



## Equity Subcommittee

### Meeting Minutes

January 14, 2021, 2:00pm

Meeting called to order at 2:03pm by Elizabeth Baker, Chair

Present: Elizabeth Baker, Chair (Carteret CC), Brittany Champion, Co-Chair (Pitt CC), Retha Hall (CPCC), Peggy Higgins (A-B Tech CC), Robert James (Nash CC), Denise Keating (CPCC), Samantha O'Conner, VP (Central Carolina CC), Colleen Kehoe-Robinson (James Sprunt CC), Nathan Stancil (Johnston CC), BJ Thompson (Central Carolina), Touger Vang (Montgomery CC)

**Guest:** Cheryl Coyle (past president – NCCCLA /Executive Board)

Absent: Kris Obele Bele (Fayetteville Technical CC), Amber Jacks (Caldwell CC), Garrison (Allan) Libby (CPCC), Liza Palmer (Brunswick CC), Jennifer Seagraves, NCCCLA President (Johnston CC)

#### Agenda:

- Review/approval of minutes: November 5, 2020: Corrections – changed Robert from absent to present
- Change in NCCCLA executive board leadership (Samantha)
- Board vacancies/nominations (Retha)
- Group team reporting on Collection Development Tool Kit Group Projects
- Schedule next meeting date

#### Discussion items:

- Minutes from November 5, 2020 meeting were approved; motion made by Touger, and seconded by Peggy
- Matters relating to change in executive board leadership:
  - Brittany read statement pertaining to an email received regarding investigation of NCSU employee who is related to a board member and shared with the Vice president. A subsequent email received indicated that after investigation, the NCSU employee was acquitted of alleged allegations.
  - NCCCLA Executive board leadership was informed and conducted an in-house, informal investigation into the matter as required by the association's bylaws since it involved a related board member. It was determined that related and anonymous allegations regarding the board members association-direct/in-direct involvement were purely circumstantial and found unsubstantiated in terms of behavior, actions, statements. Subsequently, the board closed the investigation. Members present were encouraged to express any additional concerns, which would be addressed at the next executive board leadership meeting.
  - Inquiry was made as to whether or not the executive board planned on putting out a public summary statement of investigation and findings for disclosure and transparency. The representatives of leadership board stated that they were not opposed, but matter would have to be addressed and approved by the executive board.
- Question regarding how this matter fits in with the mission, goals of the Equity Committee's role and how it could be addressed.
- Comment was made about discussing and establishing 'best practices' for protecting member's privacy against information attacks as it could happen to anyone, and since we post a lot of information online via the association's website.
- A suggestion was made to perhaps develop a workshop on information security for the upcoming conference.
- Conference proposal submission deadline has been extended to Feb 2. Members encouraged to consider presenting.
- Nominating Chair reported on upcoming board positions that need to be filled for: Treasurer, Secretary and Vice President /President Elect. Information regarding position duties and nomination form was included in the January eNewsletter.
- Question about how long the Equity Subcommittee would be active. Samantha, vice president /acting president, stated that the NCCCLA President is at liberty to end subcommittees, especially if they have served their purpose. If a subcommittee member wishes to step down, he/she should share their concerns with the subcommittee's president.

- Each of the groups working on sub-sections of the Collection Development Equity Tool Kit Framework provided a brief summary of what they had developed thus far:
  - **What:** Narrative introduction (purpose)  
*Team: Samantha, Robert, and Peggy*  
*Report: Reported that the group has made progress and is working on the introduction, which might not be complete until the entire document is done. Also want to review the works of groups.*
  - **Why:** Framework -Collaboration/Learning  
*Team: Learn (Brittany), Connect (Touger), Support (BJ), Reflect, (Touger), and Collaborate (Garrison)*  
*Report: The group met three times and has completed their work, with members each taking a portion to complete.*
  - **Who:** Learning Outcomes  
*Team: Colleen, Liza and Retha*  
*Report: The group met twice after our last meeting in November. The outcomes include access, advocacy, action, and assessment which were based upon the goals of the Equity Statement.*
  - **How:** Concrete steps/plan  
*Team: Elizabeth, Nathan, Denise and Amber*  
*Report: The group has completed two documents, with a focus on evaluating collection development policy and conducting a collection audit. Also looking to review the works of other groups. Nathan did mention that they're discussing how to identify the gaps of evaluating access.*
- Recommendation was made to put all content on one cohesive document and to better under the overall flow. Document will be created and link shared. Agreed to update have sections updated and included on document by January 28<sup>th</sup>
- Team groups will report on work at next scheduled committee meeting on February 4<sup>th</sup>.
- Equity committee chair and co-chair will present information at next executive board meeting
- ✚ **Action items:**
  - Brittany will create collaboration document for teams to update and will share link via email
  - Group teams will add content to appropriate category so that all work completed by teams can be seen. Complete by Jan 28, 2021
  - Elizabeth will set up and send out link for next meeting on Thursday, February 4, 2021 at 2 pm

Meeting adjourned at 2:58pm by chair

Notes recorded by: Retha Hall and Brittany Champion