

## Committee Charter

**FY22** (DRAFT as of 10/26/21)

### MISSION

To provide excellence in career and technical education for employment and advancement in an ever changing global environment.

### VISION

To be the leader in innovative career and technical education that leads to success for all students.

### VALUES

#### Excellence

We pursue the highest standards in academic achievement and organizational performance.

#### Innovation

We value creativity and ingenuity to remain at the forefront of technical education excellence.

#### Inclusion

We value an atmosphere of respect, dignity, and acceptance.

### FY22 GOALS

1. Execute the Strategic Enrollment management (SEM) Plan
2. Provide integrated support, consultation, and solution-finding to advance the institution
3. Increase engagement with community and industry partners
4. Utilize resources to maximize productivity and effectiveness

### DATE COMPLETED

August 2021

### COMMITTEE NAME

Equity and Inclusion Committee

### COMMITTEE CHAIR OR CHAIRS

Jean Maierhofer and Monica Wigdahl

### COMMITTEE MEMBERSHIP: (insert more rows as needed)

Committee membership is open to all employees and students. Employees and students can voluntarily sign up to join the committee at the beginning of fall semester or throughout the year based on interest. No additional compensation is provided for committee work.

NAME (First and Last)	TITLE	HOME CAMPUS
Funmi Benson	Nursing Lab Assistant	Brooklyn Park
Adam Bezdicek	Faculty Librarian	Brooklyn Park/Eden Prairie
Nikole Brothen	Faculty, English Language Learners	Brooklyn Park
Abdul Daud	Faculty, Information Technology	Brooklyn Park
Chelsey Dively	Executive Assistant, Academic Affairs/Equity	Eden Prairie
Alisha Eberhart	Science Lab Assistant	Brooklyn Park
Tamara Erickson	Faculty, Health Sciences	Eden Prairie
Samuel Espana Lopez	Faculty, Information Technology	Brooklyn Park
Elizabeth Gieseke	Institutional Effectiveness Project Manager	Brooklyn Park
Kiara Gomez	New Student Transition Coordinator	Eden Prairie
Vang Her	TRiO Student Support Services Advisor	Brooklyn Park
Paul Howlett	Faculty, Graphic Design & Web Design	Brooklyn Park
Christina Irvine	Admissions Recruiter	Brooklyn Park
Lamia Jano	Faculty, Biology	Eden Prairie
Christine Kelling	Graduate Assistant, Student Life	Brooklyn Park

Lisa Kiava	Writer/Media Relations Specialist	Eden Prairie
Chris Kleckner	Director, Nursing	Brooklyn Park/Eden Prairie
Joshua Koepp	Faculty, Psychology	Brooklyn Park/Eden Prairie
Keren Kroul	Faculty, Arts	Eden Prairie
Dave Kuehn	Advancement Services Manager	Brooklyn Park
True Lao	Transfer Specialist	Brooklyn Park
Jean Maierhofer	Associate VP, Equity & Inclusion	Brooklyn Park/Eden Prairie
Susan Markes	Academic Program Coordinator	Brooklyn Park/Eden Prairie
Maddie Mickelson	Health Careers Tutor	Eden Prairie
Marie Moen	Admissions Processor	Brooklyn Park
Kerry Norling	Faculty, Communications	Brooklyn Park
Michelle Obergfoll	Director, Academic Support Programs	Brooklyn Park/Eden Prairie
Laura Otieno	Student Life & Health Coordinator	Brooklyn Park
Lucky Perryman	Equity & Inclusion Specialist	Brooklyn Park
Jennifer Schulz	Faculty, Nursing	Brooklyn Park
Jiksa Tafara	Assistant Director, OneStop	Brooklyn Park
Toua Thao	Assoc. Director, Academic Support Programs	Brooklyn Park
Pakhoua Vang	Student Financial Support Coordinator	Brooklyn park
Monica Wigdahl	Library Technician	Brooklyn Park
Rhonda Wiggins	Faculty, HVACR	Eden Prairie
Ellen Wold	LRC Tutor	Brooklyn Park
Sang Yang	Director, OneStop	Brooklyn Park/Eden Prairie

**COMMITTEE BACKGROUND** (when was the committee established and any other helpful committee history)

Equity and Inclusion Committee (formerly Diversity Committee) has been an integral part of Hennepin Technical College’s efforts to advance diversity, equity and inclusion initiatives throughout the college. As stated in HTC’s Affirmative Action Plan dated as early as 2002,

*... the college’s Diversity Committee... represent employees in the various state bargaining units and who have expressed an interest in addressing AA/EO issues throughout college. Committee members are accountable to the President for their committee work.*

Beginning in 2013, the Diversity Committee’s scope broadened as part of a Minnesota State system-wide goal to “develop a campus diversity plan, integrated into the college overall Student Success plan, as part of Minnesota State’s Charting the Future Initiative 1.3.1.” The outcome was a comprehensive Diversity Plan that focused the Diversity Committee’s work around system-wide diversity metrics. Beginning July 2020, the committee changed its name to Equity and Inclusion Committee to align with the college’s equity and inclusion strategic directions in the 2020-2025 Access to Success Plan, and with Minnesota State’s Equity 2030 strategic framework.

