



# DEI Committee

## Meeting Minutes

**October 19, 2023, 2:00 pm**

Meeting called to order at 2:04 pm by chair

Present: Robert James, Chair (Nash CC); Elizabeth Baker, Secretary (Carteret CC); Barbara Bera (Central Carolina CC); Don Michael (Central Piedmont CC); Colleen Kehoe-Robinson (James Sprunt CC); Nathan Stancil (Johnston CC);

Absent: Touger Vang (Montgomery CC); BJ Thompson (Central Carolina CC); Liza Palmer (library advocate).

Guests: Daniel West (Belk Center for Community College Leadership and Research); Kaitlin Newhouse (Belk Center for Community College Leadership and Research)

### **Agenda:**

- Call to order and welcome
- Belk Center DEI Survey #1
- Review/approval of minutes June 20, 2023
- News to share
- Resources for marginalized groups (Barbara)
- Other business
- November meeting

### **Discussion Items:**

- **Call to order and welcome**
  - Robert welcomed the guests from the Belk Center.
  - He asked if everyone had reviewed the “homework” (which was the DEI survey #1) that he had sent. The majority of the meeting would focus on getting this survey ready for publication.
- **DEI Survey #1**
  - The guests from the Belk Center (Daniel and Kaitlin) led a discussion of the first survey. There will be three phases of the survey. The original two surveys created by the committee (one for library personnel and one for library administrators) have become three surveys that will be sent to North Carolina community college librarians inclusively.
  - The first phase of the survey focuses on the alignment of the academic libraries and their higher education institutions.
  - Colleen stated that she liked the breadth and depth of the first survey.
  - Barbara like how the survey was broken up into parts. However, she questioned a fill-in question that seemed like writing an essay. The question would require responders to find and then to copy/paste from their library document. Barbara stated that the survey might not get the responses that it expected as this action required a lot work on the part of responders.
  - Elizabeth shared that if responders had to leave the survey to find their library documents that they might not return to finish the survey.
  - Robert said that he would send an email to the community college library directors asking them to share their DEI statements directly with him. He would then send these statements to the Belk Center. Therefore, the question that required responders to copy/paste could be removed.

- Discussing the question about the library's DEI statements aligning with the college's DEI statements, Elizabeth said that she liked the question and would leave it in the survey.
- Liza sent her input to Robert to share during the meeting. She questioned whether the survey should use "institution" rather than "college."
- The Belk Center representatives stated that the survey will be sent across the state, and they want to use broad language and to be consistent in the language used.
- Robert suggested using "community college" and not just "college." Elizabeth said that she thought using "my community college" was better because it aligned with the survey using "my library" throughout the document.
- Don questioned whether there would be a shared understanding of DEI for responders completing the survey. That is, what does DEI mean to you. He thought that this topic might fit better in the second or third phase.
- Kaitlin stated that the Belk Center would use the first phase to improve the second and third phase.
- Barbara stated that library employees may not be aware of DEI statements on their campus. She is excited that the survey might make people aware of these statements.
- Nathan and Liza made suggestions to correct grammar problems in the document.
- Nathan asked if the phrase "mission, vision, and values" should be changed to "policies, mission, vision, and values." There was a discussion that not all colleges use "policies" but use alternatives such as "guidelines" or "procedures."
- The question about the responder's job title was discussed. Since there is no standardization for job titles throughout the community college system, it was asked whether the answers to this question would be helpful. Elizabeth reminded the group that this question in the original survey asked for the responder's primary role. Robert suggested that the committee check the job titles used by NC LIVE. Using the same titles might make the data easier to match. Robert was asked to gather this information and send it to the Belk Center. There was a discussion whether to allow responders to check all job descriptions or roles that apply. Elizabeth stated that this action might not produce useable results if responders checked many boxes. She said it would be better to ask for their primary role instead of every duty they perform.

- **Minutes** from July 20, 2023

- Robert stated that the minutes for the July 20 meeting will be approved during the November meeting. He asked if the minutes had been sent to the committee meetings. Elizabeth said that they were sent in September.
- The November meeting will have the minutes the October 19 meeting to approve as well.

- **News to Share**

- Don said that his college is starting to fill their vacant position. From the summer to now, ten positions have been filled.
- Colleen shared that her library is partnering with the Azalea Coast Library Association (ACLA) in November to host a brainstorming session of best practices and to prepare for the next ACLA Conference. Liza has drafted a newsletter for the association.
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- **Other Business**

- This agenda item was not addressed.

**Action items:**

- Robert will send the link for the next meeting in November.
- Elizabeth will share the meeting minutes for July and October.

**Next meeting: November 30, 2023, 2pm**

Meeting adjourned at 3:02 pm by chair.

Notes recorded by: Elizabeth.