

# Diversity, Equity, and Inclusion Committee Minutes

Date: April 23, 2021 | Begin: 9:30–11:00 a.m. | Location: Zoom | Recorder: Greer Gaston

Attendees: Beau Gilbert, Caleb Feldman, Camilo Sanchez, Esther Sexton, Felicia Arce, Ivan Acosta, Jaime Clarke, John Ginsburg, Kandie Starr, Kim Crane, Klaudia Cuevas, Lanie Sticka, Lindsey Pierce, 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
<b>1. Welcome &amp; Review of Guidelines for Interaction</b>	<ul style="list-style-type: none"> <li><b>Review Guidelines for Interaction</b></li> </ul> <p>Stephanie reviewed the Guidelines for Interaction.</p> <p>The Land Acknowledgement has been approved by the college. Beau and the Multicultural Center were congratulated on getting this acknowledgement approved.</p> <p>Stephanie read the Land Acknowledgement.</p>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
<b>2. Meeting Minutes – Review &amp; Vote</b>	<ul style="list-style-type: none"> <li><b>Review April 9, 2021 meeting minutes</b></li> <li><b>Vote on minutes</b></li> </ul> <p><b>There was a motion by Klaudia, which was seconded by Kandie, to approve the minutes. The committee approved the motion.</b></p>	<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
<b>3. Committee Membership</b>	<ul style="list-style-type: none"> <li><b>Member terms expiring</b></li> <li><b>Application process</b></li> <li><b>Selection of co-chairs</b></li> <li><b>Feedback on structure/terms</b></li> </ul> <p>Stephanie said this was an ideal time to make changes regarding committee membership.</p> <p>Upcoming vacancies:</p> <ul style="list-style-type: none"> <li>Camilo’s, Caleb’s, and John’s terms are expiring. If they wish to do so, current members have the option to re-apply after serving a two-year term. There is no limit on the number of times</li> </ul>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information

someone serves on the committee. John doesn't intend to re-apply. Caleb is amiable to allowing others to serve.

- Since Kandie will move into the co-chair role vacated by Jaime; there will also be a vacant at-large position.

Stephanie displayed and summarized membership assignments as outlined in the Diversity, Equity, and Inclusion Committee Charter. Stephanie asked if there were any adjustments or changes committee members wanted to propose. The co-chairs typically review and make recommendations to the president; the president makes the appointments.

Last year positions were advertised via an announcement to the associations and an all-staff email. Application materials were posted on the website. Ideally, new appointees are selected before the start of the academic year. For the coming year, Jaime suggested vacancies be announced around the first of May with a June 1 application deadline.

Last year there wasn't a great deal of interest in serving on the committee and several recruitment requests were needed; it was difficult to recruit members.

In the past, there has not been any type of formal nomination process, though people have been encouraged to apply. Nominations might be helpful, especially for the co-chair positions. Sometimes people need a "nudge." For classified and admin/confidential, supervisors could encourage interested staff to apply. Knowing one has their supervisor's support would be encouraging. Stephanie suggested deans and supervisors could be asked to nominate or suggest folks from their teams.

A review of the committee's charter will take place at an upcoming meeting. If the committee is interested in placing a limit on the number of terms someone serves, the changes can be formally considered at that time. New members have a positive influence on the committee, but it takes a while for them to get acclimated and for the new make-up of the committee to come together.

The application process was originally established for transparency, but it's possible the application is a barrier. Several committee members like the idea of allowing prospective members to answer the application questions using whatever mechanism works best for them: written word, video, PowerPoint. Jaime said the application could be modified to accommodate submitting answers via different mechanisms.

Stephanie summarized the committee's discussion:

- No changes to the terms.
- At an upcoming meeting, the committee can consider whether it wants to limit the number of times the same person can serve in a position or on the committee.
- Allow prospective members to answer application questions via whatever method they are comfortable with.

- Supervisors will be asked to encourage, nudge or nominate folks from their teams.
- The associations will be asked to help fill positions.

Stephanie asked how the committee wanted to select co-chairs going forward. In the past, they were appointed by the president. Now is a good time to decide if the committee wants to change this process and, if so, to propose changes to Tim. Stephanie suggested there be nominations from within the committee with one of the following options:

- The president would choose the co-chair from the nominations.
- The committee would select a co-chair by voting on the nominees.

A committee member commented that while they were pleased that Kandie will be the next co-chair, they were surprised by the announcement. They suggested knowing a timeline for the selection would make the process more transparent; a timeline might be incorporated into the charter.

