

**Harper College
Diversity & Inclusion Committee
Meeting Minutes**

Meeting Name	Diversity & Inclusion Committee
Meeting Date	Wednesday, November 20, 2013
Meeting Time	3:00 pm
Meeting Location	A-242
Voting Members Present	Dave Cross, Jack Henderson, Kris Hoffhines, Judy Kulchawik, Steve Liggio, Tara Mathien, Linda Mueller, Celina Ocampo, Kathryn Powell, Paula Saltzman, Roger Spayer, Amiran Nasir, Tami Kadera
Voting Members Absent	Mike Barzacchini, Devin Chambers, Stephanie Norris, Charlotte Schulze-Hewett,
Non-Voting Members Present	Barb Koenig, Michelé Robinson
Guests	Judi Zaplatynsky, Andrew Iverson

Meeting Minutes

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

1.0 Approval of Minutes

1.1 The minutes from October 16, 2013 were approved without discussion.

2.0 New Business

2.1 *Charter:* Michelé Robinson mentioned that the committee was formerly called the Diversity Committee but has been renamed the Diversity & Inclusion Committee. Copies of the charter were distributed to all members. There were no comments about the charter.

2.2 *Elect Chair & Vice Chair:*

Tara Mathien nominated Kris Hoffhines for Chair. All approved.

Tara Mathien nominated Linda Mueller for Vice Chair. All approved.

2.3 *Members Terms:*

Name	Term	Term Expiration Date
Judy Kulchawik	1 st term	2016
Tara Mathien	2 nd term	2014
Kris Hoffhines	1 st term	2016
Charlotte Schulze-Hewett	1 st term	2014
Kathryn Powell	1 st term	2014
Tami Kadera	1 st term	2016
Roger Spayer	1 st term	2014
Mike Barzacchini	1 st term	2015
Jack Henderson	1 st term	2016
Devin Chambers	1 st term	2015
Celina Ocampo	1 st term	2015
Linda Mueller	1 st term	2015
Paula Saltzman	1 st term	2016

Dave Cross	1 st term	2014
Steve Liggio	1 st term	2016
Amirah Nasir	NA	By position
Michelé Robinson	NA	By position
Barb Koenig	NA	By position

2.4 *Meeting Dates:*

2.4.1 All future meeting dates and time were approved. December 18 was questionable but the committee felt it was necessary to meet due to the Diversity Symposium planning deadlines

2.5 *Ice Breaker:*

2.5.1 Diversity & Inclusion Survey was distributed to members to determine each individual's awareness of diversity issues. After completing the survey, each member discussed their strengths and weaknesses with the person next to them.

2.5.2 Committee members introduced themselves and told why they chose to be on the Diversity & Inclusion Committee

2.6 *DREAM Liaison- Judi Zaplatynsky*

2.6.1 Judi told the committee that the purpose of the DREAM Committee is to offer support for diverse faculty and administrators. She will be attending the Diversity & Inclusion Committee as a guest each month.

2.7 *Ex-Officio's Role & the Diversity/Inclusion Office*

2.7.1 Background was given on the decision to create a new position, as Special Assistant to the President for Diversity and Inclusion.

2.7.2 Approximately 18 months ago, Dr. Ender met with a group to discuss the challenges of minorities on campus.

2.7.3 As a result of this discussion, a task force was formed which was led by Dr. Kenya Ayers and Trygve Thoreson. The task force met for one year. They recommended that the position of chief diversity officer be created. Michelé Robinson was asked to assume this role, effective January 1, 2014.

2.7.4 During her first 6 months in this role, her goals are:

2.7.4.1 Work with human resources to establish exit interviews

2.7.4.2 Work with human resources to establish 360° evaluations for all employees

2.7.4.3 IEM- The number of diverse employees who leave Harper is not greater than the number of non-diverse employees who leave.

2.7.4.4 Diversity Scorecard will be developed

2.7.4.5 Teaching Fellows Program: Harper will work with two neighboring universities. One serves predominantly African American graduates, the other Hispanic/Latino graduates. Each department head will work with a new Master degree (or ABD) candidate as a one year fellow. This person will teach and be involved in all department meetings and activities.

2.7.4.6 Employee Resource Group-Advising group

2.7.5 Michelé will provide the Diversity & Inclusion Committee with updates on these items

3.0 **Old Business**

3.1 *What is the Diversity Symposium?*

3.1.1 It is an all-day annual event that takes place in April.

3.1.2 In the past, speakers have presented during the morning session, followed by group activities in the afternoon.

3.2 *Diversity Symposium-2015*

3.2.1 Freeman Hrabowski, the well-known President of the University of Maryland Baltimore County, has been secured for the Diversity Symposium in April 2015. He is in high demand due to his ability to speak on any topic, his story telling abilities, and his ability to relate well to his audiences. He is able to incorporate his knowledge of his own university's challenges into his

presentations. He will ask the committee what they want him to discuss; he'll research our college and contextualize his presentation.

3.2.2 *Ideas for Topics for 2014 Diversity Symposium*

3.2.2.1 Generational diversity

3.2.2.2 Futurist trends

3.2.2.3 Cultural competency

3.2.2.4 Unconscious bias & micro aggressions

3.2.2.5 Digital divide/haves and have nots

3.2.2.6 Trends/demographics and how it influences our decisions

3.2.2.7 Micro diversity-contextualizing diversity for our campus

3.2.3 *Format for 2014 Diversity Symposium- Friday, April 25, 2014*

3.2.3.1 What worked in 2013? Activities, groups, inclusiveness, all employee groups participated

3.2.3.2 What didn't work in 2013? J143, some ideas were too simplistic

3.2.3.3 It was suggested to use the format that Moraine Valley used for their diversity symposium. A breakfast was served to people as they sat at tables of 8. A local speaker presented for 1 ½ hours in the morning. Each table was then given a question to discuss, with a member of the Diversity Committee serving as facilitator. 15 minutes was allowed for the discussion. Then, people split up and went to different tables, where a different question was asked and discussed. The speaker did a wrap-up. The event last a ½ day. It was suggested to use twitter, door prizes, and clickers to get people engaged. The committee's goal is to get people excited so they will be eager to attend the symposium in 2015 with Freeman Hrabowski. The committee all approved of this format.

3.2.4 *Speaker Suggestions for 2014 Diversity Symposium*

3.2.4.1 It was determined that Kris Hoffhines will send the committee members a template for speaker suggestions. Very brief information should be included, with a link to the speaker's information. The template should be completed and returned to Kris by December 2. By December 10, Tara will create a survey monkey of all potential speakers. The survey must be completed by everyone by December 16. At the December 18 meeting, only the top 3 speaker will be discussed and voted on.

3.2.5 Ad Hoc Committee

3.2.5.1 Due to the lack of time, this was not discussed at the meeting. It will be discussed next meeting. It was mentioned that 4-5 committee members will be needed and it will require work on their part.

4.0 **Non-Member Comment Period** – no comments

5.0 **Future Meeting Dates, Times and Locations**

December 18

January 15

February 19

March 19

April 16

May 21

The meeting was adjourned at 4:25 pm

Approved: _____

K Hoffhines

Date: _____

12/19/13