

Equity and Inclusion Committee  
Regular Meeting  
1/13/17, 11:30-1:30 PM  
Saint Paul College, Room 2320

Present: Emily Holl, Rachel Flaherty, Kathleen LeDuc, Gregory Reid, Milford Muskett, Jimmy LeDuc, Chris Elias, Diana Lundell, Mary Crispin, Asher Edes  
Also Present: Rachelle Schmidt

Agenda

Update on CDO and Student Life Position

Kettering Foundation Training

Affirmative Action Plan Discussion with Rachelle Schmidt (Chief HR Officer)

Student Orientation

Update on CDO and Student Life Position

Fifty or sixty people have applied. Applications have closed. Interviews are being scheduled. The hiring committee has not been announced, but someone from this Committee will serve on it.

Kettering Foundation Training

It's an organization dedicated to getting people involved in civic and political life. Rassoul is connected with their program to support community college presidents. Saint Paul College is among four community colleges nationally participating in the second year of a new Kettering Foundation initiative for "deliberative discourse," a method for discussing complex social issues to identify common goals, values, and possible solutions. On February 24, there will be a daylong training at Saint Paul College for campus community members interested in learning this skill. Those people will serve as moderators for small-group discussions at a Saint Paul College event on race and policing later this spring. That training conflicts with one of this Committee's upcoming scheduled meetings, and is open to everyone in the College; therefore, if many Equity and Inclusion Committee members sign up, then our meeting will be rescheduled.

Affirmative Action Plan Discussion with Rachelle Schmidt (Chief HR Officer)

Rachelle explained that the affirmative action plan is intended to help the College ensure its workforce reflects the student body. Previous plans had examined the workforce as a whole, but because the College has made less progress in this regard with faculty as opposed to the staff at large, the 2014-2016 and the 2016-2018 plans distinguishes categories of employees. Since July 1, the College has hired 27 new staff, and 55% of those positions were filled with "diverse" candidates. To increase the candidate pool when possible, HR reviews position descriptions before jobs are posted to verify that the level of education required remains accurate.

Rachelle addressed questions about the Affirmative Action Plan.

- Page 15, Subpart E: "Protected class includes race, sex, color, creed..."

Q: Why isn't veteran status named as a protected class?

A: The federal government does not consider veterans a protected class.

- Page 26, Part 9: "The systems office, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and educational resources."

Q: In relation to this requirement, how does the College use training to prevent discrimination?

A: In spring 2017, the College held an in-person training on unconscious bias to all management team members and faculty department chairs. In addition, hiring committee members are required to go through D2L training on unconscious bias; if you click all the external links, it takes 4-6 hours.

- Page 43, Availability: "The college determined the recruitment area to be statewide for all job categories except for faculty and officials/administrators for which a national availability was used."

Q: What percentage of faculty and administration are hired from outside Minnesota?

Are national demographics the best standard for assessing our hiring pool?

A: We use a national recruiting source for faculty searches. Rachelle estimated that in the past three years, at least 8 staff and 2 faculty have been hired from out-of-state, but there isn't an official number calculated.

- Page 45, Evaluation: "The college was successful in promoting three employees over the past two years that met at least one of the underrepresented groups."

Q: For context about these three promotions, can you tell us how many promotions there were in total during the past three years?

A: Rachelle estimated that the 3 promotions referenced in the Affirmative Action Plan were out of a total of 5 promotions. In the last fiscal year, there have been 4 more promotions -- all of people from underrepresented groups.

- Page 49, D. "The college utilized Minnesotadiversity.com advertising to reach over 125 organizations that recruit individuals with disabilities including vocational rehabilitation agencies throughout the State of Minnesota. However, the MnScu system-wide contract with MnDiversity.com ended in December of 2015. The College needs to identify a cost effective recruiting source to replace the MnDiversity.com source as an individual subscription is cost prohibitive.

Q: How will SPC replace its subscription to MnDiversity.com? Since it's been a year since that subscription ended, it seems that this should be a priority.

A: To reach diverse candidates, we can ask MnScu to email their list of community organizations. We do that only for positions that typically don't attract a diverse hiring pool. We also have a subscription to the national site HigherEdJobs.com and its diversity groups. Minnesota has recently implemented the Connect 700 program to increase the number of people with disabilities employed by the state. The College's vending machines are serviced by people employed through Council of the Deaf and Blind in the Supported Worker program.

- Page 50, New Employee Orientation: “New permanent faculty hires are provided an intensive 3-day orientation, which includes information related to teaching and learning, academic policies and procedures, online teaching and student advertising.”  
Q: What kind of orientation is provided to temporary faculty?  
A: The three-day intensive training for permanent faculty members is also open to adjunct and temporary faculty who are being on-boarded at the same time. Permanent faculty are paid and required to attend, whereas it’s optional and unpaid for adjunct and temporary faculty. Many voluntarily attend that orientation as well as in-services throughout the academic year. Because their hiring and on-boarding often happens very quickly before a semester starts, they don’t have a meeting with HR; rather, academic deans orient them to the College. For staff positions, HR does meet with new employees, and there are quarterly new hire meetings with the Cabinet for staff to express how on-boarding could be improved.
- Page 58: Underutilization Analysis Worksheets  
Q: What does “availability” mean in this context? How do goals set relate to the number of projected job openings? What percentage of the state population have disabilities, are people of color, or are veterans?  
A: “Availability” means the presence of candidates from protected groups who are ready, willing, and able to work as determined by the US Census Bureau. For the veteran and disability category, this is calculated by the State of Minnesota.
- The Affirmative Action Plan mentions that we should have our college policy 01.06.00 on Discrimination/Harassment posted.  
Q: Where in the College is this policy posted?  
A: The Equal Opportunity in Education and Employment policy is listed in the Student Handbook, on the College’s intranet for employees, and on the College’s website as well. The Affirmative Action Plan is part of the EOEE policy. The College’s letterhead and posters make reference to being an equal opportunity employer.

### Student Orientation

There is a process underway to consider implementing a “Freshman Experience” class to orient students to the College’s resources and culture. It might include anything from information literacy to financial literacy to sexual violence prevention. Whether participation would be mandatory or optional has yet to be determined. Making it mandatory can arouse opposition and unwillingness to learn. It will take time for an equity and inclusion mindset to become more pervasive in the College; as that cultural change takes place, the student body will become more willing to engage with this kind of training.