



Equity Committee

Meeting Minutes

September 9, 2021, 2:00 pm

Meeting called to order at 2:06 pm by chair

Present: Elizabeth Baker, Committee Chair (Carteret CC); Liza Palmer (Brunswick CC); Retha Hall (CPCC); Nathan Stancil (Johnston CC); BJ Thompson (Central Carolina), Colleen Kehoe-Robinson (James Sprunt CC); Robert James (Nash CC)

Absent: Brittany Champion, Committee Co-Chair and VP-President Elect (Pitt CC); Samantha O'Conner, President (Central Carolina CC); Touger Vang (Montgomery CC)

Agenda:

- Review/approval of minutes July 1, 2021, July 15, 2021, July 29, 2021, and August 12, 2021
- Membership update
- Work on committee bylaws
- Open officer positions
- Review CD Toolkit

Discussion Items:

- **Minutes** from July 1, 2021, July 15, 2021, July 29, 2021, August 9, 2021
 - The minutes from all four meetings were approved. Liza made a motion to approve, and B.J. seconded the motion.
- **Membership update**
 - The Chair announced that Garrison Libby had resigned from the committee, and Jennifer Seagraves had resigned from the community college system.
 - The Chair asked for members to be thinking of ways to recruit new members.
- **Committee bylaws**
 - The committee continued to review the template sent by the Chair. The committee made changes in the following sections.
 - Article I: the chair made a motion that the committee's name be the Diversity, Equity, and Inclusion (DEI) committee. There were 6 responses to the name survey, with 5 suggesting DEI. Nathan seconded the motion. The members present voted for the name suggestion, and it was approved unanimously.
 - Article II: the word "equity" was changed to "DEI" where appropriate.
 - Article III: the word "librarians" was changed "personnel."
 - Articles IV and V: The word "Co-chair" was changed to "Vice-chair."
 - Article VI: the heading was changed to "Selection of Officers," and wording was added to indicate the officers assumed their duties "immediately upon selection."
 - Article VII: Meetings will be held monthly, and a majority is composed of the attendance of 50% plus one person of the membership.
 - Article IX: it was added that the bylaws could be amended "through a majority vote" of the membership at a regular or special meeting.
 - The Chair stated that the completed bylaws would need to be approved by the Executive Board. She would take them to the next appropriate meeting for review and approval. The Chair asked if the members needed more time to review the bylaws. Robert motioned to accept them as completed, and Retha seconded. The members present voted to accept the bylaws, and they were accepted unanimously.
- **Officer positions**

- The Chair reminded everyone that Brittany Champion and Retha Hall have stepped down as Vice-Chair and Secretary, respectively.
 - These positions still need to be filled from the committee's membership.
 - The Chair asked for volunteers.
- **Toolkit**
 - The group did not review the toolkit during the meeting.

Action items:

- Brittany to ask Angela for space on NCCCLA's website for the committee's minutes and documents.
- Elizabeth to take the bylaws to the Executive Board for review and approval
- Elizabeth to send the link for the next meeting
- Bylaws link <https://docs.google.com/document/d/1r6CFAv56bS-rRDDdQSiel-ZI3cLMbY6x/edit>
- CD Toolkit link: <https://docs.google.com/document/d/1cqZ8fyWjDUXtsCj0BF4PA22QvuqVP1P56M9gRHi67Q/edit>

Next meeting: October 14, 2021, 2pm

Meeting adjourned at 3:14 by chair

Notes recorded by: Elizabeth