**COMMITTEE PURPOSE** (describe the purpose of forming the committee and the expected outcomes. What are the expectations, services and outcomes that the committee will provide)

The Equity and Inclusion Committee provides recommendations and assists with facilitation for campus-wide programming and professional development opportunities to advance diversity, equity, and

inclusion initiatives that support the college's efforts to:

- **INCREASE EMPLOYEE DIVERSITY:** Increase employees of color as a % of total employees.
- **INCREASE STUDENT DIVERSITY:** Increase student of color credit students as a % of total credit headcount.
- **IMPROVE STUDENT SUCCESS AND COMPLETION RATES:** Increase the ratio of the student persistence and completion rate for students of color to white students.
- **INCREASE CAMPUS DIVERSITY CLIMATE:** Increase the extent to which the college promotes contact with and understanding of diverse populations, as measured by student and employee opinions.

Programming and professional development opportunities are evaluated through surveys and listening sessions for campus-wide feedback and engagement for continuous improvement. Committee outcomes include a collection of co-curricular activities, and cultural and global awareness activities that are culturally relevant to students, and trainings for faculty and staff to increase their cultural competence.

**KEY ASSUMPTIONS** (events/circumstances expected to occur during the committee life cycle)

- *We assume* the committee will have continued Cabinet support.
- *We assume* support of institutional, system goals and HLC criteria.
- *We assume* the defined deliverables are reasonable and achievable within the imposed timeline.
- *We assume* committee members will follow meeting guidelines and behave with respect which means we will:
  - Recognize one another's opinions;
  - Listen to one another's needs;
  - Appreciate the diversity of our opinions;
  - Understand that sometimes we need to agree to disagree;
  - Accept the fact that sometimes issues need to be handled officially; and
  - Make our conversations about issues and processes that concern us, rather than the people.
  - For videoconference and Zoom meetings, please allow only one speaker at a time and refrain from side conversations.

**MEETING FREQUENCY/MEETING LENGTH** (meeting norms and expectations include when, where and how often to meet, what is expected of members with regard to attendance and preparation and the duration of the meeting (i.e. one hour, two hours, etc.)

**GENERAL MEETINGS** are on Employee Workshop Days, and subcommittee meetings scheduled as needed throughout the year. General meeting schedule for FY22:

- Thursday, August 19, 2:45-3:15 PM via Zoom
- September 28, 11 AM – 12 PM via Zoom
- October 26, 11 AM – 12 PM via Zoom
- Monday, November 22, via Zoom, Time TBD, Employee Workshop Day
- December 14 11 AM – 12 PM via Zoom, End of Semester Gathering
- January TBD
- February TBD
- Tuesday, March 8, via Zoom, Time TBD, Employee Workshop Day
- Thursday, April 7, via Zoom, Time TBD, Employee Workshop Day

- May TBD, End of Semester Gathering

**MEMBER RESPONSIBILITIES** include:

- Participate in subcommittee and attend general meetings;
- Serve as equity and inclusion advocates on search committees; and
- Contribute to the advancement of diversity, equity, and inclusion initiatives as outlined in HTC's Access to Success and Affirmative Action Plans.
- In addition, Equity and Inclusion Committee members have opportunities for leadership roles through subcommittees.

**FISCAL YEAR COMMITTEE GOALS** (if possible, should connect to at least one college-wide goal or Minnesota State performance metrics)

Goal	Objective
1. Provide an accessible, inclusive, and safe campus environment	To provide recommendations and assist with facilitation to grow culturally-based <b>affinity groups</b> and programs for underrepresented students to support their sense of belonging and safety.
2. Integrate HTC Learner Value Cultural & Global Awareness into academic courses and co-curricular activities	To provide recommendations and assist with facilitation for a collection of <b>co-curricular activities</b> , and cultural and global awareness activities that are <b>culturally relevant</b> to students.
3. Increase retention of protected class group employees	To provide recommendations and assist with facilitation of an <b>onboarding</b> program to increase organizational knowledge and social integration for protected class group employees during their first year of employment at HTC.
4. Increase engagement with community and industry partners	To provide recommendations and assist with facilitation to establish a baseline of community partners from diverse communities and measure engagement yearly in being <b>culturally responsive</b> to the needs of students and the workforce.

**DELIVERABLES** (the result of the committee; a tangible or intangible product or service produced as a result of the committee work)

**GOAL 1:** To provide recommendations and assist with facilitation to grow culturally-based affinity groups and programs for underrepresented students to support their sense of belonging and safety.

- Student Affinity Groups

**GOAL 2:** To provide recommendations and assist with facilitation of a collection of co-curricular activities, and cultural and global awareness activities that are culturally relevant to students.

- HTC Diversity Book Club

**GOAL 3:** To provide recommendations and assist with facilitation of an onboarding program to increase organizational knowledge and social integration for protected class group employees during their first year of employment at HTC.

- Employee Resource Groups (ERGs)

**GOAL 4:** To provide recommendations and assist with facilitation to establish a baseline of community partners from diverse communities and measure engagement yearly in being culturally responsive to the needs of students and the workforce.

- Multicultural Heritage Month Programming

