



# Equity Committee

## Meeting Minutes

July 29, 2021, 2:00 pm

Meeting called to order at 2:04 pm by chair

Present: Elizabeth Baker, Committee Chair (Carteret CC), Samantha O'Conner, President (Central Carolina CC), Jennifer Seagraves, Past President, (Johnston CC), Nathan Stancil (Johnston CC), Touger Vang (Montgomery CC), BJ Thompson (Central Carolina)

Absent: Brittany Champion, Committee Co-Chair and VP-President Elect (Pitt CC), Liza Palmer (Brunswick CC), Robert James (Nash CC), Retha Hall (CPCC), Garrison Libby (Central Piedmont)

### Agenda:

- Review/approval of minutes: July 1, 2021 and July 15, 2021
- Committee bylaws announcement
- Continue working on CD Toolkit Framework - Working session
- Citations
- Conclusion
- Definitions

### Discussion Items:

- **Minutes** from July 1, 2021 and July 15, 2021
  - The minutes were not approved. There were many committee members not in attendance. The motion was made to approve the minutes for July 1, 2021, July 15, 2021, and July 29, 2021 at the August 12 meeting. The members present agreed.
- **Committee bylaws announcement**
  - Elizabeth announced that the group would be working on drafting the bylaws for the committee in the August 12 meeting.
  - It was agreed that it would be beneficial for group members to gather and bring any materials that had been saved or reviewed for this task.
- **Toolkit**
  - The group reviewed the few remaining yellow highlights in the [document](#).
  - The only yellow highlight remaining at the end of the session was the committee's name. This highlight can be removed once the decision is made in the August meeting what the committee's official name will be.
- **Citations**
  - Before the meeting, Nathan had hyperlinked all the citations within the body to be possibly included in the finished toolkit. (These were citations that the committee marked as needing to be reviewed later to determine if they should be included). Nathan's work made the review of links easier. The links were in the Conducting an Audit section.
  - The committee members visited the links and decided if the links were to be included.
  - If the committee decided that the link no longer fit the content of the document, it was deleted. If the link fit the document, it was kept in the document and a sentence was added for explanation.
- **Conclusion**
  - The group reviewed the conclusion paragraph and decided no changes were necessary.
- **Definitions**
  - The group decided to table the definitions section for now.
  - Nathan suggested that the group release the toolkit and see if there are any questions or concerns about the document from users. A definition or glossary section could be added in the future if needed for clarification.

**Action items:**

- Create the link for the next working session and send out
- Read entire toolkit document
- Begin work on bylaws
- CD Toolkit Framework document link:

<https://docs.google.com/document/d/1cgZ8fyWiJdUXtsCj0BF4PA22QvuqVP1P56M9qRHi67Q/edit>

**Next meeting: August 12, 2021, 2pm**

Meeting adjourned at 2:53 by chair

Notes recorded by: Elizabeth