

Diversity, Equity, and Inclusion Committee

Date: November 8, 2019 | Begin: 9:30–11:00 a.m. | Location: B240 | Recorder: Michell Gipson

COMMITMENTS					
Complete?	Date	Who	What	Promised To	When
<input type="checkbox"/>					

Topic/Item	Facilitator	Key Points Provide 50 words or less on expected outcome	Category
1. Welcome & Review of Guidelines for Interaction	Klaudia and All	<p>Klaudia handed out the updated Guidelines for Interaction to review.</p> <ul style="list-style-type: none"> - There were no questions regarding the updates. <p>There are 3 meeting minutes that need to be approved:</p> <ul style="list-style-type: none"> - Not everyone has responded. Jaime will communicate with others that have not responded to get the minutes approved. 	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
2. Budget Request Discussion and Approval	Klaudia	<p>Review and vote on budget:</p> <p>We have about \$20,000 available for DEI budget.</p> <ul style="list-style-type: none"> - Some items have already been approved. - Klaudia went over some of the actuals that have already hit the account. <p>The budget we are looking to review and approve include several items.</p> <p>Library Resources Subcommittee:</p> <p>One City One Book – initial request was \$6500; they are asking for an additional \$1300 for curriculum development. This brings it to a total of \$7800.</p> <ul style="list-style-type: none"> - Lupe explained the book and what it was about. - Discussed CCC’s role and collaboration with the Oregon City Public Library. - Last year Lupe brought a mock budget for this program and that was the budget that was approved. However, it didn’t take into considerations the real cost of what it might entail to infuse the material into the curriculum. - There are quite a few Instructors that are interested in participating. - We have PT instructors that could use some incentive for curriculum development building around the book. - There is a list of 10 events that are in different areas on campus. - English department jumped onto it quickly so they might have to pick what classes will use the book. - The OCPL if paying for the author and paying for some books. They are doing the majority of the heavy lifting on the financial side. 	

Employee Resource Groups:

There are two ERG that have been approved and there are others that have expressed interest and are working on the ERG form. Each ERG will have \$500 available and are asking funds for 5 ERGs at the moment to make sure there are enough funds available for other potential groups.

Lisa suggested making sure that everyone submit the budget wants.

- Klaudia reached out to all of the subcommittee leads to find out what their subcommittee budget needs would be.
- There are \$0 funds left in the budget but the Committee will reassess once a term to see where we are at in our spending.
- Not reflected in this budget is if we need to pay the consultants more for extending the completion timeline. That will most likely results in going to Tim for additional funds.

In regards to the DEI budget Caleb suggested that if we are saying that anything that DEI recommends, supports or is involved in automatically comes out of this DEI budget then we are continuing the model that these things are an add on. Until these line items that actually touch upon other aspects of our college are actually incorporated into their budget we are actually replicating that mentality and that approach to doing DEI work.

- The time to have this discussion about budget that is good because the Directors and Department Chairs are doing Unit plans for 2020-21. So we could reach out to specific departments like HR and Marketing to encourage them to build in a request into their unit plan.
- Lupe has incorporated it into her Unit Plan.

How do we want to adopt the budget?

- Jaime would recommend that we approve the budget for the whole year but then we revisit each term and look at what has been spend and what needs to be reallocated.
- Lisa would like to have the changes made before we approve the budget.

Professional Development:

There was discussion about NCORE and possibly making the line item in the budget not NCORE specific but to incorporate other DEI specific professional development opportunities.

Changes to the budget are: Budget total: \$19934.70

- \$2400 under Training subcommittee.
- \$500 under Strategic Plan subcommittee.
- Changing the line item from NCORE to Professional Development
 - ❖ Kandie motions to accept the budget as amended and John 2nd the motion
 - ❖ Budget was approved as amended

