Diversity, Equity, and Inclusion Committee Minutes

Date: August 5, 2020 | Begin: 2-3:30 | Location: Zoom | Recorder: Greer Gaston

Attendees: Beau Gilbert, Caleb Feldman, Christina Wiglesworth, Ivan Acosta, Jaime Clarke, John Ginsburg, Junko Iijima, Kandie Starr, Kim Crane, Klaudia Cuevas, Lanie Sticka, Lindsey Pierce, Melissa Richardson, Stephanie Schaefer, Greer Gaston

Individual commitments are highlighted in yellow.
Other outstanding work/tasks are highlighted in pink.

Diversity, Equity, and Inclusion Committee

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Topic/Item	Key Points Provide 50 words or less on expected outcome	Category

1. **Welcome & Review of Guidelines for Interaction**	• Stephanie reviewed the Guidelines for Interaction.
	• Update on open positions:
	  – Received one application for full-time faculty and another application is pending.
	  – No applications received from part-time faculty or classified.
	  – A recruitment effort is underway for a student from the Multicultural Center.
	Applications should be submitted by September 1, so those selected to serve on the committee can participate in training and team-building at in-service.
	
	Jaime is exploring the possibility of offering some sort of training around in-service, but nothing has been finalized yet.
		☐ Discussion
		☐ Decision
		☐ Advocacy
		☒ Information

2. **Meeting Minutes – Review & Vote**	• The committee reviewed the June 15, 2020 meeting minutes. – It was noted Klaudia's name should be added to the list of attendees. • There was a motion by Lindsey, which was seconded by Klaudia, to approve the minutes. The committee voted to approve the minutes.	☐ Discussion ☒ Decision ☐ Advocacy ☒ Information

3. Interim DEI Framework – Review & Vote	• Review and vote on interim DEI framework for 2020-21 Jaime sent out the following materials prior to the meeting: – Portland Community College (PCC), Critical Race Theory, Decision Making Toolkit – Clark College (Clark), Equitable Decision-Making Tool – Oregon State University (OSU), Guidance for Diversity, Equity, and Inclusion Learning – Lane Community College (LCC), Equity lens Toolkit Stephanie summarized the options. The group discussed whether it was possible to combine/use various pieces from the different options. Comments from committee members on **Clark tool**: – Easy to read/follow – Has good formatting – Doesn't focus exclusively on race/ethnicity, but also addressed other identities – Comprehensive list of questions – Equitable – May be catalyst for training opportunities – Clear guidance – Remove check boxes from the tool – "Yes" or "no" questions without much guidance about what happens with various responses – Liked how concrete the questions were – Concise – Would work well at CCC – Works nicely as template – Tries to get people to think about DEI at beginning of their work – Liked questions on race, power and privilege – The preamble stuff may not have been done Comments from committee members on **PCC toolkit**: – Requires more support and guidance than Clark tool – Centers race and racism – Offers more space for thought process than Clark tool – Addressed intersectionality – Comprehensive definitions/glossary of terms – Had specific areas like administration which made it more inclusive to whole campus – Felt specific to PCC – Liked worksheet – Good around decision-making – Liked the voting method/tool – There was an identity card referenced, but not included	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information

    – Liked concrete example of how tool was used
    – Provides prompt about how this aligns with mission

Comments from committee members on **LCC toolkit**:
    – Lens is only two pages
    – Provides prompt about how this aligns with mission

Comments from committee members on **OSU tool**:
    – The flowchart for possible outcomes is a good visual
    – The flowchart may help people decide when to apply the tool

The committee discussed using the Clark tool as the interim DEI framework, but wanted to make some edits to this tool and incorporate some pieces from other organizations, such as:
    – Removing check boxes and reframing yes/no questions with more guiding questions, steps, or instruction.
    – Asking more overt questions about race.
    – Incorporating item(s) about the proposed decision's alignment with CCC mission and values.
    – Including a list of employee and student populations/identities to consider when making decisions.
    – Adding instructions on when to apply the framework.

After the committee selects an interim framework, it will be presented to Dr. Cook (Tim). He will share with Executive Team and Leadership Cabinet. From there, the framework would likely be shared at Presidents' Council and College Council. Tim will also inform the Board of Education and help the committee take the framework forward.

The committee briefly discussed the need for the college community to receive training and provide feedback on the interim DEI framework as it is used. This will help the college refine the interim framework over the next year, so that a final, CCC-specific framework can be developed.

- There was a motion by Kandie, which was seconded by Christina, to use the Clark College tool, with modifications, as CCC's interim DEI framework. The committee voted to approve the Clark College tool, with modifications, as CCC's interim DEI framework.

