Present: Rose DelGaudio, Lee Douglas, Crystal McCutcheon, Diane Bangs, Eva Talastas, Lillian Justice, Shirley Gooding and Bill Brazda

Absent: Corinne Magdaleno, Byron Breland, Camille Bolton, Gloria Wilson, Julie Kossick, Kaneesha Tarrant, Karyn Daniels, Alberto Morales, Lynn Shaw, Ricco James,

1. Approve January 19, 2012 Meeting Notes

2. Pathways to Diversity, Equity and Inclusion in Higher Education Conference – Rose DelGaudio
   - The date decided upon will be October 9, 2012
   - The theme will be Walking the Talk
   - Committee decided to go with the flyer that had the LBCC logo on it (but with the logo slightly lighter, if possible)
   - Focus workshops to appeal to Staff and Faculty
   - Suggestion to offer the same workshop in the morning and the afternoon so that people can attend all the workshops
   - Possible alliance with the Conference on Equality and Justice or the Diversity Counsel in Long Beach
   - Possibly charging the public $10
   - A conference template was handed out showing possible timelines and tracks for the conference:
     1. Registration
     2. Morning Keynote Speaker
     3. Morning breakout session
     4. Lunch – Keynote Speaker
     5. Afternoon breakout session
     6. Afternoon break
     7. Late afternoon breakout session
   - Suggested Topics:
     - Pedagogy: How to Teach Inclusion
     - College Promise
     - Trending Social Media
     - How Inclusion Leads to Excellence in the Institution (needs further definition)
   - Members signed up for the following Working Groups (if you are not listed, please email Linda Roseth [lroseth@lbcc.edu] with the Working Group you wish to serve on):
     Marketing and Publicity:
     Members: CRM, Camille Bolton, Lillian Justice (Co-Lead), Kaneesha Tarrant (Co-Lead), Corinne Magdaleno and Shirley Gooding
     - Save the Date
     - Create invitation list (including community officials and administrators from other schools)
     - Promote call for proposals “In the Loop” via email
Promote event on website, on “In the Loop”, Facebook, other Web 2.0 strategies, and marquee, etc.
Promote at various meetings on campus
Work with technical team to stream the event live
Design and print programs (include information on Lumina grant, Promise Pathways, Staff Equity Committee, presenters, topics, sponsorships, agenda/schedule, and map)

**Logistics/Welcoming:**

**Volunteers:** Eva Talastas, Crystal McCutcheon (Lead), Gloria Wilson and Diane Bangs

- Create maps and signage
- Post maps and signage across campus
- Designated officials present for sign in sheets and FLEX credit
- Create, disseminate, and collect evaluations
- Balloon set ups
- Assign designated parking for guest speakers and special guests
- Coordinate with facilities and technical crews for set up (submit set up forms)
- Workshop sign ups and follow up
- Scheduling rooms
- Coordinating food
- Coordinate with presenters (parking, date, time locale, handouts)
- Make sure technical support is in place
- Make sure handouts are available
- Handout evaluations for each workshop
- Keep presenter on designated time for each workshop
- Make sure they know where they are presenting
- Thank you cards
- Responsible for clean up
- Tracking/charging/collecting money from non-LBCC employees

**Speaker/Call for Proposal:**

**Volunteers:** Lynn Shaw, Rose DelGaudio (Lead), Carlos Ramos, Lee Douglas, Lillian Justice, Bill Brazda, Alberto Morales and Cynthia Quintero

- Collect proposals
- Decide which proposals will be accepted
- Identify themes/schemas for the conference
- Coordinate with Academic Senate on providing FLEX Credit for workshops
- Brochure: write up biographies for each speaker, summary of each workshop, conference agenda etc.; hand off to marketing and publicity group for design and printing
- Evaluations
- Double credit for Flex College Service

- The Working Groups need to meet before the next Staff Equity Committee meeting as there is a lot of work that needs to be done in a short amount of time.

3. **Campus Survey – Lee Douglas**

   Lee Douglas, Lillian Justice, Rose DelGaudio and Eva Bagg met to discuss conducting a campus-wide survey to help determine the campus climate regarding Equity. Themes of:
your belief system, attitudes, and sense of obligation to the institution were suggested that might help the Committee understand and shape what professional development is needed at LBCC as a result of the survey. Lee stressed the importance of carefully selecting the wording and language on the survey. He also didn’t want the survey to become too cumbersome. Not to allow “Neutral” to be an option on the survey was suggested as it doesn’t lead to a conclusion. The survey should be out by the end of the Spring semester.

4. Updating the Equity Plan – Rose DelGaudio
   We are recruiting diverse pools of applicants. We need to tweak the strategies to continue to have the impact we need on Recruitment. We need more work on the Dialogue portion of the Staff Equity Plan. Rose and Lee are presenting a workshop at the March 14, 2012 Flex Day that will focus on Dialogue.

   Discussion regarding the follow up as to why a faculty candidate is rejected in the final interview. Do we have a process that will justify or gather information to understand why a faculty candidate is rejected? This information would be helpful in discovering the reason certain people aren’t hired and in recognizing where the disconnects are for the candidate.

5. Flex Day Workshop – March 14, 2012: “Be a Difference Maker: Faculty Leadership Opportunities” – Rose DelGaudio
   Lee Douglas and Rose DelGaudio will offer this workshop on Flex Day. There are many opportunities for faculty to make a difference. Some of them are:
   • Faculty Internship
   • Role in Hiring Committees
   • EEO Role
   • Safe Zone Training
   • Improve Your Marketability

6. Update of Implementation/Overview of Staff Equity Website – Rose DelGaudio
   Tabled until the next meeting

Adjourn  5:30 p.m.

Next meeting: March 15, 2012 @ 3:30 p.m. – LAC T1046
Action Items:

1. **All Working Groups**
   - Meet to discuss and develop what needs to be done and who will do them
   - Write out everything down to lay out all that needs to be done and who will do it

2. **All Committee Members**
   - Google Daryl G. Smith as a possible keynote speaker

3. **Marketing and Publicity**
   - Get out the “Save the Date” notice
   - Create Invitation List
   - Design and create the program
   - Coordinate the food
   - Meet with CRM to promote the conference
   - Marquee announcement
   - Press Release

4. **Logistics/Welcoming**
   - Live stream the conference
   - Maps and signage

5. **Rose**
   - Bring broad themes to the next meeting (3/15/12)
   - Call for Proposals before the end of the semester (May 23, 2012) and nail down the speakers
   - Determine how lunch will be paid for
   - Determine if the community will be charged $10
   - Check with Rancho on justification of rejecting a faculty candidate
   - Look into having a Diversity Officer for hiring Part-time Faculty

6. **Crystal McCutcheon**
   - Give Rose the Safe Zone information

7. **Lillian Justice**
   - Check with Barstow on justification of rejecting a faculty candidate

8. **Diane Bangs and Crystal McCutcheon**
   - Proposal for where to Register, where to eat lunch, where to have keynote speakers

9. **Who?**
   - Align with Conference for Equality and Justice and the Diversity Counsel in Long Beach