		<ul style="list-style-type: none"> - Jamie requested that if you are a subcommittee lead or have a budget item that you are spending and you need to spend money please contact her to make sure you get reimbursed. 	
3. Update on Committee Structure & Membership	Jaime	<p>Update in committee structure – Handed out the DEI membership information.</p> <ul style="list-style-type: none"> - There will be term limits but it can be renewed. - Associations are still part of the selection process and will be asked to send at least two representatives. Tim and co-chairs will make final decision. <p>Application will be put on the website and we will send out an announcement next week.</p> <ul style="list-style-type: none"> - It will be a fillable and accessible form. 	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
4. Preferred Name in Colleague	Tami	<p>Tami found out that Jay has already been working on this with Chris Sweet.</p> <ul style="list-style-type: none"> - What they are going to be using in Colleague is chosen name in side of colleague. - Currently, they have update the admissions application so that a student can type in their chosen name. - What about the employees and students that are already here? <ul style="list-style-type: none"> ▪ Every term they would do an update. Don't know when it will start. - The piece that Tami needs help on is that this touches a lot of things on campus <ul style="list-style-type: none"> ▪ 26 different things that could affect student's names and employee names ▪ How do we change all of these things? - The new systems are pulling the old information for students and employees. <ul style="list-style-type: none"> ▪ Push back is coming from IT. How do we funnel resources so that it gets pushed up to the top? ▪ Can we prioritize the list? Perhaps start with the top priorities. - Lisa said she can look at the list and help prioritized - Lisa suggest that at the next DIG meeting they could look at the list, prioritize it and pick the top 5. The group would so try to estimate the turnaround time. - Klaudia said the one item probably not on the list is Award Management. <p>❖ Lisa can give an update on the DIG meeting and prioritizing.</p>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information

<p>5. Subcommittee Updates</p>	<p>Subcommittee Leads</p>	<ul style="list-style-type: none"> • Employee Resource Group <ul style="list-style-type: none"> - Approved the Kaleidoscope ERG - Other groups are coming - Kandie would like suggestions on how to get the information out to the college about the ERG groups <ul style="list-style-type: none"> ▪ Lupe feels that word of mouth is the most effective ▪ Bring it up at every college institutional meetings ▪ Have it on DEI webpage ▪ HR having information for new employees ▪ Christina wants to make sure there is appropriate ways to bring up the topic of ERG's when talking with people ▪ Making information available on the weekly CCC updates so that people are aware of when the ERG groups are meeting and where, maybe there is a link to go to. ▪ Can put it on the DEI bulletin boards. • Human Resources • Marketing and Communications • Resources/Library – <ul style="list-style-type: none"> - Working on One City One Book project - Working repository of resources <ul style="list-style-type: none"> ▪ How could we be connecting with that? ▪ Lupe shared that they have it in a google spreadsheet and shared with everyone on the subcommittee. ▪ How to make that sheet and make it public is the question? ▪ Lupe can send the link the Committee to make it available. - POD cast project with in the subcommittee kind of fizzled. <ul style="list-style-type: none"> ▪ It was requiring too much time and effort. It is inactive at this time. ▪ They are on the spreadsheet for resources. ▪ We can't post the Pod Cast without transcripts. Pod casts without transcripts can be sent to Christina so that they can create transcripts for them. • Strategic Plan <ul style="list-style-type: none"> - Feedback sessions were 2 weeks ago <ul style="list-style-type: none"> ▪ Over 100 people participate ▪ 35 pages of feedback that came ▪ Still waiting for online feedback. ▪ When subcommittee met last week the realization was that there is a lot of information to go through and it was unrealistic to have the strategic plan completed by the end of this calendar year. 	<p> <input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information </p>
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		<ul style="list-style-type: none"> ▪ Our contract with the consultants was only through the calendar year so the committee wanted to hit pause on our work with them and then invited them to come back when we are ready to roll out the plan. ▪ John handed out a draft timeline: we want to make sure we are aligning the work we have with the large scale efforts of Guided Pathways and SEM as well as with ISP and Human Resources. <ul style="list-style-type: none"> ○ We need be identifying indicators ○ Get feedback from the rest of the college ○ There was discussion on the proposed new timeline. The Committee made a recommendation to move the completion timeline to the end of winter term 2020. ○ We will need to talk with Ata and Luca so determine what the new timeline means for the contract. • Training <ul style="list-style-type: none"> - waiting for feedback on certificate program. - will meet to look at application for off campus training. • Teaching and Learning There was a discussion on adding a Subcommittee for Teaching and Learning <ul style="list-style-type: none"> - We want it to be value added - Add capacity - To collaborate more closely <ul style="list-style-type: none"> ❖ Christina motions to approve the new subcommittee and Caleb 2nd the motion ❖ Teaching and Learning Subcommittee was Approved - Caleb would be happy to chair or co-chair - Christina would have Felicia be a part of the new committee 	
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6. Debrief and review commitments	Jaime & Klaudia	Next meeting Budget Lisa regarding DIG and priority of Preferred Names	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
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Upcoming Meeting Dates	Start Time	End time	Location
November 22, 2019	9:30am	11:00am	B240
December 6, 2019	9:30am	11:00am	B240