

# Diversity, Equity, and Inclusion Committee Minutes

Date: October 22, 2021 | Begin: 9:30 to 11 a.m. | Location: Zoom | Recorder: Greer Gaston

**Attendees:** Andwele Castleberry, Beau Gilbert, Caleb Feldman, Casey Layton, Felicia Arce, John Ginsburg, Junko Iijima, Kathryn Long, Kattie Riggs, Kevin Aguilar, Kim Crane, Lindsey Pierce, Madalena Larkins, Maria Sorrentino, Ray Atkinson, Stephanie Schaefer, Teresa Robertson, 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>• Land Acknowledgement</li> <li>• Labor Acknowledgement</li> <li>• Review Guidelines for Interaction</li> </ul> <p>Stephanie reviewed these items the committee.</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>• Review October 8, 2021, meeting minutes</li> <li>• Vote on minutes</li> </ul> <p>Stephanie noted an error in the minutes under agenda item 7. The sentence, “The <i>Beyond Words</i> ERG will meet on Tuesday mornings or the Wednesday lunch hour via Moodle,” was amended to read, “The <i>Beyond Words</i> ERG will meet on Tuesday mornings or the Wednesday lunch hour via Zoom; information materials can be found on Moodle.”</p> <p><b>There was a motion by Kim, which was seconded by Maria S., to approve the minutes as amended. The committee approved the motion.</b></p>	<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information
<b>3. Announcements &amp; Updates</b>	<ul style="list-style-type: none"> <li>• Update from Caleb on the collegewide strategic plan, DEI strategic priority work group</li> </ul> <p>Caleb briefed the group on the following:</p> <ul style="list-style-type: none"> <li>▪ The committee’s DEI Strategic Plan Subcommittee met yesterday and discussed alignment with the collegewide strategic plan.</li> <li>▪ The subcommittee, along with others, will now make up the DEI collegewide strategic priority work group.</li> <li>▪ Caleb would like to have a co-chair for this work; this could be — but doesn’t have to be — someone with experience in project management.</li> <li>▪ Casey is the executive sponsor of the work group.</li> </ul>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information

- Casey, and Caleb, as the work group chairperson, will serve on the collegewide Mission Fulfillment Committee that works to ensure the collegewide strategic plan moves forward. This will help facilitate collaboration among the work groups and the Mission Fulfillment Committee.
- There is overlap among the collegewide strategic priorities; all priorities are connected to DEI.
- The DEI work group intends to start their work in mid-November.
- The work group is considering who else to recruit to ensure stakeholders are involved in the process.
- Every work group, including the DEI strategic priority work group, has requested resources in the form of support and/or project management. This is an ongoing conversation; Caleb hopes it will be ironed out soon.
- John Ginsburg's process for tracking DEI progress is a helpful blueprint. The DEI work group is somewhat ahead of other work groups because John's tracking system is already in place and it's working well.

Maria is co-chair of the organizational health collegewide strategic priority group.

Casey added anyone interested participating on the DEI strategic priority work group is:

- Not required to be on the DEI Committee.
- Welcome to attend a meeting.
- Encouraged to reach out to Casey, Stephanie, or Caleb.

- **Update from Stephanie on compensating associate faculty for participation in an Employee Resource Group (ERG)**

Stephanie reported departments — not Instruction and Student Services (Sara/David) — submit the Faculty Assignment Contract (FAC) for associate faculty who participate in an ERG.

If associate faculty participate in an ERG, they are paid for two hours. A committee member asked, if an associate faculty member is also involved in the preparation and planning for an ERG, are they also compensated for that time? Is this submitted as committee work hours and billed to Instruction and Student Services?

Casey acknowledged there is still some clarity needed regarding associate faculty compensation. She met with Melissa to interpret how pay might work. **ERG policies and practices need to be reviewed and discussed with bargaining associations.** For now, Casey advised associate faculty should follow the FAC process and contact her if issues arise.

**Klaudia is documenting the process of creating an ERG.** Reviewing applications for new ERGs may become a task done by the DEI Committee rather than a subcommittee.

