

# Diversity, Equity, and Inclusion Committee Minutes

Date: October 8, 2021 | Begin: 9:30 to 11 a.m. | Location: Zoom | Recorder: Greer Gaston

**Attendees:** Andwele Castleberry, Beau Gilbert, Caleb Feldman, Esther Sexton, John Ginsburg, Junko Iijima, Kevin Aguilar, Kim Crane, Klaudia Cuevas, Lindsey Pierce, Madalena Larkins, 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
<p><b>1. Welcome &amp; Review of Guidelines for Interaction</b></p>	<ul style="list-style-type: none"> <li>• <b>Land Acknowledgement</b></li> <li>• <b>Labor Acknowledgement</b></li> <li>• <b>Review Guidelines for Interaction</b></li> </ul> <p>Members introduced themselves.</p> <p>Stephanie reviewed the above acknowledgements and guidelines.</p>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
<p><b>2. Announcements</b></p>	<ul style="list-style-type: none"> <li>• <b>CCC is co-sponsoring an Indigenous Peoples' Day event with Clackamas County. See the flyer.</b> The virtual event will be held Tuesday, October 12 from 4 to 5 p.m.</li> <li>• <b>Casey is working with the Marketing and Communications Subcommittee to catalogue existing and previous celebrations/commemorations across the college.</b> Committee members were encouraged to contact Casey if they are aware of college events/observances that aren't widely celebrated or are specific to certain departments.</li> <li>• <b>New, more efficient process for approving committee minutes.</b> As a time-saving measure, the minutes will no longer be reviewed during the meeting. Committee members were asked to review the minutes and send any edits to Greer, prior to the meeting. Depending on Greer's workload, minutes may not be ready for consideration at the next meeting.</li> <li>• <b>Ground rules for the year.</b> Stephanie acknowledged updates to the charter, and feedback from the DEI kick-off meeting and the strategic priority meeting, may lead to some changes in the structure of the committee and/or subcommittees. This year the committee will operate under the current ground rules as committee members explore what changes they would like to see.</li> </ul>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information

	<p>Stephanie reported there were no volunteers for co-chair position; she will revisit this at end of meeting.</p>	
<p><b>3. Meeting Minutes – Review &amp; Vote</b></p>	<ul style="list-style-type: none"> <li>• <b>Review September 23, 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 Lindsey, 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
<p><b>4. Updates on the Wacheno Welcome Center</b></p>	<ul style="list-style-type: none"> <li>• <b>Artwork</b></li> <li>• <b>Tentative Grand Opening date -- Friday, October 29 from 4 to 6 p.m.</b></li> </ul> <p>Stephanie reported:</p> <ul style="list-style-type: none"> <li>▪ These items are a work in progress; they have not been finalized.</li> <li>▪ Tara is assembling a group of stakeholders to work on the art acquisition process; <b>Junko has agreed to represent the DEI Committee.</b></li> <li>▪ She thinks: <ul style="list-style-type: none"> <li>– This is a “soft” grand opening.</li> <li>– This will be an in-person event.</li> <li>– The line-up of speakers might include: a student, Board of Education member, Tim Cook, and others.</li> </ul> </li> <li>▪ Stephanie, in her role as a counselor, was asked to speak at the grand opening on behalf of student services. She is waiting to hear more about the event before committing.</li> </ul> <p>Melissa contacted Lori and added:</p> <ul style="list-style-type: none"> <li>▪ The Confederated Tribes of the Grand Ronde are part of the grand opening event.</li> <li>▪ It’s a limited in-person event that will be live-streamed and recorded.</li> <li>▪ Small group tours will be offered in the week leading up to the grand opening.</li> <li>▪ The event is called a “soft” grand opening because the building isn’t finished, and it’s uncertain when in-person services will be offered there.</li> </ul>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
<p><b>5. Overview of DEI Committee Kick-off Feedback</b></p>	<ul style="list-style-type: none"> <li>• <b>Review feedback from the last meeting on the collegewide strategic planning and its intersection with the DEI Committee and subcommittees</b></li> </ul> <p>Stephanie displayed and reviewed a spreadsheet with the feedback. The spreadsheet is available in the meeting record and <b>more feedback is welcome.</b> Stephanie acknowledged the committee wasn’t in a position to decide about structural changes today, but the feedback will help inform that decision-making process over the next year.</p> <p>Stephanie asked if committee members had any thoughts or takeaways regarding the feedback.</p>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information

