

**DEI Board Subcommittee**  
**Staff Recruitment, Retention & Development**  
**December 9<sup>th</sup>, 2021**

**Attendance:** Allbaugh, Alvarez, Casis-Woidyla, Daniels, Garcia, Jones, Lopez-Wagner, Martinez, Moses, Okoh

**2021-22 Subcommittee Objective:** Implement DEI training requirements for all management, faculty and staff search committee members.

- **Deliverables:** Evidence of:
  - A formal delineation of DEI training requirements for all management, faculty and staff search committee members
  - A formal policy and or procedure that institutes the DEI training requirements for all management, faculty and staff search committee members.

Meeting Agenda and Notes:

- I. Review Goal 3 and connection to work (report out on May 13, 2022)
  - a. **Goal 3: Create a Closing the Equity Gap Plan for Underrepresented Minority Students**
    - i. **OBJECTIVE 3.1:** Identify “closing the gap” efforts across CSUSB and possible partnerships to close equity gaps.
      1. **Deliverables:** Evidence of:
        - a. Multiple “closing the gap” strategies and interventions across CSUSB.
        - b. Partnerships to close equity gaps.
      - ii. **OBJECTIVE 3.2:** Identify ways to make equity gaps more transparent and part of program decision-making.
        1. **Deliverables:** Disaggregate and analyze URM and socio-economic class data to develop appropriate interventions to close equity gaps.
    - b. Assumption: hiring, training, and retaining a diverse staff workforce supports students
- II. Review Search Committee Training Outline
  - a. Discussion:
    - i. How do you answer the President’s current questions about retention of staff, not just new hires?
      1. Administrator/Management Academy (AMA)

- a. A series of training modules that focus on HR-related topics to provide information for administrators on talent acquisition, labor relations, DEI, EH&S
    - b. Used to be called “MPP Bootcamp”
  2. Include a plan/timeline in the proposal. Timeline for training for current staff, and for new hires.
- ii. DEI Consultants/Advocates
  1. Make sure initiatives and information are useful for the area/department advocates are working with
- iii. Important to be cautious of what is a “policy” or “required” for represented employees
  1. Could be a PD opportunity
  2. Advocates can help with training
  3. Similar to volunteering for CERT? Perhaps, but it would be determined by a supervisor giving them release time to do it like CERT
  4. Could start with this DEI subcommittee to pilot
- iv. Title of role
  1. Steward?
  2. Partner?

### III. Next Steps

- a. Jessica will reach out to Karla (ELR) to consult about concerns moving forward with a plan like this
- b. Subcommittee members – please review the plan proposal and send Jessica any additional thoughts/questions