

## Equity Council Regular Meeting

<b>Date:</b>	Wednesday, January 11, 2017		
<b>Time:</b>	1:15pm-3:15pm		
<b>Location:</b>	SEM II, Room E3109		
<b>Meeting Option(s):</b>	<input type="checkbox"/> Phone Conference	<input type="checkbox"/>	<input type="checkbox"/> Video Conferencing

<b>Meeting Objective(s):</b>	
<b>Facilitator(s):</b>	<b>Phyllis Esposito</b>

<b>Participants:</b>	<input checked="" type="checkbox"/>	Bentse Bianbaciren		Rashida Love	<input checked="" type="checkbox"/>	Camila Davila Schrandt
	<input checked="" type="checkbox"/>	Felix Braffith		Naima Lowe		ShaMarica Scott
	<input checked="" type="checkbox"/>	Laura Coghlan	<input checked="" type="checkbox"/>	Lorie Mastin	<input checked="" type="checkbox"/>	Laurel Uznanski
	<input checked="" type="checkbox"/>	Lisa Dawn-Fisher	<input checked="" type="checkbox"/>	Greg Mullins	<input checked="" type="checkbox"/>	Sonja Wiedenhaupt
	<input checked="" type="checkbox"/>	Wendy Endress	<input checked="" type="checkbox"/>	Emily Pieper		Tom Womeldorff
		Kennedy Flores	<input checked="" type="checkbox"/>	Carolyn Prouty		
	<input checked="" type="checkbox"/>	Tracy Hall		Juan Carlos Ruiz Duran		
		Olga Inglebritson	<input checked="" type="checkbox"/>	Therese Saliba		
	<input checked="" type="checkbox"/>	Tina Kuckkhan-Miller		Raquel Salinas		
		Emily Lardner	<input checked="" type="checkbox"/>	Steve Schmidt		

### Agenda Topic #1: Actions Teams Report

**Carolyn:** Search Committee for VP of Equity and Inclusion: The Search Consultants have been hired and are coming to campus 01/31/17. The work for the next month is to determine the job responsibilities, who are the direct reports, to the VP, the relationship with the faculty, and a budget. The goal is to post the position by 02/01/17. The search firm is going to recruit the candidate, but it is encouraged for internal employees to share this position. There are 10 people on the committee and the first meeting was held 01/09/17. The question regarding how this position will relate to faculty was discussed as well as possibly extending the title to Vice Provost for the purposes of faculty development.

**Sonja:** Campus Read (Organizing the team around the focus of the McNair's book): There are 4 informal conversations scheduled with faculty over the next 2 weeks. Wendy has requested a meeting with Student Affairs with regard to McNair's book. The first meeting is at 8:00am, 01/12/17, in the Faculty Lounge; 01/18/17, 01/19/17, and 01/20/17 are scheduled, but the location is TBD.

**Tina:** Campus Wide Initiatives: 01/18/17, 3:30pm-5:00pm, in the Longhouse will discuss *Continuing the Work We've Done*; 01/23/17 is the *Water is Life* presentation in the Longhouse; 02/23/17, 2:00pm-4:00pm is the *Xicanx for Teaching and Organizing*; *Black Focus* is still pending. The President's Equity Fund has approved *Mistatim*, which revolves around reconciliation and building community.

**Laura:** Hiring and Development Subgroup: Curriculum planning initiatives: There is progress on Title III and Teaching and Learning Center; there is assistance with writing the grant to make more explicit connections between Student Affairs and academics. This will formalize the relationship of the students within the Learning Center. The proposal will also outline the need to shift more towards Tacoma, Indigenous groups, etc. to connect with the center; the idea is to bring the community more aligned with equity. A faculty recruitment survey will be drafted in

February and launched before the onboarding model that will go-live during that time. There will be another survey in the spring to discuss faculty interest: Why do faculty want to remain in this “climate?”

**Bentse:** President’s Equity Fund: 2 grants were awarded in December and 3 grants were awarded 01/06/17. There has been a total of \$13,366 awarded in grants. There will be an application workshop offered to students interested in the Day of Absence/Day of Presence (DOA/DOP).

