



Equity Committee

Meeting Minutes

March 25, 2021, 2:00pm

Meeting called to order at 2:07pm by Elizabeth Baker, Chair

Present: Elizabeth Baker, Chair (Carteret CC), Brittany Champion, Co-Chair (Pitt CC), Retha Hall (CPCC), Denise Keating (CPCC), Garrison (Allan) Libby (CPCC), Samantha O'Conner, VP (Central Carolina CC), Liza Palmer (Brunswick CC), Colleen Kehoe-Robinson (James Sprunt CC), Jennifer Seagraves (Johnston CC), Nathan Stancil (Johnston CC), Touger Vang (Montgomery CC)

Absent: Kris Obele Bele (Fayetteville Technical CC), Peggy Higgins (A-B Tech CC), Amber Jacks (Caldwell CC), Robert James (Nash CC), BJ Thompson (Central Carolina)

Agenda:

- Review/approval of minutes: February 4th and March 4, 2021
- NCCCLA Conference – March 2021
- Committee Updates
- Group team reporting on Collection Development Tool Kit Group Projects
- Schedule next meeting date

Discussion Items:

- Review and approval of minutes from February 4th and March 4th meetings
 - Feb 4: Motion to approve by Colleen, seconded by Jennifer
 - March 4: Motion to approve by Collen, seconded by Jennifer. Note: Minutes sent out for review had incorrect meeting date of Feb 18. All other content was correct.
- NCCCLA Conference
 - Elizabeth expressed kudos to the following committee members:
 - a. Samantha and the planning team for an outstanding job on this year's virtual conference; it was one of the better Zoom conferences attended, great sessions. Samantha stated that it was a team effort and expressed thanks to everyone for their support.
 - b. Brittany and Colleen for their presentation on the Equity Committee's purpose and initiatives.
 - c. Brittany, Retha and Gerald for a great and informative session on NC Community College's Hiring and Retention Practices.
- Equity Committee Updates
 - Start of official 2nd year as committee; executive board approved the change to become a standing committee. Elizabeth stated that this change will give the committee a stronger presence on the executive board.
 - Example of Advocacy Committee bylaws were sent to team members to review as a guideline in developing Equity Committee bylaws as well as other examples. The bylaws will focus on the following: statement, officers, term length, purpose etc. Nathan suggested changing the statement to reflect the Equity Committee – not sub-committee.
 - Elizabeth expressed desire to stay on as chair during the transition for continuity on projects in the works (toolkits, outreach, logo, training, etc.) through March 2022. All team members present were in agreement.
 - Suggestion was made to drop team members who have not been in attendance/active after a certain number of missed meetings.

- Peggy resigned from the committee. The group agreed to remove Kris and Amber from membership as they haven't attended a meeting in months (and months, and months).
- The Why Framework team provided an overview of what they had developed/revised thus far.
 - **Why:** Framework -Collaboration/Learning
Team: Learn (Brittany), Connect (Touger), Support (BJ), Reflect, (Touger), and Collaborate (Garrison)
Report: Made suggested edits during meeting based upon collaborative review/comments, e.g., terminology, break up elements of section points by adding some as part of the introduction sentence above the table, highlights to indicate changes that could be placed somewhere else in the document, adding active links, etc.

Due to time constraints, the Why group will complete the Reflect and Collaborate sections of the framework during the next working session. Hopefully, the next group will be able to begin presenting content as well.

Action items:

- Elizabeth will send out a link for the next working session on Thursday, April 1, 2021 at 3pm.
- Review CD Toolkit document for flow and next section. Goal is to complete.
- Review sample bylaws

Meeting adjourned at 3:20pm by chair

Notes recorded by: Retha Hall