	<p>Stephanie asked who wanted to attend a <i>train the trainer</i> session for the interim equitable decision-making framework? Lindsey, Madalena, Andwele, Maria S., and Kevin did not receive this training previously. Stephanie will contact them with a date/time. John Ginsburg offered to help Stephanie with the session.</p>	
<p><b>4. DEI Committee Charter Updates</b></p>	<ul style="list-style-type: none"> <li>• <b>Review the membership section of the charter and the work group’s proposed edits to that section.</b></li> <li>• <b>Vote on changes to the membership section.</b></li> </ul> <p>After some discussion, committee consensus was to conduct the majority of its discussion on updates/changes to the charter via email. Stephanie said the charter updates didn’t need to be completed by the end of the term. Lindsey committed to sending out a summary of recommendations and questions in advance of a holding a brief discussion as needed and consideration/approval at meeting.</p> <p><b><u>Membership Section Questions/Recommendations</u></b></p> <p>The committee discussed whether an application was necessary for the co-chair positions or are co-chairs nominated from within the committee and approved by the committee/Chief Diversity, Equity, and Inclusion Officer.</p> <ul style="list-style-type: none"> <li>▪ An application does not reflect current practice.</li> <li>▪ The committee has struggled to get volunteers to serve as co-chairs.</li> <li>▪ Completing an application may be an added barrier.</li> <li>▪ Co-chairs are currently selected from within the committee, and committee members go through an application process.</li> </ul> <p>Committee members made the following additional comments:</p> <ul style="list-style-type: none"> <li>▪ Things have changed since the charter was last reviewed; what worked before may not make sense now.</li> <li>▪ It’s a good idea for the co-chair to be an existing or prior committee member so they have experience and understand the committee’s background.</li> <li>▪ Could nominating and/or self-nominating eliminate some of the bureaucracy?</li> <li>▪ This takes time away from people’s regular work duties. Are there other job responsibilities that go away in order to serve? Faculty co-chairs get release time, but this isn’t captured in the charter.</li> <li>▪ Roles for co-chair and committee member positions should be defined. A job description for co-chairs — that included time and compensation — would help people understand what they’re getting into. For committee members serving as representatives of other groups, it would be helpful to outline what is/isn’t appropriate for their report back. The committee may not want items shared that are not fully formulated.</li> <li>▪ There should be two co-chairs; leading the committee requires the work and support of two people.</li> <li>▪ Co-chairs should be chosen by April 1 to allow for overlap and training.</li> </ul>	<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 type="checkbox"/> Information</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Should the committee consider three co-chairs or having a co-chair elect? The work group noted it had been difficult to recruit two co-chairs, let alone three. During spring term, the upcoming co-chair would be a third person. Stephanie replied that Casey and Greer have helped with the co-chair workload, though she felt it was important to have another co-chair to assist with decisions.</li> <li>▪ The full-time faculty association operates with a current president, past president, and president elect.</li> </ul> <p>Lindsey summarized the charter work group would continue to work on the charter updates in sections and would send its recommendations/questions out in advance of the committee meeting. These will likely be sent out once a month and generally considered by the committee at every other meeting.</p> <p>Lindsey welcomed anyone:</p> <ul style="list-style-type: none"> <li>▪ With proposed edits to add them to the document.</li> <li>▪ Who wants to be part of the charter work group to let her know; she will include them in future work group meeting invites.</li> </ul>	
<p><b>5. Promoting DEI Engagement Across the College Community</b></p>	<ul style="list-style-type: none"> <li>▪ <b>What are the best/most appropriate venues to promote DEI engagement across the college?</b> <ul style="list-style-type: none"> <li>— Suggestions from the last meeting included attendance at DEI Committee meetings advertised via <i>CCC This Week</i>, or a collegewide meeting invite, or publicizing meetings on the webpage.</li> <li>— Other ideas or suggestions?</li> </ul> </li> <li>• <b>Breakout session</b></li> <li>• <b>Report out</b></li> </ul> <p>Casey introduced this item. She questioned whether a collegewide calendar invitation to DEI Committee meetings is the best way to encourage involvement. Is the meeting notice in <i>CCC This Week</i> sufficient? While the committee wants to share what’s going on, meetings often focus on administrative items that may not be very interesting to the college community.</p> <p>She asked the committee members and attendees to go into breakout rooms to brainstorm how the college community:</p> <ul style="list-style-type: none"> <li>▪ Might access what’s going on with the DEI Committee/in DEI Committee meetings.</li> <li>▪ Could be encouraged to learn.</li> <li>▪ Engages in equity and inclusion conversations.</li> <li>▪ Learns language around DEI work.</li> <li>▪ Understands how to get involved.</li> <li>▪ Learns what others are doing related to DEI.</li> </ul>	<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>Themes shared out:</p> <ul style="list-style-type: none"> <li>▪ It's important to offer a venue where people can engage about uncomfortable topics and have difficult conversations while feeling safe about saying the wrong thing.</li> <li>▪ A virtual suggestion box, "What I did for DEI," to encourage people to share what they did to promote DEI in the college environment. Based on suggestions, give recognition for outstanding ideas/work.</li> <li>▪ In DEI reporting, match suggestions (from above) with DEI initiatives.</li> <li>▪ Developing a DEI category or space on a new internet page.</li> <li>▪ All-staff emails can be stressful.</li> <li>▪ Once a term, hold a meeting that's open to the public where the committee shares what is has been working on without being too technical. This could generate more engagement.</li> <li>▪ The in-service session was positive, but was only for staff. Offer something similar that is more inclusive.</li> <li>▪ Offer drop-in hours where people could ask questions. Responsibility for coverage could be rotated/shared/divided among committee members.</li> </ul> <p>Send notes or additional ideas to <a href="mailto:Diversity@clackamas.edu">Diversity@clackamas.edu</a> and/or Greer.</p> <p>Kim asked for clarification — did the committee want her to continue posting the meeting notice on the DEI webpage and in <i>CCC This Week</i>?</p> <p>Casey proposed, for the time being:</p> <ol style="list-style-type: none"> <li>A. A collegewide calendar invite would not be sent, and</li> <li>B. <b>The meeting notice would continue to be posted on the DEI webpage and in <i>CCC This Week</i>.</b></li> </ol> <p>Stephanie added there could be times when the committee discussed sensitive topics and trust among meeting attendees was needed.</p> <p>Casey asked for an informal, thumbs-up vote on items A and B above. The committee supported items A and B.</p>	
<p><b>6. Subcommittee Updates</b></p>	<ul style="list-style-type: none"> <li>• <b>Employee Resource Groups</b> No update provided.</li> <li>• <b>Human Resources</b> No update provided.</li> <li>• <b>Marketing and Communications</b> Kim said this subcommittee hasn't meet since last meeting committee meeting. This subcommittee could help with some of the items mentioned in agenda item 5, such as a newsletter.</li> <li>• <b>Resources and Training</b> Caleb said this subcommittee met recently and was focusing its fall term efforts on: <ul style="list-style-type: none"> <li>▪ How to access resources.</li> <li>▪ Updating and maintaining a database of training options/opportunities.</li> </ul> </li> </ul>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information

The subcommittee hopes to work with a peer assistant.

- **Strategic Plan**  
No update provided.