4. Draft Diversity Officer Position Description	• Provide feedback on the draft Diversity Officer Position Description
	
	Melissa furnished background information on this item. Tim wants to ensure the strategic plan has the support needed to move forward, but also acknowledges the college's resources are limited. Tim was inclined to fill the position, but options could include filling the positon on an interim basis and/or moving an existing employee into the position. Melissa didn't think the position should be interim, because consistency is needed to implement the strategic plan over a three-year time period. Furthermore, an existing employee might need training or may lack the expertise needed for the role. Tim is looking at how DEI work is configured at other community colleges. He is reviewing other colleges' job descriptions and needs to set the expectations for CCC's position. He will share those expectations with the college community. The diversity officer would report to Tim, and he would like to have the committee's feedback.
	
	There was no clear direction from the survey sent out to the college community about the hiring of a new diversity officer vs. moving an existing employee into the role. Support for each option was about 50 percent. Melissa said College Relations and Marketing had been restructured to reserve a position for the diversity officer, but now there are budget considerations, including potential layoffs in the coming year.
	
	Committee members made the following comments:
	   – Propose Tim consider filling the position from an employee group other than admin/confidential; perhaps make it a faculty position. Some faculty have 12-month contracts and the faculty hiring process allows for participation from the entire college community. How will this be perceived given there are other open positions that are on hold/frozen? Faculty have more protections than classified and part-time faculty.
	   – Support hiring a diversity officer to ensure the strategic plan goes forward. This is a crazy time, and we must be careful about how this plays out with the college community in light of other vacancies that won't be filled. Filling the diversity officer position could give people a negative opinion about DEI.
	   – Will be emotional and controversial if the position is added/filled.
	   – How might the work on shared governance inform this decision? Melissa acknowledged the college has struggled with shared governance, but waiting on a new shared governance process may create a timing issue. Would the group want to push implementation of the strategic plan back a year, until the shared governance process is finalized? Something has to be prioritized.
	   – Resistance will be encountered with filling or not filling position. It will help if there is justification, if a process is followed, and if stakeholders are consulted.
	   – Filling the position may be more palatable if this direction comes from committee instead of Tim. This may build more understanding and buy-in, especially if it's not an admin/confidential position.
	   – Thinking about the healing that is needed at the college and what the committee can do to set an example for that. Layoffs opened up rifts. This committee should demonstrate shared governance. There was criticism that the admin/confidential group wasn't consulted before the layoffs.	

	Hopefully this isn't the last/only time there is an opportunity for input on this position. We need to further trust and healing for ourselves and extrapolate that to other areas of the college. – Could we re-purpose people from each employee group to work as trio and fill the diversity officer positon? Jaime asked when the committee might have more information and draft position descriptions from Tim. Jaime and Stephanie would like this topic to come back to the committee. They asked Melissa to check with Tim and try to further that along. Jaime inquired about Tim's timeline. The DEI Committee's next meeting is in late September. Based on Tim's schedule and upcoming opportunities for shared governance, Melissa did not think any decisions would be made prior to the committee's next meeting. Jaime said the committee wanted to participate further in the process. Stephanie added the committee needed to consider what it wanted, how to make the position successful, and how to improve trust throughout the process.	
5. **Student Equity Group**	John and Beau introduced this item. With space for the Multicultural Center being expanded, Beau is hoping to offer more services for students. Other community colleges were contacted to see what services they offer. Beau is proposing the creation of a student equity group (SEG). Staff would help with logistics, but the SEG would be a student-run forum for students of color to share ideas. John and Beau are thinking the SEG could be linked to DEI and to decision-making at CCC. John added the SEG could take information "to" and "from" DEI. Several committee members expressed support for this idea as a way to connect with students. In response to a question about how the SEG might be implemented, Beau said a coordinator will work with students to gather information and determine who that information should be directed to. The committee's role would be to hear concerns directly from students, and to help students make connections and gain the support of college decision-makers. Jaime asked what support, if any, did John and Beau need from the committee to help the SEG get started. John and Beau said the committee could help by encouraging student participation at the Multicultural Center. They are unsure how things will work in a virtual environment. Committee members suggested: – Lanie make a presentation to encourage SEG participation in First Year Experience (FYE) classes. – Faculty could put flyer in Moodle shells.	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information

| 6. Debrief and review commitments | – Jaime will share the DEI framework with group.
– Planning is underway to offer training on Monday during in-service.
– The next DEI Committee meeting will be held on Friday during in-service. The Zoom link will be included on the agenda so anyone can attend.
– Tim and Alissa have approved issuing a request for proposal (RFP) for a consultant to conduct an assessment and create a long-term training plan. The RFP will go out this week. Please send the names of any consultants who may be interested to Jaime. RFPs are due in September, and there will be an update at the next meeting.
– Stephanie mentioned onboarding for new members and training for the committee short-term. Stephanie has contacted Clark College.
– Kandie suggested using the resource page to post a video or article that could be viewed or read and then discussed. Jaime said the committee could create space in its meetings for a discussion as well. If members have an article or video, Jaime proposed it be shared via email. Jaime asked the group to think about better ways to communicate. | ☐ Discussion
☒ Decision
☐ Advocacy
☒ Information |