

SLC EDI and Belonging Task force Meeting Agenda

MEETING MINUTES

Monday, November 16th, 2020

Membership:

1. Raven Bedford (Student, Kingston) - she/her
2. Terry McGinn (Staff/SA, Kingston) - she/her
3. Richard Webster (Staff, Kingston) - he/him
4. Christina Chrysler (Faculty, Brockville) - she/her
5. Newton Duarte (International student, Kingston) - he/him
6. Sara Craig (Faculty/union, Brockville) - she/her
7. Jessica Jeong (Faculty, Kingston) - she/her
8. Krista Videchak (Staff, Kingston) - she/her
9. Ining Chao (Admin, Kingston) - she/her
10. Shanika Turner (Staff, Kingston) - she/her
11. Shirley Chaisson (Staff, Cornwall) - she/her
12. Allison Taylor (Faculty, Cornwall) - she/her
13. Muhammad Owais Aziz (Faculty, Cornwall) - he/him
14. Robert Rittwage (Faculty, Kingston) - he/him
15. Emrys De Souza (Student, Kingston) - them/they/him/he
16. Wendy Whitehead (Faculty, Kingston) - she/her
17. Alejandra Perez (Staff, Kingston) - she/her
18. Executive Sponsor: Christopher Garnett - he/him
19. Communications Representative: Julie Einarson - she/her
20. Joel Wilkinson, HR and OD Coordinator and Task force administrator- he/him

Land Acknowledgement

- Ekta shared Indigenous land acknowledgement to begin meeting

1. Welcome 2:00 p.m. – 2:30 p.m.

- Ekta welcomed new task force members and shared overview of mandate of Task force
- Chris shared introduction on his role and how he will support the group
- Julie E. from communications give an update on the communications representative

2. Ground rules/Introductions 2:30-3 p.m.

- Ekta reviewed the ground rules of this task force using format of “Brave Spaces”
- Everyone agreed, no additional needed ground rules at this time
- Task force members introduced themselves and Ekta conducted mentimeter icebreaker activity on social identity and blind spots

3. Task force mandate and Terms of Reference 3p.m. – 3:25 p.m.

- Ekta reviewed proposed Task force overview and guidelines
- Task force members invited to review and comment on TOR in smaller Breakout rooms
- Feedback from the subgroups about edits to Terms of Reference:

- Student first approach, ensure “community” is inserted in mandate section. Ex. Focus on community college, international students and how they integrate into the community, student placements etc.
- Group 2: ensure the “why” of this task force is captured accurately. Add rationale section to TOR ex. “Why” and belonging and why is it valuable
- Elaborate on role of executive sponsor
- Include rationale: Why is this important from a human perspective
- Consider more CET/other participation such as students services and buy in and additions to the Task force members
- In membership section, include industry and community-based partners as external members
- Include definition of a *change agent*, explain how the group will motivate the community and broader college. Expectations of this group. Equity between the other groups of the College. How we can champion this group to other people?
- Add statement of commitment from members of CET to act upon part or all of recommendations. How will be CET be held accountable at the end of term?
- Ekta to draft sample commitment statement for CET for Task Force to review
- It was recommended to change the “missed days” section to a maximum of 2 missed meetings per semester (not yearly)
- The impact of this group. State the recommendations to the CET groups and how we hold them accountable.

4. Operating Logistics 3:25 p.m. – 3:27

- Brief discussion on operating logistics and frequency of meetings
- Ekta shared the frequency in meetings is due to the six month time period to deliver action plan. However, we can revisit frequency of meetings.
- Question came up about SWF and # of voluntary hours on this committee
- Perhaps less frequent meetings may be more suitable/equitable

5. EDI Task force road map (google document) 3:27-3:30

- Ekta shared she would circulate the proposed workplan to Task Force members and solicit feedback via email due to shortage in time

6. NESERC EDI Grant 3:30-3:33

- Deadline Jan. 11th 2021
- Ekta struck a working group for this task and asked for volunteers
- Richard, Jessica, and Shirley will work with Ekta on the EDI Grant application

7. Task force working groups 3:33-3:35

- Survey design working group
 - Ekta struck a second working group to work on the survey design of the EDI College wide survey and asked for volunteers



8. [Communications Plan 3:35-3:36 p.m.](#)

- Ekta quickly summarized the communication plan for the Task Force and shared we would have a webpage devoted to our work. Glenn and Julie plan to send out communications this week to share the formation of the Task Force. More detail on this update next meeting.
- Meeting ended
- Ekta thanked all members for attending
- Next meeting on November 30th, 2pm

*Meeting minutes will be sent out by the end of the week by Joel and Ekta