



Equity Committee

Meeting Minutes

June 17, 2021, 2:06pm

Meeting called to order at 2:04 pm by chair

Present: Elizabeth Baker, Committee Chair (Carteret CC), Brittany Champion, Committee Co-Chair, and VP-President Elect (Pitt CC), Samantha O'Conner, President (Central Carolina CC), Liza Palmer (Brunswick CC), Jennifer Seagraves, Past President, (Johnston CC), Nathan Stancil (Johnston CC), Touger Vang (Montgomery CC), Robert James (Nash CC), BJ Thompson (Central Carolina)

Absent: Retha Hall (CPCC), Garrison Libby (Central Piedmont)

Agenda:

- Review/approval of minutes May 13, 2021 and June 3, 2021
- Continue working on Why groups CD Toolkit Framework - Working session
- Draft a conclusion for toolkit
- Begin review and drafting of committee bylaws

Discussion Items:

- Minutes from May 13, 2021 and June 3, 2021: Motion made by Brittany to approve both dates; seconded by Jennifer.
- Used Google Docs (Equity Committee Folder) to work on toolkit.
- **Why (Learning Outcomes)** framework content review (Liza, Colleen, and Retha);
 - Learning outcomes moved to top of the document after the introduction statement.
 - Read through section for committee input.
- Sections of the toolkit were numbered in the following order: introduction, learning outcomes, framework, and conducting an audit.
- **Introduction**
 - Reviewed after completing all sections.
 - Made changes to reflect language used in other sections.
 - Added a line for clarity.
- **Conclusion**
 - Moved paragraph from introduction to form conclusion
- **Reference**
 - Created section
 - Moved links from body

Action items:

- Create the link for the next working session and send out
- Read entire document
- Add links into body where necessary
- Work on reference section
- CD Toolkit Framework document link

Next meeting: June July 1, 2021, 2pm

Meeting adjourned at 3:08 by chair

Notes recorded by: Elizabeth