**Harper College**

**Diversity & Inclusion Committee**

**Meeting Minutes**

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| **Meeting Name** | Diversity & Inclusion Committee |
| **Meeting Date** | Wednesday, December 18, 2013 |
| **Meeting Time** | 3:00 pm |
| **Meeting Location** | A-243 |
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| **Voting Members Present** | Mike Barzacchini, Jack Henderson, Kris Hoffhines, Tami Kadera, Judy Kulchawik, Steve Liggio, Tara Mathien, Linda Mueller, Amirah Nasir, Celina Ocampo, Lisa Helwink (for Paula Saltzman), Roger Spayer |
| **Voting Members Absent** | Brenda Carillo, Devin Chambers, Dave Cross, Kathryn Powell, Charlotte Schulze-Hewett |
| **Non-Voting Members Present** | Barb Koenig, Michelé Robinson, Lauren Salotti |
| **Guests** |  |

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| **Meeting Minutes** |

Kris Hoffhines called the meeting to order at 3:00 pm.

1. **Approval of Minutes**
   1. The minutes from November 20, 2013 were approved without discussion.
2. **New Business**
   1. **Professional Development Opportunities**

* Professional development for committee members is a unique request but due to the nature of this committee it is important that the committee members have the same level of awareness.
* Ideas for professional development are:
  + Reading group – meets on Fridays, from 11:00-1:00. Facilitated by Kris Hoffhines & Jim Gramlich
  + Diversity panel of students of different backgrounds, ethnicities, genders could meet with committee
  + Create list of different perspectives and form small groups that will research and present to the whole group
  + Committee could create its own reading group on different diversity & inclusion topics.
  + January professional development: Kris will be in charge of assigning a reading that committee members will read and discuss at January meeting
  + February professional development: Arrange to have a student panel discuss
  + Future topics for professional development will be discussed at the January & February meetings

1. **Old Business**
   1. **Symposium Speaker Selection**

* A survey was done of the committee members to determine who should be the keynote speaker at the 2014 Symposium.
* James Wright received the most votes and it was agreed that the committee would like to invite him
  + He is from Los Angeles
  + Michelé has heard him speak at a conference and was very impressed
  + He speaks about unconscious bias –our brains are wired to have preferences/biases
  + He uses social media and snippets during his presentation
  + His regular fee is $7000 to speak but he told Michelé he would work with us on the price.
  + Michelé will contact him and tell him the College will pay him $5000 plus all travel expenses
  + Michelé will also confirm the date with him and tell him that Barb Koenig will be the contact.
  + He will stay for the entire morning of the symposium
  + He agreed to do conference calls with the committee
  + Committee members liked him because he is well known, African American, and engaging & personable. He will be a good transition speaker from last year’s to the speaker in 2015. His experience with social media will be helpful in reaching those who haven’t attended before.
  1. **Symposium Topics & Format**

Unconscious bias will be the main topic. Subtopics suggested:

* Search Committees/Hiring: How unconscious bias appears and how to recognize it. It is

important to determine the correct terminology instead of “Search Committee” because it could alienate some people. “Encountering New People” was suggested as possible terminology

* Faculty/Staff reactions to diverse students is another topic
* Speech team may be asked to do a short 10 minute presentation at the symposium…maybe at the kickoff.
* Conscious bias is another possible topic
* Having students participate in each small group was suggested to ensure a different point of view
* Facilitators of small groups should receive training
* Suggested format:

8:30-10:00 Keynote speaker

10:00-10:15 Break

10:15-11:15 Table discussions

11:15 Wrap Up

* 1. **Ad Hoc Committee**
* Linda Mueller, Tara Mathien, Tami Kadera, Kris Hoffhines, Roger Spayer, Michelé Robinson will serve on the ad hoc committee. Mike Barzacchini will work with Carolynn Muci on the social media component.
* The first meeting will be in January
* This committee will be responsible for the bulk of planning the symposium

1. **Non-Member Comment Period** – no comments
2. **Future Meeting Dates, Times and Locations**

January 15

February 19

March 19

April 16

May 21

The meeting was adjourned at 3:50 pm

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_