistance and ideas on how to facilitate the sharing of preferred pronouns. Don't want anyone to feel unsafe. Links to folder re: culture competency – and other reference guides.

It was determined that the email needed more editing and that work to introduce the topic could be accomplished throughout the term. The new goal is to encourage pronoun usage in December prior to the beginning of winter term. Faculty may need some additional training to deal with pronouns.

Suggestions/guidelines. Graceful ways to field student questions. Experts in doing this – you want to go talk to someone, get you started. Brown bag lunch topic? Stephanie will work to pull together a resource guide. Jaime will notify Kjirsten and Jil that the email will not be sent prior to fall term. Caleb will reach out to Stephanie, Kjirsten and Jil to continue to conversation in a subgroup.

Additionally, preferred names populating in Colleague has been an issue. DIG is working to update the standards. Colleague has a field for pronouns, but in the application process there is currently no place for students to provide them. Need to figure out how to put preferred name on roster. Currently, there are three rosters that an instructor can pull. Same goes for staff. Need to pull their preferred name too. Tami Harper will lead a subgroup to look into getting preferred name to pull for both students and staff. Suggested names for the subgroup are: Lindsey Pierce, Caleb, Lisa Anh, and a representative from ITS.

Ran out of time to finish the remainder of the agenda. Next steps for agenda items not discussed are stated in *italics* after the agenda item.

6. Update on Committee Structure & Membership – *bring back to the meeting on 10/11/19.*
7. Subcommittee Updates – *bring back to next meeting on 10/11/19.*
 - a. Employee Resource Group
 - b. Human Resources
 - c. Marketing & Communication
 - d. Resources/Library
 - e. Strategic Plan
 - f. Training
8. Cascade Alliance for Equity Series – *to be emailed out to group.*
9. Review & Approve Minutes – Minutes from June 7, 2019 meeting – *will send out via email for an email vote.*
10. Debrief & Review Commitments

Other topics for the 10/11/19 meeting:

- ERG Updates
- Budget Requests – submit to Jaime or Klaudia