

Diversity, Equity, and Inclusion Committee Minutes

Date: January 14, 2022 | Begin: 9:30 to 11 a.m. | Location: Zoom | Recorder: Greer Gaston

Attendees: Andwele Castleberry, Beau Gilbert, Caleb Feldman, Esther Sexton, Felicia Arce, John Ginsburg, Junko Iijima, Kevin Aguilar, Klaudia Cuevas, Madalena Larkins, Maria Sorrentino, Melissa Richardson, Ray Atkinson, 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	<ul style="list-style-type: none"> Land Acknowledgement Labor Acknowledgement Review Guidelines for Interaction <p>Caleb reviewed these with the committee.</p>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
2. Consider Meeting Minutes	<ul style="list-style-type: none"> Vote on December 10, 2021 meeting minutes <p>There was a motion by Melissa, which was seconded by Felicia, to approve the minutes. The committee approved the motion.</p> <p><i>Note: Esther abstained.</i></p> <p>The committee moved to agenda item 5.</p>	<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information
3. Consider Charter Revisions Related to Membership	<ul style="list-style-type: none"> Vote on Charter revisions related to membership <p>The new version of the membership section of the Charter is on file in committee record; this was emailed to committee members in advance of the meeting.</p> <p>Caleb said the new version of the membership section of the Charter reflects the items discussed at the last meeting and suggestions people posted in the document. Caleb summarized the changes.</p> <p><u>Employee Group Positions Section</u></p> <p>There was a motion by Esther, which was seconded by Klaudia, to approve the new version of the Employee Group Positions section. The committee approved the motion.</p> <p><u>Assigned Positions Section</u></p>	<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information

	<p>There was a motion by Maria S., which was seconded by Klaudia, to approve the new version of the Assigned Positions section. The committee approved the motion.</p> <p><u>At-large Positions Section</u> There was a motion by Klaudia, which was seconded by Felicia, to approve the new version of the At-large Positions section. The committee approved the motion.</p> <p><u>Application Process Section</u> Felicia said there may be a compliance issue if the committee only accepted applications electronically. She proposed an amendment saying the applications could also be submitted in writing. Caleb amended the Charter accordingly. There was a motion by Felicia, which was seconded by Esther, to approve the amended, new version of the Application Process section. The committee approved the motion.</p> <p><u>Midterm Departures/Replacements and Committee Member Expectations/Commitment Sections</u> These two sections were considered together. In the Midterm Departures/Replacements section, John pointed out the use of the term “we,” in two instances, was inconsistent with the rest of the Charter. Caleb amended the section by replacing the words “we” with “committee.” There was a motion by Maria S., which was seconded by Esther, to approve the amended, new version of the Midterm Departures/Replacements and Committee Member Expectations/Commitment sections. The committee approved the motion.</p>	
<p>4. Orientation</p>	<ul style="list-style-type: none"> • Thursday, January 20, 10:30 a.m. to noon <p>Caleb and Stephanie will offer an orientation to those who joined the committee in fall term, or before that, and felt like they would benefit from learning more about the committee. The orientation will consist of:</p> <ul style="list-style-type: none"> ▪ Community-building ▪ A summary of what the committee is working on ▪ A description of the processes behind what the committee does ▪ Information on subcommittees, work groups, the strategic plan and ways to get involved ▪ A time to get questions answered <p>The orientation is open to any committee member who would like to attend – either as a resource or as a participant.</p> <p>Caleb will send out the link to all committee members.</p> <p>Committee members should contact Caleb if they are interested in helping/co-facilitating.</p>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
<p>5. Website Assessment Update</p>	<p>Kim was unable to attend the meeting; there was no update from anyone else in attendance.</p>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy

	<p>The committee moved to agenda item 3.</p>	<input checked="" type="checkbox"/> Information
<p>6. DEI Committee Representatives</p>	<ul style="list-style-type: none"> • DEI Committee representatives on the Budget Advisory Group (BAG) • Workgroup to review minutes from kick-off • Vacancies on the DEI Committee • Co-chairs for the DEI Committee and the DEI Strategic Priority Group <p>Caleb encouraged folks to consider filling these vacancies.</p> <p>Felicia serves on BAG, but there is still one vacancy. Caleb asked for another representative. Felicia said the BAG will try to apply the equitable decision-making framework to real situations. Having another DEI person on BAG would make it easier to speak up in that space. BAG meets the second Tuesday of the month from 3 to 5 p.m. Maria S. volunteered to serve on BAG. Melissa attends these meetings as well and will help Maria and Felicia get acclimated.</p> <p>During the fall term kick-off, committee members sought feedback about the committee’s structure and how to make DEI work more accessible and participatory. The feedback needs to be organized into a coherent summary with key themes and recommendations about what the committee might change going forward. Klaudia, Madalena, and Caleb volunteered to do this work. If others are interested, contact Caleb.</p> <p>There are several vacancies on the committee. Caleb is looking for volunteers to form a workgroup to review applications of prospective committee members. This may include reviewing new and previously submitted applications. Timing has not been established; advertising the positions and the deadline for submitting applications needs to be determined. Esther and Andwele may be interested in doing this work depending upon the logistics, commitment and timing. When more information is available, Caleb will circle back with them.</p> <p>Caleb asked committee members to consider whether they might want to step into either:</p> <ul style="list-style-type: none"> ▪ A co-chair role on the DEI Committee. (Must be DEI Committee member.) ▪ A co-chair or participant role on the DEI strategic priority group. (Does not need to be a DEI Committee member.) <p>Contact Caleb to discuss these roles further.</p>	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information
<p>7. Discuss Stephanie’s Departure</p>	<ul style="list-style-type: none"> • Stephanie’s last day is January 28. <p>The committee members discussed ways to recognize Stephanie and her work in advancing the college’s DEI efforts.</p>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information
<p>8. Subcommittee Updates</p>	<ul style="list-style-type: none"> • Employee Resource Groups • Human Resources • Marketing and Communications 	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information

- **Resources and Training**
- **Strategic Plan**

Maria reported on the interim equitable decision-making framework training she co-facilitated with Kim in early January. It went great, Maria loved doing it, and she would be happy to do more trainings. She encouraged participants to provide feedback. There were brief discussions about:

- Forming a work group to further the framework training. Maria offered to participate if such a work group was formed.
- What DEI information is presented to new employees. Maria suggested the framework training might be incorporated into the onboarding process.

Greer noted the next meeting had been moved from 9:30 to 10:30 a.m. due to a conflict with the State of the College Address. The address has been moved to April. Committee consensus was to move the meeting back to its normal start time of 9:30 a.m. If this creates any problems for committee members, contact Caleb, Stephanie, or Greer.

Casey was not able to attend the meeting. Greer read the following announcements from Casey:

We are planning to partner with the Student Multi Cultural Center and the CCC Library for Black History Month communications/activities/events. Are there any DEI Committee members that would like to be specifically involved? What are some ideas on how to keep the DEI committee informed about the college's BHM events?

In addition, I am in talks with some community groups and local city/county government representatives to begin planning for Pride Month and Juneteenth. I will have more information soon regarding how that work will be moving forward.