**INCLUSION, DIVERSITY AND EQUITY COMMITTEE**

**MEETING MINUTES**

**Friday, Sep. 10, 2021 — 1 p.m.**

**In attendance:** Natalie Asorey, Lissy Calienes, Katrice Graham, Joanna Hernandez, Spiro Kiousis, Mira Lowe, Carrie Martins, Aurora Martínez, Keisha Reynolds, Glenn Richards, Matt Sheehan, Ryan Vasquez, Sue Wagner, Iman Zawahry

**Meeting called to order at 1:05 p.m.**

**Minutes for April 16, 2021:** Unanimously approved.

**Co-chair elections:** Committee voting for co-chair positions usually occurs at the first meeting of the academic year, but during brief discussion, it was unanimously agreed to table the vote until the next committee meeting on Friday, Oct. 15. Hernandez requested that the faculty co-chair position be opened to ensure additional faculty committee members have the opportunity to serve in this leadership position. She explained that as faculty co-chair, she is already director of Inclusion and Diversity and is automatically a member of the committee; it would benefit the committee greatly to have additional “brain power.” After the meeting, IDE Committee faculty members met separately to discuss the matter.

**The CJC Climate Questionnaire:** A PowerPoint was created to make reading the results of the baseline annual Climate Survey easier. A document was also created that contains all written comments from those who participated in the questionnaire. However, what lacks is analysis of the results. Committee members agreed the questionnaire would be more valuable with an analysis and sharing of main takeaways. Hernandez said she would send emails and tap on some shoulders to ask for volunteers to join a Climate Questionnaire Analysis Task Force.

**Update on Staff Council.** Vasquez discussed his presentation to the CJC Faculty Senate in which he spoke of having a Staff Council Task Force serve as temporary representatives (until the Staff Council is officially formed; formation of task force and election of leaders to occur in the spring) and acknowledged in the bylaws. A staff meeting is being held in the upcoming weeks to discuss this as well and he will report back at the next IDE Committee meeting.

**Discussion on HMWs.** Many items have been addressed, particularly those under the realm of CJC Human Resources — including the formation of task forces to focus on recruitment, hiring, onboarding and retention — with more work, of course, to be done. Listening session to hear concerns and suggestions from students, faculty and staff have been instrumental in understanding current state of the college and the work needed to improve the culture. Sheehan and Reynolds added that while ideas that emerged from the 2020-2021 college retreat have our attention, focus is needed on Dean Brown’s new strategic plan that is being created. Hernandez said she has volunteered to be on the CJC Strategic Planning Task Force and could be a bridge to ensure that the work of the HMWs helps CJC’s strategic plan. Sheehan mentioned the need for a collective non-email-based communication system to build community, maybe by reinforcing the use of Slack and creating a repository on Canvas. Associate Dean Kiousis added that reinforcing recruitment goals is key as 22 faculty and staff position are open. Calienes added that a focus on retention of students is important and warranted. Sheehan recommended focusing on student recruitment and retention at the October IDE Committee meeting. Calienes and Dr. Graham agreed to meet beforehand with Sheehan and the committee co-chairs to brief them on the activities and efforts of the Knight Division.

**Words of appreciation for Mira Lowe.** Committee members bid farewell and all promised to stay connected as Lowe leaves C JC to become dean of FAMU’s College of Journalism & Graphic Communication.

**Meeting adjourned at 2 p.m.**