A couple committee members suggested one of the co-chair positions should be held by someone from a systemically non-dominant group. This would demonstrate the committee is leading with racial equity and embodies the objectives of the college's DEI initiatives. It was suggested this be incorporated into the charter.

It was noted subcommittee chairs are supposed to be members of the committee.

Jaime clarified:

- The committee could take action now to allow prospective members to answer the application questions using whatever mechanism works best for them.
- As part of an entire review of the charter, proposed changes to terms, membership, and co-chair appointments will come back to the committee for discussion/consideration at an upcoming meeting. Committee members are encouraged to review the entire charter to prepare for this discussion.

**There was a motion by Klaudia, which was seconded by Felicia, to accept the application in any format. The committee approved the motion.**

Committee consensus was supervisor approval wouldn't be part of the application. As part of the committee's outreach to fill positions, supervisors will be asked to identify and encourage employees to serve on the committee.

It was noted the classified association elects a DEI representative. The timing of association voting and DEI applications/appointments is not aligned. Nominations for association positions are due Monday; voting will take place in May. The association has people serving one-year terms, but DEI has them serving two. Alignment might require changing the association's by-laws and would require a vote of association members. Klaudia said the association would probably be willing to consider the change.

	<p>The association won't be able to send out by-law revisions anytime soon, but perhaps the change could be accomplished by this time next year. Stephanie suggested the committee could reserve one of the classified association positions for the individual who is elected.</p>	
<p><b>4. Holidays to Recognize</b></p>	<ul style="list-style-type: none"> <li>• <b>Input on approach and dates</b></li> </ul> <p>Kim and Felicia provided an update on the Marketing and Communications (MAC) subcommittee's work regarding holidays/observances the college should recognize. The calendar is a work in progress. They shared the draft Google document and asked the group for feedback.</p> <p>Committee members:</p> <ul style="list-style-type: none"> <li>▪ Inquired about including Juneteenth.</li> <li>▪ Said the counseling department would be willing to help with a celebration of World Mental Health Day.</li> <li>▪ Discussed Ramadan and acknowledging, via an all-staff message, that Muslims would be fasting daily for a month and may need extra consideration. Caleb forwarded a message from Clark College to the diversity email. Jaime sent the message to Lori and will share it with the committee. It was also suggested information could be provided via the Department Chairs &amp; Directors meeting prior to the start of the holiday.</li> <li>▪ Noted the Jewish holiday of Yom Kippur often falls on or near fall in-service. There are day-long services and fasting for Yom Kippur and Rosh Hashana. Could the committee make a recommendation related to these potential conflicts and the academic calendar? Jaime said the academic calendar is reviewed by President's Council and the Board of Education. Two years ago, there was a recommendation to adjust the calendar due to the conflict between Yom Kippur and in-service, but in-service was not shifted. She suggested it might be time to make that recommendation again. Stephanie asked if someone was willing to do a little research to find out how other Oregon colleges or community colleges are addressing this conflict. Although the college was closed due to the wildfires, Stephanie noted that Yom Kippur fell on the first day of classes this past year. This presents a serious issue for some faculty and students. Jaime said there is not a conflict in the upcoming academic year.</li> <li>▪ Noted Greek Orthodox individuals have observances on Easter Monday.</li> <li>▪ Reported, several years ago, a policy regarding religious holidays was taken to the Access, Retention and Completion Committee (ARC). The committee member didn't think the policy was codified. The policy provided guidance to faculty on how to excuse or give extensions to students who were absent because they were celebrating a religious holiday.</li> </ul> <p>Committee members were invited to collaborate on this project by sharing their thoughts and/or providing background information on holidays/observances they are familiar with. Committee members were encouraged to note their thoughts on the DEI Holiday and observances sheet in the Google drive.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Discussion</li> <li><input checked="" type="checkbox"/> Decision</li> <li><input type="checkbox"/> Advocacy</li> <li><input checked="" type="checkbox"/> Information</li> </ul>

