**Cultural Competency Professional Development
& Implementation Committee Meeting
Wednesday, July 9, 2014, 1:00 AM – 3:00 PM
Boardroom, Administrative Building 3**

In attendance: Co-Chairs: Elizabeth Andrade, Jim García, Siskanna Naynaha; **Committee Members:** Claudia Riamullo, Liz Coleman, Siv Serene Barnum, Marie Sagaberd, Barbara Susman, Ahmad Rajabzaden, Kerry Levett, Michael Weed, RJ Bell, Mark Harris

Minutes:

1:00 PM   Introductions all around.

1:15 PM   Distribute the charter

- Several mostly minor changes were made to the draft of charter.
- The group also discussed the addition of a section on the "phases" of the larger project.
- Siskanna is going to ask Donna Koechig for clarification re: what constitutes each phase and how they are delineated as the committee is unclear on exactly what was included in "Phase 1," e.g.
- There was a lengthy discussion on the list of content-areas listed under bullet point #7 with specific concern about the group noted as "adult offenders" at previous meetings. Members who were involved in those conversations on the Diversity Council and ASLCC offered some of the history of the list, including how and why the list came into being in its present form. Ultimately the group determined that a footnote should be added to the existing list delineating some of this history in an effort to ensure readers' ability to understand the non-comprehensive nature of the listed issues/group(s) and why they include only the ones currently listed.
- Siskanna will make the recommended changes, update the draft on the blog, and distribute another copy to the committee electronically for perusal.

1:25 PM   Review the Working Agreements

- Elizabeth created and distributed drafts of table cards containing short versions of our current working agreements.
- It was suggested that the final draft include a statement such as "This document is a remix that draws from several sources, including . . . ."
- Elizabeth will update the draft and create table cards for use at subsequent meetings.

1:45 PM   Finalize decision-making process

- These decisions will apply for summer and be revisited when the committee is expanded/reconstituted in the fall.

- For the duration of the summer, and based upon the fact that the greatest number of folks who have been able to attend any given committee meeting to date has been in the range of 12-16 people, it was suggested that the committee be allowed to proceed with work given a quorum of 10 people. The proposal went to a vote and passed with 100% approval. There were no abstentions.

- Given the quorum of 10, it was proposed that a committee supermajority be set at 75%, rounding down when an uneven number of committee members is present. The proposal went to a vote and passed with 100% approval. There were no abstentions.

2:30 PM   Establish subcommittees for various tasks outlined in Scope of Work

- Subcommittees were delineated based upon items within the committee's scope of work as defined in the committee charter.

- It was noted that not only the Phase 2 items but several additional items would need to be determined based upon the larger program model

that is developed along with the specific content area development that happens in Phase 2. Due to this concern several items in the scope of work (bullet points 5, 6, 7, 8, and 11 in the scope of work defined in the charter) were excluded from the list of subcommittee work.

- As time was running short, it was determined that committee members could indicate which areas they'd like to focus on for subcommittee work via email message.

- Siskanna will send an email to the committee with this information.

- Assigning lead(s) for each subcommittee will appear on the agenda for our July 22 meeting (1-3 p.m. in the Boardroom)

Next Steps:

1. "Timeline for Scope of Work with specific dates" will appear on the agenda for our July 22 meeting (1-3 p.m. in the Boardroom)

2. Possible keynote speakers for Fall Inservice. If you know of anyone who would be good for this phase of our development, please email the name and info to Donna.

3:00 PM   Adjourn