

Diversity, Equity, and Inclusion Committee

Date: May 22, 2020 | Begin: 9:30–11:00 a.m. | Location: Zoom | Recorder: Jaime Clarke

Attendees: Patrick Smida, Jaime Clarke, Klaudia Cuevas, John Ginsburg, Stephanie Schaefer, Camilo Sanchez, Kim Crane, Lisa Anh Nguyen, Kandie Starr, Lindsey Pierce, Caleb Feldman

Topic/Item	Key Points Provide 50 words or less on expected outcome	Category
1. Welcome & Review of Guidelines for Interaction	<ul style="list-style-type: none">• Klaudia welcomed the group and reviewed the agenda.• The Guidelines for Interaction were reviewed.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
2. Meeting Minutes – Review & Vote	<ul style="list-style-type: none">• Reviewed 5/08/20 minutes.• Voted on and approved meeting minutes.	<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information

3. Strategic Plan Review & Vote

- The strategic plan subcommittee met and reviewed feedback received from the two question and answer sessions as well as the online survey.
 - There were very few changes to the document.
 - For example, one change was to move an apostrophe and another was to shift from three positions on the Budget Advisory Group (BAG) to two, to mirror representation from other groups.
- Vote on the plan
 - Voted on and approved the DEI Strategic Plan.
 - The strategic plan document will have photos and images added to make it more visually attractive.
- John shared the draft Strategic Plan Frequently Asked Questions with the committee, requesting feedback and comments.
 - Questions came up about how we will move forward with a Diversity Officer. Jaime and Klaudia did not have an update to share. They meet with Tim on May 29th and hope to know more after that.
 - The committee discussed the need to recognize the college’s budget shortfall and call out the need to fund some DEI activities. “DEI will continue to be prioritized. While the DEI Strategic Plan cannot be implemented without any funding, many activities can begin to be addressed during these difficult budgetary times.”
 - A question was raised about adding an FAQ question about how layoffs impact the DEI plan. The committee shared concerns about how layoffs occurred.

- Discussion
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4. Charter Review

The committee reviewed the updated charter and continued to make edits.

- Purpose
 - Changed “insure” to “hold the institution accountable”.
 - “The Diversity, Equity, and Inclusion Committee will guide and hold the institution accountable in the integration of diversity, equity, and inclusion into all aspects of the work at Clackamas Community College.”
- Definitions
 - Institutional inequities and standards were not included in the strategic plan and will be removed from the charter.
- Scope
 - Reviewed number five around evaluating institutional inequities. Reworded, “Evaluate and recommending solutions where institutional inequities exist.”
 - Reviewed and revised number seven, changed “insuring” to “ensuring”.
 - Replaced the identification of different employee types (staff, faculty and administration) with employees to mirror the language in the strategic plan.
- Committee Creation
 - Review of the request to change from a committee to a council.
 - What are the differences between a committee vs a council?
 - College-wide committees address college-wide issues and report to the College Council, which refers certain issues to President’s Council.
 - Councils serve a primary purpose of hearing issues and information across the college and may have decision-making/approval authority for committees coming to report to them. Councils also consider recommendations by committees, review the status of the college’s instructional effectiveness measures and strategic plans, and examine other internal and external information.
- Subcommittees
 - The subcommittees were removed from the charter to provide more flexibility in developing and modifying subcommittees to meet the committee’s need.
 - Added language about, “An updated list of subcommittees and descriptions is available on the DEI webpage.”
 - Klaudia will draft a statement that connects the subcommittees to the strategic plan.

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	<ul style="list-style-type: none"> • Relationship to Other Committees <ul style="list-style-type: none"> ○ The list was updated. ○ Are these formal or informal relationships? If it is a formal relationship, it would include a clear DEI Committee representative on the listed committee • Membership <ul style="list-style-type: none"> ○ Changed the membership of the employee groups to be equal and reflect representation on other committees, changing the number to two representatives for classified, part-time faculty, and full-time faculty ○ Institutional Research would like to shift from a standing position to a consultant role ○ Need to add the co-chair positions and call out that they must be from different employee types ○ Need to add application process for joining the committee and the period of service for committee members 		
5. Debrief and review commitments	<ul style="list-style-type: none"> • The committee has two dates reserved for meetings in June, June 5th and June 12th. The question was posed to the committee about only meeting once and which date would work best. The committee determined that June 5th would be best. 	<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	
Upcoming Meeting Dates Start Time End time Location			
May 22, 2020	9:30am	11:00am	Zoom