<p><b>5. Debrief Inservice – Equity Question</b></p>	<ul style="list-style-type: none"> <li>• <b>Summary of findings</b></li> <li>• <b>Next steps</b></li> </ul> <p>At a previous meeting, John, Melissa, and Kim volunteered to sort through feedback and identify themes from the winter in-service equity question, “Please list all of the biggest equity issues at CCC your group members identified.”</p> <p>In response to the question, four themes were identified:</p> <ul style="list-style-type: none"> <li>▪ Systemic inequities among employees</li> <li>▪ Staff diversity (real or perceived inequities)</li> <li>▪ Student access to services and resources</li> <li>▪ Capacity building</li> </ul> <p>When asked about ways to solve the equity issues identified above, John, Melissa, and Kim had a difficult time finding useful information. Responses were generic to overly specific. There were good suggestions, but there really weren’t any themes.</p> <p>Since there were no themes about how to solve the equity issues, the group was unsure what to do with the information. Jaime suggested that if there weren’t any actionable items, perhaps this should be considered affirming feedback; the college is on track. She suggested the feedback could be shared with the group that could take action, like suggestions about student services or student access could be shared with the Access, Retention and Completion Committee (ARC).</p> <p><b>Jaime, Stephanie, and Kandie will share the <i>solutions</i> to equity issues with the appropriate departments or people and will update the committee on that work at the next meeting.</b></p>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
<p><b>6. CDEI Hiring Process Update</b></p>	<ul style="list-style-type: none"> <li>• <b>Update of where we are at in process</b></li> </ul> <p>Melissa:</p> <ul style="list-style-type: none"> <li>▪ Said a decision on which candidate to hire has been made.</li> <li>▪ Said an offer was extended to this candidate this morning.</li> <li>▪ Said the candidate still must accept the position.</li> <li>▪ Asked if committee members would like to schedule time — outside a DEI Committee meeting — to debrief the recruitment process. Feedback would be valuable. In the future, Human resources would like to improve the recruitment process for both the participants and candidates.</li> <li>▪ Said there were concerns raised about traumatizing candidates during the public forum. Possible solutions might be not offering the forums or having people submit questions in advance so they can be screened. However, this somewhat defeats the purpose of the open forum.</li> </ul>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information

	<ul style="list-style-type: none"> <li>▪ A summary of DEI Committee and public forum feedback will be shared with Tim. This will be a part of his decision-making process.</li> </ul> <p>Melissa confirmed the group should have some dedicated time to discuss the recruitment process. Time will be scheduled to continue the conversation outside a DEI Committee meeting.</p> <p>The committee moved to agenda item 9.</p>	
<p><b>7. Beyond Words Book Club</b></p>	<p>Beau reported:</p> <ul style="list-style-type: none"> <li>▪ The book club, <i>Beyond Words</i>, will offer two discussion sessions during weeks five, seven and nine of spring term. Sessions will take place late Monday afternoon or around lunchtime on Wednesday.</li> <li>▪ Books are available.</li> <li>▪ About 30 people expressed interest in participating.</li> <li>▪ Nine people agreed to serve as facilitators.</li> <li>▪ Please share information with folks who may be interested in joining the club.</li> <li>▪ People can participate even if they haven't done the chapter readings.</li> </ul> <p>The committee moved to agenda item 10.</p>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
<p><b>8. Trainings Updates</b></p>	<ul style="list-style-type: none"> <li>• <b>How the World Trust trainings are going</b></li> <li>• <b>How Interim Framework trainings are going</b></li> <li>• <b>Subgroup for reviewing Interim Framework feedback</b></li> </ul> <p>Jaime asked for volunteers to:</p> <ul style="list-style-type: none"> <li>▪ Review feedback on the DEI interim framework. To date only 18 responses were received regarding the framework, and many of those were not related to implementing the framework.</li> <li>▪ Bring a recommendation to the committee by the second meeting in May. Has the committee received sufficient input from the college community and used the framework long enough to formally adopt it? Or . . . does the committee want to extend the time the college uses the interim framework?</li> </ul> <p>Esther volunteered. If others are interested in working on this, email Esther.</p> <p>Jaime will work on emailing those who have attended the framework training and remind them to give feedback.</p> <p>The committee moved to agenda item 7.</p>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information

<p><b>9. Sabbatical Project</b></p>	<ul style="list-style-type: none"> <li>• <b>Explanation of Sabbatical Project</b></li> <li>• <b>Input from DEI Committee</b></li> </ul> <p>Kathryn Long was not able to join this meeting to discuss her sabbatical project.</p> <p><b>This item was tabled; it will be considered at a future meeting.</b></p> <p>The committee moved to agenda item 8.</p>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
<p><b>10. Debrief and review commitments</b></p>	<p>Send ideas for future agenda items to <a href="mailto:diversity@clackamas.edu">diversity@clackamas.edu</a> .</p> <p><b>Stephanie will send out an email regarding feedback for the strategic plan group.</b></p>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information