	<p>Comments from committee members regarding outreach:</p> <ul style="list-style-type: none"> <li>▪ There was a suggestion to send the DEI Committee’s meeting invite to the college community, similar to the invite to College Council. This would be a quick thing to implement. If the committee wants to pursue this, Kim offered to connect with Lori. The invitation could inspire more engagement.</li> <li>▪ There was a suggestion to add the meeting to <i>CCC This Week</i>. Kim will take this suggestion to College Relations and Marketing for implementation.</li> <li>▪ The committee may have the ability to email all employees via the Diversity account. Is authorization needed to send an all staff invite to DEI Committee meetings?</li> <li>▪ The vocabulary used in the course of DEI work can be intimidating and exclusionary.</li> </ul> <p>Stephanie summarized that either through <i>CCC This Week</i>, or through a collegewide meeting invite, or both, the committee wanted to have the meeting link promoted to the college community.</p> <ul style="list-style-type: none"> <li>▪ Kim will update the webpage with upcoming, quarterly committee meeting dates and the Zoom link. The current information on the webpage is outdated.</li> </ul> <p>Committee members then commented about structure:</p> <ul style="list-style-type: none"> <li>▪ Some structure is internal to the committee. What would be most effective to move forward given the way things have shifted? Some structure is external and related to the way the committee interfaces with other processes and procedures. How much of this feedback will be incorporated into procedural shifts or decision-making that is being done in collaboration with larger structures?</li> <li>▪ Stephanie replied there was no guarantee, but the Chief Diversity, Equity, and Inclusion Officer would advocate for the committee’s proposals. The DEI Committee’s situation is somewhat unique and more difficult because DEI work is not starting from scratch.</li> <li>▪ People need to understand if and how their ideas will be implemented. The process needs to be transparent. Communication is needed regarding where the feedback is going, who is taking it forward, and who is it being shared with. This will help folks feel more engaged.</li> <li>▪ Stephanie said the committee needs to determine what it might have/want to have purview over and what it wants to adjust. Once decided, it’s now Casey’s role, (formerly Tim’s role), to share the decisions and advocate for them to be incorporated within the larger system.</li> </ul>	
<p><b>6. Collegewide Strategic Planning and Its Intersection with the DEI Committee and Subcommittees</b></p>	<ul style="list-style-type: none"> <li>• <b>Hear an update on the collegewide strategic priority group and how implementation of the priority will begin</b></li> </ul> <p>Caleb discussed how the DEI strategic plan might work in conjunction with the collegewide strategic plan.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Discussion</li> <li><input type="checkbox"/> Decision</li> <li><input type="checkbox"/> Advocacy</li> <li><input checked="" type="checkbox"/> Information</li> </ul>

	<p>Casey spoke with key stakeholders about implementing the plan and met with Caleb who learned:</p> <ul style="list-style-type: none"> <li>▪ The DEI Committee’s Strategic Plan Subcommittee will continue, but will be tasked with forwarding the DEI strategic priority within the collegewide strategic plan, which incorporates advancing the DEI Strategic Plan.</li> <li>▪ Casey is the executive sponsor of the DEI collegewide strategic priority group. The subcommittee has her support; she will advocate for the group.</li> </ul> <p>Caleb relayed the following additional information:</p> <ul style="list-style-type: none"> <li>▪ The timelines of the DEI Strategic Plan and the collegewide strategic plan are not aligned. The DEI Strategic Plan is a three-year plan; the collegewide strategic plan is a five-year plan. Yet the DEI Strategic Plan is part of the collegewide strategic plan. The college/committee are still figuring out how this will fit together.</li> <li>▪ There is a collegewide strategic priority that specifically focuses on DEI; other collegewide strategic priority groups are also tasked with furthering DEI. DEI should be embedded within all the work at the college.</li> <li>▪ Ideally, having DEI as a collegewide strategic priority gives more “teeth” to the DEI Strategic Plan.</li> </ul> <p>Committee members discussed the intersectionality of the DEI Strategic Plan with the collegewide strategic priorities.</p> <p>Stephanie summarized that the DEI work is moving forward, but roles are not clearly defined yet. She does know the Strategic Plan Subcommittee members and others will be working with Casey and Caleb. <b>Anyone interested in participating should contact Casey and Caleb.</b> DEI representatives are also needed to serve on other collegewide strategic priority work groups.</p> <p>Caleb said a <i>next step</i> was to identify key members from across the college to serve on the DEI collegewide strategic priority work group.</p> <p>Caleb also <b>encouraged people to consider serving as a co-chair on the Strategic Plan Subcommittee.</b> <b>Caleb will send out a calendar invite to those on the subcommittee in the near future.</b> Stephanie added the subcommittee hoped to find someone to serve as a project manager or documentarian so there’s support for this work.</p> <p>Stephanie and Greer confirmed, with the assistance of the subcommittee, Casey would take the lead on reporting for House Bill 2864.</p>	
<p><b>7. Non-agenda Items</b></p>	<p>The formal meeting ended earlier than expected; the committee discussed the following items informally:</p> <ul style="list-style-type: none"> <li>▪ What would DEI Committee co-chair duties and time commitment look like.</li> </ul>	

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|  | <ul style="list-style-type: none"><li>▪ Klaudia advised the Employee Resource Group (ERG) Subcommittee doesn't meet unless there is a new ERG request to be considered. She suggested the committee might take on this role, and the subcommittee could disband. Stephanie asked if Klaudia could document the process of forming and operating an ERG, including how FACs (Faculty Assignment Contracts) are processed. Greer offered to look into who processes FACs (Sara Sellards or department admin), where payment comes from (David's account or the department's account), if the account differs based on committee work versus ERG participation.</li><li>▪ Andwele reported the labor acknowledgement is still a work in process. Beau added students are interested in making this happen, but expects it will take the academic year to complete. The students want to personalize the acknowledgement for our region by recognizing Black, Latinx, and Asian labor. They are seeking input from people from those communities and from local organizations. The committee's help would be appreciated. Beau hopes to be able to compensate folks for their contributions.</li><li>▪ The <i>Beyond Words ERG</i> will meet on Tuesday mornings or the Wednesday lunch hour via Zoom; information materials can be found on Moodle.</li></ul> |  |
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