

Diversity, Equity, and Inclusion Committee Minutes

Date: February 12, 2021 | Begin: 9:30–11:00 a.m. | Location: Zoom | Recorder: Greer Gaston

Attendees: Annissa Rhynders, Beau Gilbert, Caleb Feldman, Camilo Sanchez, Esther Sexton, Felicia Arce, Ivan Acosta, Jaime Clarke, John Ginsburg, Junko Iijima, Kandie Starr, Kim Crane, Klaudia Cuevas, Lanie Sticka, Maria Dixon, Melissa Richardson, Ray Atkinson, 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 |
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| 1. Welcome & Review of Guidelines for Interaction | <ul style="list-style-type: none"> Review Guidelines for Interaction <p>Stephanie reviewed the Guidelines for Interaction.</p> | <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 January 22, 2021 meeting minutes Vote on minutes <p>There was a motion by Maria, which was seconded by Kandie, to approve the minutes. The committee approved the motion.</p> | <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information |
| 3. Update on Chief DEI Officer | <p>DEI committee members Kandie, Klaudia, Melissa and Jaime are serving on the chief DEI officer search committee. They reported:</p> <ul style="list-style-type: none"> 48 applications were received. 21 applications were forwarded to the search committee for review. 9 applicants were invited to interview for three days in the first week of March. The search committee has discussed the interview process and is finalizing interview questions. There was a strong applicant pool. The search committee will try to identify finalists during first round interviews, but a second round may be necessary. The DEI committee will meet with finalists in mid- to late-March. Jaime said there would be another update in March. | <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information |
| 4. Review Responses to RFPs | <p>In early January, for the third time, the college issued two request for proposals (RFPs):</p> <ul style="list-style-type: none"> The first RFP was for training for the committee and other groups across campus. The ask was to provide foundational training for the college. The second RFP was for a needs assessment and development of a comprehensive training plan. | <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information |

The college received two proposals for the first RFP, and none for the second.

Jaime had volunteers from the committee review the proposals. Reviewers independently selected the training provider World Trust. Jaime shared background information on this company which has been in business for 21 years and focuses on building social and racial equity. The next step is to check references.

World Trust proposed six to 10 virtual, interactive learning labs/training sessions on the same topic – *The Roots of Social Justice: Framing and Analysis of Systems and Structures*. Sessions will take two-and-a-half-hours. The cost is \$5,000 per session and will be paid primarily from Tim’s budget, with some supplemental funding from the DEI budget. Trainings will be completed by April 16.

Jaime asked the committee if it wished to move forward with the World Trust proposal, assuming funding is available, or if it wished to consider this a failed search and issue another RFP.

A committee member, who liked the World Trust proposal, expressed concern about offering this training outside the context of a training plan. The concern was this training would be perceived as:

- A one-off.
- Something the college spent money on at a time of very limited resources.
- The box is checked and the college’s DEI work is done.

Instead, this should be viewed as a part of a series of trainings that actually sparks change.

Stephanie said the work outlined in the second RFP would still be pursued.

Another committee member agreed there should be a learning plan. Several trainings may be occurring concurrently -- the interim DEI framework training, search advocacy training, and now the World Trust training. The committee needs to consider people’s capacity to do this many trainings, and if trainings should be prioritized. Trainees also need time to process and apply what they learn.

In the DEI strategic plan, John noted trainings went toward fulfillment of Actions 1.1.2.1., regarding a training plan and professional development, and 1.1.2.2., regarding an annual DEI workshop, but this work would not complete those actions.

Stephanie expressed concern that, since the spring, DEI initiatives had lost momentum. Delaying might cause this work to lose further momentum. After three failed RFPs, Stephanie isn’t sure what do about the assessment and training plan. Completion of this work by the end of the academic year was a barrier to proposers. It’s likely the college will issue a fourth RFP, but the work will probably be pushed out to next academic year.

Jaime added that cost is a factor. Some potential proposers wanted to have an idea of what the college could afford. While there was interest, proposers estimates were in the six-figure range, with some anticipating a six-

