

Diversity, Equity, and Inclusion Committee Minutes

Date: November 6, 2020 | Begin: 9:30–11:00 | Location: Zoom | Recorder: Greer Gaston

Attendees: Beau Gilbert, Caleb Feldman, Camilo Sanchez, Dani Curtis, Dasha Kolpakov, Esther Sexton, Ivan Acosta, Jaime Clarke, John Ginsburg, Junko Iijima, Kandie Starr, Kari Schumacher, Kevin Aguilar, Kim Crane, Klaudia Cuevas, Lanie Sticka, Maria Dixon, Melissa Richardson, Stephanie Schaefer, Greer Gaston

Individual commitments are highlighted in yellow.

Other outstanding work/tasks are highlighted in blue.

Topic/Item	Key Points Provide 50 words or less on expected outcome	Category
1. Welcome & Review of Guidelines for Interaction	<p>Stephanie and Jaime asked Tim about moving forward with language or a policy to ban hate symbols. Stephanie will take the question to Presidents' Council on November 17. Denice is providing advice on the process and whether such a ban would be a policy or administrative regulation. Stephanie may have an update at the committee's next meeting on November 20.</p> <ul style="list-style-type: none"> • Stephanie reviewed the Guidelines for Interaction 	<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"> • Review meeting minutes • Vote on minutes <p>John asked for clarification on last meeting's outcome regarding naming the new building the Wacheno Welcome Center. He asked if the college heard from the tribe, and what the committee would do if the college does not hear.</p> <p>The letter from the tribal council has not arrived yet. Tara hopes the letter will arrive before the name suggestion goes to College Council on November 20. Jaime's understanding at the last meeting was that the committee:</p> <ul style="list-style-type: none"> – Was not supportive of the name suggestion without hearing from the tribe. – Wanted a commitment from the college to place more emphasis on local tribal communities before giving an endorsement. <p>If there is a letter from the tribe, it was suggested the committee revisit this item at its November 20 meeting. The group could consider if it wants to endorse the name at that time.</p> <p>There were no corrections to the minutes.</p> <p>There was a motion by Kandie, which was seconded by Klaudia, to approve the minutes. The committee voted to approve the minutes.</p>	<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information

<p>3. Land Acknowledgement</p>	<ul style="list-style-type: none"> • Share land acknowledgement and discuss adoption <p>Beau and Dasha shared a draft land acknowledgement. Dasha hopes this will become something the entire college comes to use. Beau and Dasha are working with the tribes to make the acknowledgement accurate and respectful. David Harrelson is also willing to discuss the acknowledgement with the committee. David is the Department Manager & Tribal Historic Preservation Officer for The Confederated Tribes of Grand Ronde.</p> <p>Questions and comments from the committee:</p> <ul style="list-style-type: none"> – Is this only for the Oregon City campus? May have to consider different acknowledgements for each campus. Dasha assumed one acknowledgement would work for all three campuses, but this is a good question. Dasha will seek clarification. – The acknowledgement was described as great and exciting. It supports change and creation of a safe environment. – The committee has talked about an acknowledgement over the past few years. The hurdle was getting the tribes involved. Thanks for ensuring this represents them. – A committee member noted it was difficult to use the website listed in the acknowledgement. – Next steps include taking the acknowledgement to College Council and Presidents' Council. – Jaime suggested the DEI Committee and Multicultural Center sponsor the acknowledgement jointly. – It would be helpful to identify how the acknowledgement would be used. The committee discussed the where/how and whether it would be spoken or written. Suggestions included: <ul style="list-style-type: none"> ▪ In meetings including department and association meetings. This will help get the word out to employees. ▪ At college events. ▪ By faculty in classes at the beginning of each term, and/or each class, and/or included in syllabus. ▪ Posting laminated copies in classrooms and/or buildings, especially the new building. Outside partners and facility users would see the acknowledgement when they visit campus. ▪ Incorporated on the website, and on campus signs, buildings, and maps. ▪ At new employee orientation. – The more the acknowledgement comes before the college community, the quicker it will gain traction. – This is connected to DEI strategic priorities: training for employees and creating a foundation, closing equity gaps for students, and creating a cultural and learning environment. Pointing this out is a good way to keep the DEI strategic plan in front of folks. It brings the strategic plan to life. 	<ul style="list-style-type: none"> <input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input checked="" type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
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	<p>Jaime noted there appeared to be committee support for the acknowledgement. Jaime asked how the committee wanted to move forward -- did members want to have a formal vote on the acknowledgement and how it can be used?</p> <p>There was a motion by John, seconded by Kim and Kandie, for the DEI Committee to co-sponsor the land acknowledgement with the Multicultural Center.</p> <p>John wanted Beau and the Multicultural Center to get credit for this work. However, in case there's push back, John felt it may be better for the recommended uses to come from the DEI Committee. This is why John liked the idea of co-sponsorship.</p> <p>The committee voted to co-sponsor the land acknowledgement with the Multicultural Center.</p> <p>Jaime and Stephanie will reach out to Beau and Dasha to plan next steps.</p>	
<p>4. Review Interim DEI Framework (edited)</p>	<ul style="list-style-type: none"> • Any last feedback • Final vote <p>Following the training from Clark College Vice President Rashida Willard, there are a few things that probably aren't at a final stage in the interim framework. Jaime thanked Kim and her team for the work they did to make the framework more polished and professional.</p> <p>Kim summarized the design elements of the framework:</p> <ul style="list-style-type: none"> – Used the header and styling from the strategic plan. – Credit to Clark College and the BUILD training program. Perhaps add the BUILD logo and make more prominent. – Add sentence giving context that this framework has been adopted and is interim. – Add headers for the two sections. – Still needs to do accessibility check. – Added a header for the second section -- Resources and Definitions to Support Equitable Decision Making. – Confirmed one of the employee resource groups is called Employees of Living Color. – There are links to the gender unicorn and the strategic plan. Should we provide some explanation on the gender unicorn? <p>Rashida asked that credit be given to Dr. Jenkins for the term systemically non-dominant (SND). In Clark College's document, Dr. Jenkins' definition encompassed four specific groups, instead of all the groups listed on the page. Kim concurred and said another header would be added to differentiate the SND groups. A committee member pointed out that while Dr. Jenkins coined the term SND, it was unclear whether Dr. Jenkins also defined what groups were SND, or if Clark College determined its own SND groups based on disaggregated data. SND is not defined in the strategic plan glossary. Stephanie checked Dr. Jenkins' website and said there appears to be some</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information