**Greg:** Part of the DOA/DOP concern is regarding space scheduling; active conversations are occurring with regard to space scheduling and policies. With regard to communication, the Dean sent out tips to faculty last week to urge them to begin planning for DOA/DOP.

**Felix:** DOA/DOP is scheduled for 04/12/17 and 04/14/17. The next meeting regarding DOA/DOP is scheduled 01/23/17 to discuss space, presenters, and commitments from faculty to bring students to this event. There is a concrete budget of \$60,000 (the request initially was \$66,000). There is the hope that the remaining funds will be pulled from the \$10,000 endowment for keynote speakers. Rashida Love has secured commitments from 15-17 faculty members to require that their students participate in DOA/DOP, which brings the total to 400 students. The goal is to have 1,000 students participating in this event.

**Tina:** Could DOA/DOP be an opportunity to cover the Jewish population? This should be a topic of discussion.

**Emily:** There is a proposal from the DOA/DOP committee for white students to go off campus and students of color to remain on campus; this has been approved. This is to center the campus on students of color.

### Agenda Topics #2 and #3: Mission Statement and Student Success

#### Notes:

**Phyllis:** The work around equity is important and the campus is in the midst of creating a paradigm shift and what it means for student success. The reflection to focus on is how we can leverage our work to accomplish our goals. What is student success and do we have a shared understanding of what it means? Phyllis distributed pages 89-90 of the McNair book to the committee to discuss this question within their individual groups.

### Agenda Topic #4: Communication Strategy Plan

#### Notes:

**LaToya:** Presented the Equity and Inclusion Council Communication Strategy Plan crafted in conjunction with Phyllis and Felix:

**Type of Communication:** Equity Council Updates

**Purpose:** Provide monthly updates regarding the activity of the council. These updates represent overall summaries of the council’s collective work.

**Audience:** Faculty, Staff, and Students

**Frequency:** Updates sent once a month.

**Medium:** Emma

\*Updates will also be uploaded to the Equity Council’s webpage.

**Type of Communication:** Equity Council Minute

**Purpose:** Provide frequent announcements regarding upcoming events (e.g. Coming Together Series, Campus Read/informal conversations/Equity Fund) related to the Council’s work.

**Audience-**Faculty, Staff, and Students

**Frequency-**weekly

**Medium-Emma**

**Type of Communication:** Class Raps

**Purpose:** Provide information to the students regarding the Council’s work

**Audience:** Students

**Frequency-TBD**

**Medium-Aim** is to work with Council members (students) to develop a systematic on-going communication with students.

**Action Team Leader Expectations:**

- Create a calendar of action team meeting dates.
- Maintain a record of agendas and minutes-submit both items to LaToya to post on our website.
- Be prepared to share summary reports of the action team’s meetings at the larger council meetings.

**Agenda Topic #5: Grant Budget Tracking**

**Notes:**

**LaToya:** The committee was presented with 2 documents: A “Purchase Request” form to request funds from approved grants and the budget tracker spreadsheet, which will be used to track proposed budgets and actual spending. Action Teams will follow the procedures outlined below:

- For the spreadsheet, each Action Team will complete the “Budget” column with proposed budgets for their activities and submit it to LaToya via email. The spreadsheet will include the total budget allocated to each team.
- Once LaToya has received the spreadsheets from each team, she will begin tracking the actual money that is spent on the spreadsheet, which will be presented in the form of a report to individual teams.
- In order to track the actual money spent, teams will need to submit a “Purchase Request” form via email to LaToya and cc Lisa Dawn-Fisher that will outline a description of the goods/services needed and their actual costs.
- Each team will receive an email with the aforementioned documents attached as well as instructions.

<b>Minutes Prepared By:</b>	LaToya Johnson, Administrative Assistant
<b>Next Meeting:</b>	<b>Wednesday, February 8, 2017, SEM II, E3109, 1:15pm-3:15pm</b>