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| | <p>figure cost for the assessment and a six-figure cost for the training plan. What is a realistic cost? Jaime and Stephanie will discuss this with Tim. Since we are in a time of scarce resources, a committee member asked if the college could raise funds or apply for a grant to pay for the assessment and training plan. Jaime said the college's grants administrator, Amy Cannata, could look for funding sources. Some DEI members would be needed to form a grant team.</p> <p>Several committee members expressed support for the World Trust training in terms of the content and the expertise of the presenters. If it's referred to as the <i>first annual</i> training, people will understand it's not a one-time event.</p> <p>Melissa asked:</p> <ul style="list-style-type: none"> ▪ In order to be mindful of people's calendars, if some of the training could take place over the summer. ▪ If some of the cost to provide training could be defrayed by collecting FTE. Jaime said the college is getting credit for FTE for the DEI framework trainings. Melissa responded that there is a new Learn module in Neogov that could help capture this and might streamline this process. Jaime and Melissa agreed to talk about this offline. <p>Jaime asked if the committee wished to pursue the World Trust training as the first annual DEI workshop or if the committee wished to hold off on the World Trust training and focus on the assessment and comprehensive training plan.</p> <p>There was a motion by Kandie, which was seconded by Maria, to make the World Trust training the DEI's first annual training. The committee approved the motion.</p> <p>Stephanie and Jaime will take this to Tim next week.</p> <p>A committee member asked, if the college is pleased with the work World Trust does, could they be encouraged to submit an RFP for the assessment and comprehensive training plan. Jaime said, while this is a possibility, there are purchasing rules that would need to be considered.</p> | |
| <p>5. Interim DEI Framework Training Update & Debrief</p> | <ul style="list-style-type: none"> ▪ Breakout rooms to figure out logistics and scheduling <p>Stephanie said originally breakout rooms were planned, but she now thought most of the logistics and scheduling had been worked out. These may not be necessary. Training teams should have sufficient time to meet, observe, and practice before doing a formal presentation.</p> <p>Stephanie reported:</p> <ul style="list-style-type: none"> ▪ Updated materials are in the DEI interim framework file in the Google drive. ▪ Trainers will need to create the agreements poll. If the trainer is not the meeting host, then they'll have to arrange the poll with the host or conduct the poll another way. ▪ Only the meeting host is able to visit breakout rooms. | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information |

- Working with Angie Byrd to capture FTE. Trainers need to send Angie the list of participants with name, employee/student ID number or date of birth. Trainers can get names via Zoom or can ask participants to send them this information. Kandie can look up employee IDs if necessary. Angie will register folks with the information she receives.
- Trainers can set-up the poll and obtain lists of past participants via their online Zoom control webpage (as opposed to what's stored on their local computer).

Melissa said the participant information would be available if the training were offered through NeoGov. She offered to discuss offline.

Committee members:

- Commented how helpful it was to sit-in on other trainings.
- Would like the opportunity to observe more trainings.
- Need more practice doing the technical aspects of the presentation.
- Need to practice giving the presentation.
- Asked if trainers received any questions that they didn't feel equipped to answer. Caleb and Ivan said they hadn't received any such questions during the training, but did get a question later via email. Caleb will remove identifying information and will share the question and the response with the committee.
- Trainers who had already presented the training were generally looking forward to doing it again.
- Some trainers warned that there could be defensiveness for those participants who feel the training is directed at them. This is often a first response from a person with a lot a privilege. Trainers should mentally prepare themselves for this type of response and know that it's about the participant and not the trainer.

The list of upcoming trainings was shared:

| Training Date & Time | Training Team | Training For | Participants |
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| Friday, Feb. 26, from 1:30 to 3:30 p.m. | Team 2 - Esther, Junko, Klaudia | Combined - TAPS Department Chairs and Directors and A&S Leadership | up to 24 |
| Monday, March 8, from 10 a.m. to noon | Team 3 - Felicia, Kim, Kandie | Access, Retention, and Completion (ARC) Committee | up to 22 |
| Monday, March 8, from 1 to 3 p.m. | Team 6 - Jaime, Stephanie, Lanie | Academic Foundations and Connections Division Leadership Team | about 16 |
| Tuesday, March 9, from 9 to 11 a.m. | Team 1 - Camilo, Dasha, John | College Relations and Marketing and the Foundation | about 14 |
| Friday, March 12, from 1:30 to 3:30 p.m. | Team 4 - Ivan and Caleb | Instructional Standards & Procedures Committee | about 17 |
| Monday, March 15, from 2 to 4 p.m. | Team 3 - Felicia, Kim, Kandie | STEP Grant Team | 8 to 12 |
| Friday, March 19, from 8 to 10 a.m. | Team 5 - Melissa and Maria | Curriculum Committee | about 19 |

