SPH - Committee for Equity and Inclusion
Minutes of the Meeting
January 11, 2021

Members:
Alanna Cruz
Andrew Maroko
Craig Rijkaard
Daneen Anderson-Mercer
Himani Sharma
Levi Waldron
Marie Sillice
Michelle Finn
Paulo Lellis
Sasha Fleary
Toya Cox
Victoria Ngo
Sahana Gupta

- All members were present for the first meeting of the Committee for Equity and Inclusion.
- Members introduced themselves.
- Each member stated their commitment to the Committee and elaborated on the specific EDI issues that the Committee should focus on and address.
- EDI topics related to specific faculty and staff issues were highlighted.

Sahana reviewed the context in which the "Campus Climate Committee" was formed and the history of the SPH Racial Equity and Justice Survey. Racial Equity and Justice Survey showed a strong support for a Committee that would focus on equity, diversity and inclusion, be charged with authority and accountability and be established with the School's Governance Plan in a formal, structured way.

The findings showed support for key EDI activities and programs to address these concerns and issues.

The School's Strategic Framework has been developed and the goals of the Strategic Framework incorporates EDI principles, with expectation that the Committee would take on a lead role in the development and implementation of the EDI-related activities and programs.

Daneen noted that the work for the Committee will require extensive time commitment, especially from staff who are already committed to some of the goals of the Strategic Framework.

Electing a Chair
Sahana noted that the Committee will have an elected Chair from among the 12 members.

Levi suggested that Chairship be held in rotation with responsibility for the agenda and follow up.

Further discussion on possibly having Chairs in position for quarterly periods.

Marie and Victoria proposed that individuals with knowledge about the School, its policies and issues and concerns be elected as Chair. Newer faculty/staff may not have the requisite knowledge to set agendas and goals for the Committee.

Since the proposal is to incorporate this Committee within the School's Governance Plan, **Paulo and Andrew** agreed to provide guidelines for the election of the Chair of the Committee ensuring compliance to incorporate the Committee within the School's Governance Plan.

Mission Statement
Alanna, Daneen and **Toya** will work on a draft mission statement, to be distributed to the Committee using Google Docs to solicit feedback and input, anticipated to be completed prior to the next Committee meeting (see proposed dates below).

The proposal for the Committee included the following language:

The Committee for Equity and Inclusion is being proposed as the representative body of faculty, staff and students with authority and accountability, dedicated to fostering, promoting and embedding diversity, equity and inclusion activities in the identity and strategic framework of SPH. It is anticipated that the Committee will develop short-and long-term goals, activities and programs under the following broad objectives, embedding clearly articulated outcomes, metrics, targets and benchmarks in each:

- *Increasing diversity and equity in employee representation, recruitment, selection, promotion and retention*
- *Increasing Employee Workplace Satisfaction (equity and inclusion in workplace engagement and interaction, in professional and career development, and in compensation)*
- *Incorporating DEI concepts into curricula / develop a required credit- bearing DEI course*
- *Incorporating DEI topics and training in faculty and staff onboarding, training and professional development*
- *Ensuring equitable enrollment and student outcomes in academic programs and student services*
- *Ensuring student satisfaction with DEI initiatives in curricula and campus environment (co-curricular programs)*

Overlap with Strategic Framework:
Members noted that some of the goals of the Strategic Framework are related to developing and enhancing EDI and there are overlaps that the Committee should take into consideration when developing its own goals, targets and programs.

Repository for Shared Documents
Michelle Finn will explore setting up a DropBox as a repository for information relevant to the Committee's work and also for reference. Sahana will work with Michelle and have a preliminary library of information and documents uploaded prior to the next meeting. Members requested available data and information on the School and its EDI related policies which will help guide and inform the Committee as they begin to identify issues and programs and activities.

Documents to be included:
- CUNY Policies and other information related to Equity, Diversity and Inclusion matters
- HR Data relevant to goals and activities of the Committee, as identified
- External information, documents, references related to EDI topics

Proposed schedule of meetings:
This matter was not discussed at the meeting.
Sahana proposed monthly meetings for the Committee to be scheduled:
> **Second Monday of each month: 2/8; 3/8; 4/12; 5/10 at 3 pm**