DIVERSITY, EQUITY, AND INCLUSION (DEI) ADVISORY COMMITTEE MEETING

Teleconference

(As per Bylaws Article VI, Section 5)
Monday, September 14, 2020
1:00 p.m.- 2:00 p.m.

LOCATION FOR PUBLIC COMMENT AND/OR TO OBTAIN PUBLIC MEETING DOCUMENTS:
Foundation for California Community Colleges
1102 Q Street, Suite 4800
Sacramento, CA 95811

Telephone Conference Information:

AGENDA

I. Call Meeting Order
   a. Identification of Individuals Present
      Committee Members:
         (Chair) Geneve Villacres, Secretary/Treasurer, Board of Directors
         Kathy Williams, Chair, Board of Directors
         Manuel Baca, Immediate Past Chair, Board of Directors
         Kwesi Edwards, Principal Go-to-Market Specialist, Amazon Web Services
      Foundation Staff:
         Keetha Mills, President and CEO
         Melissa Conner, Chief Advancement Officer
         Joseph Quintana, Chief Operating Officer
         Julian Roberts, Chief Financial Officer
         Andrea Meyer, General Counsel and Corporate Secretary
         Kelly Osman, Associate Director, Human Resources
         Carlos Livingston, Chief of Staff to the Executive Team
         Yvette Ruiz, Executive Assistant to the President/CEO
         Elaine Reodica, Director, CollegeBuys; Chair, DEI Employee Committee
   b. Public Comment
      Any member of the public may address the Board for up to 3 minutes at this time.

II. Welcome and Introductions

III. DEI Advisory Committee Purpose, Roles, and Responsibilities

IV. Overview of California Community Colleges System Priorities

V. DEI-Related Fundraising Priorities and Leads

VI. Internal Organization Initiatives Focused on DEI

VII. Committee Next Steps Discussion and Adjourn

Public Comment Rules: At regularly scheduled board meetings, members of the public may address the Board on agenda or non-agenda items. At special board meetings, the public may address the Board on agenda items only. We ask that comments are limited in duration, so that many people as possible may be heard. By law, the Board is allowed to take action only on items on the
agenda. The Board may, at its discretion, refer a matter to staff or calendar the issue for future discussion. Public record document may be obtained from Corporate Secretary, Andrea Meyer, at the Foundation for California Community Colleges, 1102 Q Street, Suite 4800, Sacramento, CA 95811. (Government Code § 54957.5). Note: The Foundation for California Community Colleges Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Andrea Meyer at (916) 498-6721 at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S. C. 12132)).

Notice of Telephonic Conference: (Government Code § 54953) permits the Foundation Board of Directors to conduct its meeting from different locations via teleconference provided that at least a quorum of the Board participates from locations within District boundaries. This meeting shall be conducted using teleconferencing at the following locations, which shall be accessible to the public: Foundation for California Community Colleges, 1102 Q Street, Suite 4800, Sacramento, CA 95811. Members of the public shall be afforded the opportunity to address the Board as permitted under (Government Code § 54954.3) at each teleconference location. Voting at this meeting shall be by roll call.
Item III - DEI Advisory Committee Purpose, Roles, and Responsibilities

Diversity, Equity, and Inclusion Advisory Committee

The Diversity, Equity, and Inclusion Advisory Committee is an ad hoc committee formed to assist and advise the President and CEO and Board on accelerating diversity, equity and inclusion priorities and initiatives in alignment with the Foundation’s Double Impact Strategic Plan and the CCC System Vision for Success, with a relentless focus on the achievement of equitable student outcomes. Responsibilities include:

- Work in collaboration with the Board Governance Committee to recruit a diverse pool of candidates for Board and Board Committee membership.

- Work in collaboration with the President and CEO to engage the Board in support of CCC System-led diversity, equity, and inclusion initiatives. Provides general advocacy and actively supports related fundraising efforts.