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| | <p>There aren't plans to record any of the trainings. This would require discussion and disclosure.</p> <p>The committee briefly discussed using Microsoft Teams to communicate. A committee member said:</p> <ul style="list-style-type: none"> ▪ Teams isn't used consistently throughout the college. ▪ Group messaging and corresponding notifications can be inconsistent due to individual settings. <p>Stephanie will do some research on Teams and other similar options.</p> | |
| <p>6. DEI Strategic Plan Report</p> | <p>John shared an annual DEI progress report from University of Michigan. The report had a <i>Progress</i> column that gave the status of each action item. Using the progress report as an example, John shared a draft Google document with CCC's year one DEI actions and a corresponding <i>Status</i> column tracking each action as <i>Not Started</i>, <i>In Progress</i>, <i>Complete</i>, or <i>Continuous</i>. Where more details on the status are available, John added a <i>Linked Details</i> sheet.</p> <p>John submitted a work order for creative services to produce a final document. That should be completed in about a month.</p> <p>John asked for suggestions on the content or appearance of the document. Since the committee was running short on meeting time, John invited committee members to review the Google document and let him know if the status has changed or if there is additional information he can link to. In particular, John asked for updates/a review of:</p> <ul style="list-style-type: none"> ▪ Status of job descriptions. Melissa will check with Kevin and provide more details. ▪ Employee resource groups <p>This would be a winter update on DEI actions; John hopes to produce this document quarterly.</p> <p>A committee member said the document was super clever. They liked how someone could see the status at a glance, but could also drill down, by way of the link, if there was more detail.</p> <p>Based on a conversation with Jaime, John clarified the subcommittee produces the report for the DEI committee, and the committee determines how and what it wishes to market. This work is not the sole responsibility of the subcommittee.</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>7. Subcommittee Updates</p> | <ul style="list-style-type: none"> • Resources & Training <ul style="list-style-type: none"> ▪ Stephanie reported the subcommittee has added a Google sheet for upcoming trainings and a networking sheet that might be a resource for the committee or DEI work. <p>The committee moved to agenda item 9.</p> <ul style="list-style-type: none"> • Employee resource Groups (ERGs) <ul style="list-style-type: none"> ▪ Kandie had nothing to report. | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information |

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| | <ul style="list-style-type: none"> ▪ Jaime said there was \$500 budgeted for each ERG. Kandie was not aware of any money spent, but will check with Lupe. ▪ Esther does not have capacity to work on the Kaleidoscope ERG, so Beau has agreed to lead this group. Beau's contact information should be added to the website. ▪ Ivan said folks from the Employees of Living Color ERG have been meeting regularly. Instead of meeting next week, the group will attend a virtual panel discussion on the history and future of scientific racism and eugenics through the University of Oregon. <ul style="list-style-type: none"> • Human Resources <ul style="list-style-type: none"> ▪ There was nothing to report. • Marketing & Communications <ul style="list-style-type: none"> ▪ Kim said the subcommittee is meeting next week. ▪ The primary focus of the next meeting is to put together a calendar and communication plan for DEI-related holidays and in-services. Contact Kim if you are interested in participating in this work. ▪ The subcommittee is also working on a DEI newsletter. ▪ Felicia has volunteered to co-lead this subcommittee. <p>Stephanie asked if DEI has a social media presence. Kim said there was no specific channel or group. If this is something the committee would like to pursue, Kim was willing to facilitate/connect with others on what they envision.</p> | |
| <p>8. Debrief and review commitments</p> | <p>Stephanie shared the links to the training spreadsheet and DEI network spreadsheet.</p> <p>Winter in-service is this afternoon.</p> <p>John asked if there was an interest in using Microsoft Teams. Stephanie said the committee should have some kind of quick messaging tool and a way to communicate about training. Kim volunteered to set-up Teams for the DEI committee and test how the notifications work.</p> | <p><input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information</p> |
| <p>9. Non-agenda Item</p> | <p>DEI-focused Book Club/Reading Group for the CCC Community</p> <p>Beau expressed interest in creating a DEI -focused book club/reading discussion group for the CCC community. Beau asked if the DEI committee would support this effort and had three asks:</p> <ul style="list-style-type: none"> ▪ Funding – Beau would be able to purchase books for participants, so the cost of the book is not a barrier to participation. Would the DEI committee sponsor the group and pay for the books? ▪ Vetting – Beau has received lots of ideas and suggestions for books. Would the DEI committee help vet suggestions/help choose what book is selected. ▪ Assistance – Beau is happy to take the lead, but would need help with facilitating and planning. | |

Beau suggested:

- Books would be given out at the beginning of a term.
- Later in the term, after people have had time to read, there would be a calendar of events designed to explore topics from the book. People won't be pressured to have read a certain amount.
- One book would be reviewed over a timespan of three months.

Stephanie asked if the committee was willing to sponsor and contribute money to purchasing books? Jaime reported there was \$2,000 in the budget for One City One Book. These funds have not been touched.

There was a motion by Esther, which was seconded by Kim, to support Beau's proposal. The committee approved the motion.

If others are interested in planning and facilitating discussion groups, contact Beau and Kandie.

The committee returned to agenda item 7.