	<p>flexibility about what groups could be considered SND, but it certainly included people of color. The committee may need to identify the SND groups that make the most sense for CCC. Stephanie suggested two headers for the time being, because the committee may not be able to obtain the disaggregated data from institutional research. Kim proposed calling the second header Additional Groups to Consider. John added that Lindsey had attended an institutional research collaborative group meeting and the terms used there were groups that are marginalized or targeted for contempt. This might be a relevant heading; it is a term used in the DEI strategic plan.</p> <p>Kim said the final framework should be reviewed by Rashida to ensure the credits are accurate. Jaime concurred and said Rashida’s review many generate additional edits.</p> <p>The committee discussed creating a version of the framework with hyperlinks to the mission statement or values. Jaime noted the college’s values are in catalogue, but they are outdated and don’t necessarily align with values in DEI strategic plan. The framework could link to values in the DEI strategic plan. Kim supported the idea of creating a version of the framework with hyperlinks. Stephanie said she would bring the issue of the college’s values to the strategic planning, shared governance and guided pathways groups by way of talking with Jason. The college should be making decisions based on its values.</p> <p>Jaime asked if there were additional edits or feedback on the framework. Jaime will share the framework with Rashida before it is rolled out. At the next meeting, Jaime hopes the committee will review the final framework and talk about how to share it with/communicate out to the college community.</p>	
<p>5. Diversity Officer Position & Hiring Committee</p>	<ul style="list-style-type: none"> • Updates and Discussion • Select committee participants <p>Melissa introduced Kevin Aguilar from the human resources department. Kevin will be leading the charge in hiring CCC’s diversity officer.</p> <p>Jaime said the committee would see the job description at its next phase. If committee members are interested in serving on the search committee, notify Kevin and Tim. They will decide who will be on the hiring committee. Kevin addressed the time commitment for search committee members:</p> <ul style="list-style-type: none"> – 10 to 12 hours for orientation, training, finalizing the job description, getting recruitment materials out. – 12 to 15 hours to review applications. – 10 to 12 hours devoted to interviews and recommending finalists to Tim who is the hiring manager. <p>Committee members need to be engaged at all stages of the process. There is a possibility of a failed search. The process is a big ask and a big commitment.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information