- Work in collaboration with the Foundation’s Executive Team to provide advice and guidance on the implementation of diversity, equity and inclusion strategies and tactics designed to continuously improve internal operations and program administration to better serve the CCC System and its students.

- Work in collaboration with the President and CEO to advise and guide the leadership team of the Diversity, Equity, and Inclusion Employee Committee in its work to champion employee-led diversity, equity, and inclusion activities and initiatives.

Diversity, Equity, and Inclusion Advisory Committee Membership Structure (Up to 7 Members):
- Committee Chair: Board Member
- Up to 4 Board Members or Prospective Board Members
- Up to 2 Representatives from Chancellor’s Office and System Leadership

Item IV - Overview of California Community Colleges System Priorities

- CCC System-wide “Call to Action” identifies six steps the system is taking towards improved equality


- Double Impact Strategic Plan 2020-2028 www.foundationccc.org
Item V - DEI-Related Fundraising Priorities and Leads

This item will include an overview of DEI-related fundraising priorities and funder leads by Melissa Conner, Chief Advancement Officer.

Item VI - Internal Organization Initiatives Focused on DEI

While ensuring equal access and opportunity to education has always been at the forefront of our work supporting the California Community Colleges, we are leading efforts across the organization to increase awareness around the significance of our role in supporting our System’s collective efforts to identify, describe, and dismantle existing inequities. In addition to our work to raise resources to support Chancellor Oakley’s [Call to Action](#), we are also making progress in developing our organization’s own internal framework which will more intentionally highlight how DEI is interwoven into all that we do. Below are a few recent and ongoing activities related to this work:

*Developing our DEI Guiding Framework | Foundation Conversations*

- The Executive Team has been engaged in regular weekly discussions meant to deepen our own understanding of what it means to be a diverse and inclusive organization, which has included conversation around Ibram X. Kendi’s book “How to Be an AntiRacist”. We have also participated in several Chancellor’s Office-led discussions around equity and antiracism, and held a half-day retreat to brainstorm a set of questions designed to initiate and inform the development of our DEI guiding framework.

- Our Management Team was guided through a similar exercise to express and define what the words diversity, equity and inclusion mean to us personally and identify why each are important to our organization’s work. This provided an opportunity for managers to openly discuss their own views, connect the conversation with our mission and vision, share specific activities or initiatives that are happening within various departments, and brainstorm additional ways we might contribute to a more diverse, equitable, and inclusive organization that creates even more impactful programmatic outcomes.

- The [Diversity, Equity, and Inclusion Employee Committee](#), a grassroots employee group who has laid groundwork for these discussions over the last several years, has also been engaged in a similar brainstorm to gather their input and further inform the creation of this framework.

- Additional video-conference [Shared Leadership Circle](#) opportunities, led by Carlos Livingston, Chief of Staff to the Executive Team, were made available to all staff, to gather by department or other affinity groups, to engage in these discussions.

- To further ensure we captured the voice of our full staff in the development of our DEI framework, a [confidential online survey](#) was developed as a follow-up to the teleconference meeting opportunities in order to provide a safe, confidential forum for anyone who wishes to participate in the conversation.
Double-Impact Strategic Planning

- The Double-Impact Leadership Team and Management Team was engaged in a discussion around the many ways diversity, equity, inclusion is interwoven into our Double Impact Strategic plan and how we might more intentionally and explicitly call out DEI-focused strategies and tactics within our organizational-level annual plan Roadmap

Professional Development

The Professional Development Committee is helping to organize and/or promote the following professional development events and has ensured the content of each session includes specific focus on diversity, equity, and inclusion.

- **Chancellor’s Office System-wide Webinar | Call to Action Part 2: Nurturing an Anti-Racist Campus Culture**: The California Community Colleges Chancellor’s Office is leading efforts to create a space to continue the conversation on the Call to Action with campus leaders from colleges and districts across the System.

