Portland Community College
PO BOX 19000, Portland OR 97280

Portland Community College Board of Directors
Diversity, Equity, and Inclusion Committee
Thursday, September 27, 2018
2:00-5:00 pm
Portland Community Colelge
Sylvania Campus
CC Building, Conference Room A

ATTENDEES

Mohamed Alyajouri (co-chair), Michael Sonnleitner (co-chair), Traci Fordham, Traci Simmons, Mae Stephenson, Jordan Durbin, Thach Nguyen, Mohamed Karim, Megan Owen, Fatima Patino Hernandez. (VACANT: seat for Southeast Campus Q Center liaison)

MEETING MINUTES

Introductions & Ice Breaker were facilitated by the co-chairs.

Agenda was reviewed and unanimously approved, with the understanding same-day modifications to this and future agendas are open to discussion.

BCDEI CHARTER was reviewed, including its Mission, Committee Responsibilities (General & Specific), Structure, Membership & Meetings, and Obligations & Authority.

Discussion included observations about how the Committee Responsibilities were created and might benefit in the future both from prioritization as well as clarification. It was noted how the Committee might consider proposals to modify the Charter (perhaps to include a student liaison to a Veteran's Resource Center or others improvements). The advisory nature of the Committee was emphasized as well as its authority to make recommendations (and not, itself, make or enforce policies).

Committee Protocols were briefly reviewed, including the Role and Responsibilities of Members, Committee Agenda Setting: Timing, Posting, Modifications, and Oregon Public Meeting Requirements.

Discussion touched upon the possible usefulness of adopting a Code of Conduct that might help guide Committee members and serve to encourage free and open, as well as civil and productive deliberations. Such a Code may be proposed in the future if it is seen as needed.

“Take 5” & “Fist of 5” were distinguished from one another via helpful comments by Traci Fordham & Traci Simmons. Discussion then focused upon whether the Committee might adopt the “Fist of 5” as an ongoing decision-making process for itself. We then used this process to adopt our first decision (regarding how we are to make decisions in the future):

<u>RESOLUTION</u> <u>#1</u> (9/27/2018): The PCC Board Committee on Diversity, Equity, and Inclusion (BCDEI) shall make use of the “Fist of 5” process in making its decisions. (Adopted by using the Fist of 5 method, with seven members holding up all 5 fingers and three only 2 or 3).

2018-19 Regular & Optional Meeting Dates were discussed with challenges associated with creating a calendar for this academic year becoming obvious. Many members cannot be clear about what their schedules may for Winter Term until later in Fall, with the same being true of Spring Term until later in the Winter. Sentiment clearly suggested that another meeting would be good for later this Fall Term (with 1 or 2 meetings in each of Winter & Spring Terms). Jeannie Moton agreed to survey Committee members as to possible future meeting dates.

Educating Ourselves & Reporting to the PCC Board with Recommendations were issues which were thought to be priority concerns for the BCDEI this academic year, with an overview of the PCC Office of Equity & Inclusion (and additional sources of DEI activities currently happening). The idea emerged to engage in such an overview for ourselves at the next BCDEI Meeting and maybe refine that overview as a presentation to be shared with the PCC Board of Directors as early as its January scheduled Work Session or Business Meeting.

BCDEI Goals for 2018-19 evolved out of the previous agenda item, including a range of possible achievable goals for this academic year. An attempt to limit in number these goals and prioritize them fell short on time – leaving some decision regarding them to our next meeting. The list of goals mentioned at this meeting included the following:

1) Input into Board Dashboard
2) Review PCC Progress re.: HB 2864 “Cultural Competency”
3) Outline a Board DEI Training (for summer, 2019?)
4) Propose Improvements to the BCDEI Charter for 2019-20.

Agenda Setting for Next Committee Meeting was begun, with the BCDEI Co-Chairs agreeing to share with Traci Fordham, to propose an agenda for our next meeting.

Issues not addressed at this meeting: included discussing Frequency & Format regarding Reports to the PCC Board, Volunteering & Approval of Tasks to be accomplished, and an in-depth Dashboard Discussion.

MEETING EVAULTION

Comments relating to how this meeting could have been improved included: 1) time notations next to agenda items, 2) more focused energy on fewer agenda items, 3) continuing concerns relating to the BCDEI Mission & Responsibilities, and 4) taking care to encourage participation from all Committee members. Positive comments included how we educated ourselves regarding the Committee Charter both regarding how it is clear and how it may be improved upon, 2) kept on task, with quality sharing that made forward progress even though it may have been somewhat frustrating, 3) was facilitated in a manner which encouraged and respected different points of view, and 4) adjourned on time!