	<p>Melissa said Tim asked those who want to participate to provide a statement about their interest in serving on the committee. The next step is to get the search committee together for orientation and training, and to set expectations. The entire recruitment process could be up to a 40-hour commitment. The DEI Committee will have the opportunity to meet all the finalists; this is built into the plan. It's okay if the college does not find the right candidate. Tim wants consensus that the college finds the right person for the role and to move the DEI work forward.</p> <p>In terms of search committee make-up, Tim would like to have two to three nominations from each association, including part-time classified, and Associated Student Government (ASG). Those selected to serve on the committee should know by Monday. Kevin wants to get time reserved on people's calendars and have enough time to get the steps right.</p> <p>A DEI committee member asked how the job description was developed. Melissa said Tim looked at similar job descriptions from colleges and municipalities. These were used to compile CCC's job description. The roles are slightly different at each college. There is a process in place for the search committee to finalize the job description. It will likely change a couple more times before it's finalized. Melissa will bring the final version back to the DEI Committee. The college needs to be honest with applicants in terms of tasks and expectations.</p> <p>Stephanie and Caleb did not recall seeing a request for search committee participants for full-time and part-time faculty respectively. It's possible the call for search committee members hasn't been shared. Kandie said classified staff received something about participation yesterday. Melissa said it was helpful to know this. Human resources needs to allow enough time for the search committee to accomplish its work while taking into consideration that employees will be off contract or taking time off over the holidays. The goal is to advertise the position in January, with interviews taking place in late February or early March. However, if the timeline needs to be extended, human resources will try and make that happen. Kevin hopes to get the search committee finalized next week with orientation held the week of November 16. Kevin is waiting to publish the timeline and brochure until orientation is scheduled.</p> <p>Melissa asked if the group wanted to see the job description again. Stephanie said the Google document wasn't working; it won't load. The job description will be emailed to Stephanie who can share it. Committee members interested in serving on the search committee should contact Kevin today. Tim will be selecting committee members soon.</p>	
<p>6. Subcommittee Updates</p>	<ul style="list-style-type: none"> • Employee Resource Groups • Human Resources • Marketing & Communications • Resources & Training • Strategic Plan Implementation 	<p><input type="checkbox"/> Discussion</p> <p><input type="checkbox"/> Decision</p> <p><input type="checkbox"/> Advocacy</p> <p><input checked="" type="checkbox"/> Information</p>

	<p>Subcommittee leads reported the following:</p> <ul style="list-style-type: none"> – <u>Strategic Plan Implementation</u> John said the group is having conversations about implementation. It has met and will be reaching out to stakeholder groups to participate and implement the strategic plan. The subcommittee is looking for ways to combine related action items and then find champions for those items. John will provide updates as the work unfolds. The subcommittee is in the process of establishing a meeting date and time. The date and time of meetings with stakeholders fluctuates; the subcommittee is trying to meet with stakeholders during the stakeholders’ regularly scheduled meetings. – <u>Employee Resource Groups</u> Kandie reported Employees of Living Color are meeting. This group is now listed on MyClackamas, and Kandie would like to get them listed on the DEI webpage too. Esther has received some emails expressing interest in Kaleidoscope, but the group hasn’t met since Covid-19 hit in March. Kim will send out a Doodle poll to determine a meeting date. – <u>Resources & Training</u> Stephanie said the subcommittee met last Thursday and is working on a new description and sharing ideas on how to move the work forward. Stephanie will send out a reminder email today; subcommittee members need to let Stephanie know what meeting days work best. 	
<p>7. College Connections – Budget Action Group (BAG)</p>	<p>Caleb and Ivan are the DEI committee representatives to the Budget Advisory Group (BAG).</p> <p>Caleb missed the first meeting due to a conflict with the DEI Committee’s decision-making tool training. At the second meeting, the BAG discussed:</p> <ul style="list-style-type: none"> – The guiding principles related to the budget reduction plan. – How to apply equity lens to those principles. There is a strong desire for the DEI framework tool, because budget decisions have huge equity implications. – The list of criteria for filling frozen positions, where the question of equity came up again. The BAG talked about where the equity lens could be incorporated. Ivan added this conversation was all over the place. There was not consensus or information around what’s next. Ivan expects this conversation will be continued. – The budget forecast related to the Board of Education’s work session. <p>Caleb asked what to bring to the DEI Committee from BAG. Is the expectation to provide a report? Caleb suggested more of a back and forth between the two groups would be nice and would make DEI work more effective. The DEI Committee does not see BAG documents. Caleb would like to get DEI committee input on BAG items.</p> <p>Jaime said it would be helpful to learn where people are struggling or pushing back about using the DEI framework once it’s rolled out.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information

	<p>Kari, who is newly involved in Associated Student Government (ASG), suggested members of the DEI Committee could attend ASG presentations on the budget and could pose equity questions at that venue.</p> <p>Melissa asked if it would be helpful for the committee to see BAG documents. Alissa and Jeff would be open to sharing draft guiding principles, but would this be too much information. Caleb and Ivan could share the guiding principles when they are finalized. Lanie added that the current principles are very general. Melissa said the principles amount to four or five pages of feedback. Lanie said it may be preferable to bring the principles to the committee when they are more refined.</p> <p>A committee member asked if there was anything in the strategic plan that speaks to the budget. If so, this should be provided to the BAG. Jaime responded that budget and resource allocation is mentioned several times; Jaime made a note about sharing this.</p> <p>Jaime thanked Caleb and Ivan and all the committee members. Progress is being made.</p>	
<p>8. Debrief and review commitments</p>	<p>Jaime said the committee would discuss final edits to the framework at its next meeting.</p> <p>Several weeks ago, the committee decided it wanted representatives from other college groups to come to DEI Committee meetings, instead of sending DEI Committee representatives to out other meetings. Jaime will reach out about what that looks like. It's possible a representative from another group will update the DEI Committee at its next meeting.</p> <p>If committee members have any future agenda items, please send those to Jaime and Stephanie.</p>	<p><input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information</p>