- **FoundationCCC All Staff Webinar | Effective Listening**: Sophia Pena, Senior Operations Specialist, and a communications adjunct faculty member at Sierra College, will lead an interactive Brown Bag session on best practices to develop a team culture of open, clear, honest, and culturally-aware communication through effective listening.

- **Foundation CCC Managers Webinar | StandOut Strengths**: Jonathan Brack, Director of Collaborative Impact Partners, will lead a managers-specific training that builds on the StandOut strengths assessment debriefs. Managers will learn several activities they can conduct with their teams that build an understanding of and activate their teammates’ StandOut strengths. This training will provide managers with an effective set of tools that work to open lines of communication, improve relationships, and create a culturally-aware space for positive and productive discussions.

- **FoundationCCC All Staff Webinar | Implicit Bias Session I**: Dr. Bryant T. Marks, Sr. will provide a workshop centered on recognizing and naming implicit bias to further develop cultural competency awareness. Dr. Marks, Sr. is currently an Associate Professor of Psychology at Morehouse College. He previously served in the Obama Administration as a commissioner on the White House Initiative on Educational Excellence for African Americans and on the White House’s Initiative on Historically Black Colleges and Universities. Additionally, Dr. Marks, Sr. has extensive experience in anti-bias training across diverse audiences having partnered with educational institutions, nonprofits, local and federal agencies, and with over 2,000 police chiefs and local police departments.

- **FoundationCCC and Chancellor's Office Joint All Staff Webinar | Implicit Bias Session II**: This event is a joint all staff with the Chancellor’s Office, and will be a continuation of September’s implicit bias mitigation workshop part I. This training will provide participants with a detailed description of the phases of managing and potentially reducing implicit bias at the organizational level by equipping participants with the following practical knowledge in how to identify, develop, and implement anti-bias actions within the Foundation and its teams.
Workforce Diversity Data Reporting and Analysis

- The Foundation’s Human Resources team has been working to aggregate and summarize diversity metrics related to the Foundation’s workforce. Measurable diversity metrics include race/ethnicity, age, and gender.

For Discussion

- Review draft Foundation workforce diversity metrics for initial reflection and analysis.
- Share summary results of our Foundation conversations for review, reflection, and input into the development of our guiding framework.
- Review summary outline of draft framework designed to help guide and focus our DEI efforts across the organization.
  - Introduction (the big “why”)
  - What We Heard (background and a summary of methods for collecting feedback)
  - Common Definitions: Diversity, Equity, and Inclusion
  - The Foundation’s “Call to Action” (a roadmap aligned with our Double Impact plan)
    - DEI specific goals, strategies, and tactics outlined in alignment with the Foundation’s five Double Impact goal areas
  - Looking Forward (monitoring and assessing effectiveness, and defining what it looks like to be on the right track)
Developing our DEI Guiding Framework | Foundation Conversations
Summary Takeaways, Observations, and Findings

Double Impact Strategic Plan Core Value
“Diversity, Equity, and Inclusion: We are committed to eliminating barriers to equity, and act deliberately to create and sustain a safe, diverse, and inclusive workplace.”

Definitions Brainstorm Summary
- **Diversity:** Different thoughts, backgrounds, and perspectives; not just gender or race; nurturing difference; common understanding, acceptance, and appreciation. Diversity encompasses the visible (e.g., gender, race/ethnicity) and the invisible qualities (e.g., personality, family background, education, personal style) that make individuals unique. Everyone has a unique set of diverse traits.
- **Equity:** Core to our organization’s mission and external work to ensure social and economic equity and in our colleges, empowering equity in systems; but internally also about accountability, shared understanding, parity, transparency, understanding where people are and removing barriers; how do we understand where all people are and support them in roles to strive for excellence and to achieve exceptional results.
- **Inclusion:** True sense of belonging, bringing our best selves to work, no barriers to performance and growth, authentic and empowered, respect for talents and different backgrounds and creating a tie to that, understand people’s strengths, give people a seat and voice at the table who normally wouldn’t have one, build into our existing culture of shared leadership.

Importance of Diversity, Equity, and Inclusion to our Work
- Moral imperative and tied directly to our mission to support the most diverse system of higher education in California
- Increased mindfulness of people’s lived experiences helps us better serve the complex identities within our system and communities
- Makes the Foundation a better place to work, we are our people
- Drives us towards higher achievement, high quality results, and overall excellence
- Further cultivates a culture of innovation and creativity

Key Values and Considerations in Approaching this Work
- Remain strategically focused and grounded in the Vision for Success, our Double Impact strategic plan, and our role as a supporting organization to the Chancellor and Board of Governors
- Recognize the importance of the history behind how discriminatory structures and policies were created and perpetuated long ago
- Identify, describe, and dismantle barriers and create environments where our students, communities, and employees can thrive
• Be respectful, check your ego, lead with humility and empathy, hold each other accountable
• Be aware of the impact of personal narratives and that racism and discrimination is a very personal subject
• Provide a safe space for everyone to contribute to the conversation and the work
• Recognize the role of power and the impact of power within our Shared Leadership culture
• Keep it simple to understand and strive for shared understanding of our role, responsibility, and plan of action
• Cement commitments into policies to ensure durability beyond current leadership
• Define, capture, and analyze data to identify gaps, make informed decisions, and measure success
• Ensure continuous learning and improvement; recognize there is no perfect
• Celebrate our successes and learn from our mistakes

Other Observations and Findings | Employee Hopes and Fears
• Hope that intersectionality of diverse traits is recognized and considered (i.e. race, class, sexual orientation, ability, education, etc.); Fear that race gets lost, downplayed
• Hope that data analytics will include a variety of sub-groups; Fear of bias in data analytics
• Hope for impactful actions and outcomes; Fear of only talk, gestures, and ‘optics’ of achievement
• Hope for ‘call out’ of the effects of white supremacy, systemic racism, structural oppression, power, and privilege; Fear of ability to have, and engagement in, uncomfortable conversations
• Hope that we hire and engage experts to advise, guide, and lead us on our journey; Fear of sufficient resources and adequate resource allocation to do this work
• Hope for honesty and transparency of where we are and where we are going
• Hope for organizational leadership, focus, and action
• Hope for more professional development opportunities to engage in dialogue around race, bias, and privilege
• Hope for patience and understanding when we stumble and make mistakes

2018-2019 Ethnicity - State of California

- White: 37%
- Hispanic or Latino: 39%
- Black or African American: 7%
- Asian: 16%
- Other: 5%

2018-2019 Ethnicity - CCC Students

- White: 26%
- Hispanic or Latino: 44%
- Black or African American: 6%
- Asian: 14%
- Other: 4%

Legend:
- Unknown
- White
- Hispanic or Latino
- Black or African American
- Asian
- Other

3 Year Trend for Ethnicity: Foundation for California Community Colleges

Foundation

- 2017-18: 55%
- 2018-19: 49%
- 2019-20: 44%

- 2017-18: 24%
- 2018-19: 26%
- 2019-20: 29%

- 2017-18: 6%
- 2018-19: 6%
- 2019-20: 5%

Non-Management

- 2017-18: 50%
- 2018-19: 47%
- 2019-20: 40%

- 2017-18: 28%
- 2018-19: 27%
- 2019-20: 32%

- 2017-18: 5%
- 2018-19: 9%
- 2019-20: 9%

Management

- 2017-18: 64%
- 2018-19: 53%
- 2019-20: 52%

- 2017-18: 16%
- 2018-19: 24%
- 2019-20: 23%

- 2017-18: 7%
- 2018-19: 4%
- 2019-20: 7%
### New Hires & Promotions by Underrepresented Minorities: Foundation for California Community Colleges

#### 3 Year Trend: New Hires

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#### Underrepresented Minorities Management

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3 Year Trend by Gender: Foundation for California Community Colleges

Gender

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3 Year Trend by Age: Foundation for California Community Colleges

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