

## FACILITATING INCLUSIVE MEETINGS

Spring 2022 PDA Workshop - Thursday, February 17 (Session I: 10:20 – 11:50)

### Workshop Description:

Join us for an informative session that offers tips and perspectives for inclusive meetings to ensure that historically underrepresented/marginalized voices are heard. This workshop is offered by a collaboration with our Employee Affinity Groups (EAGs) and the District's Embracing a Culture of Inclusion (ECI) Program. Workshop includes panel presentation with leaders of employee affinity groups and the opportunity for questions and information sharing by participants. This PDA workshop is a follow-up action item from the Fall 2021 workshop offered by Embracing a Culture of Inclusion Program and SRJC's Employee Affinity Groups on promoting inclusive hiring and retention efforts.

Workshop Facilitators: ECI and EAG Colleagues (Wanda Bynum/BLAC, Beatriz Camargo/LFSA, Brenda Flyswithhawks/NAFSA, Jerry Thao/APIA, Vanessa Luna Shannon/ECI, Sussanah Sydney/ECI, Sarah Hopkins/ECI)

### Information shared with workshop participants

#### Tips for Facilitating Inclusive Meetings:

- Take a moment to check-in when someone comes into the room; say hello to everyone as they enter the space
- Open meetings with spaciousness, get grounded
- Lean in; create a container for bravery; learning in public
- Model inclusiveness at meetings
- Have a music or prompt for participants to share; fun backgrounds, etc.
- Stop being the first one to talk; invite colleagues of color to speak
- Practice being equity-minded
- Elect people of color to be leaders
- Alleviate anxiety, include all in every space, make spaces more comfortable
- Be an ally and bring an ally
- All voices have equal weight and have a sense of purpose
- Don't agendaize items by rank (list participants alphabetically)
- Every meeting should have a purpose, not just an agenda
- Ensure that everyone feels valued
- If comments from a person of color are dismissed, speak up when a white person talks over a person of color and bring the topic back to the discussion and make a call for action; allow our BIPOC colleagues to finish what they want to say
- If white people in power are taking up all the space, ask for our BIPOC colleagues to share their perspective;
- Share that you value what the BIPOC colleague has to say about all issues, not just BIPOC issues; reinforce that what they say matters
- People of color are feeling vulnerable; create space where all can feel vulnerable; set the stage for inclusiveness
- Provide the opportunity for all to add agenda items
- Maximize interactions and spend meeting time on things that should be done together
- Share leadership; step forward/back if others are speaking up, not speaking up
- Include other voices and other perspectives in meetings and decisions
- When colleagues are dominating conversations in every meeting, discuss privately, talk from your experience, share how you are feeling, or call out in the meeting when it happens repeatedly and request that it be changed
- Common agreements – what will we do collectively if we see things happening in meetings?

#### Creating an Environment of Inclusion:

- Comfort level is partly based on who is in the room, who is not in the room
- Sit next to your colleagues of color and invite your colleagues of color to sit with you
- Bring a co-worker to allow for new voices
- Reassuring others by highlighting shared experiences; silence is just as hurtful
- Remember the request: See me, hear me, believe me
- Everyone's story is unique, value what everyone has to say
- Change the cast system at SRJC so that all of our colleagues are respected; invite everyone to the 'table'

- Don't say how you know someone who is black, etc. and that shows that you know how they feel
- Encouragement to find out how to get involved; help others flourish; be a mentor
- Institutionalizing change; don't use policies/procedures for why others shouldn't speak up
- Use titles as a network for how we are all accountable

#### Personal Development:

- Be an advocate when people aren't watching you; don't just do it to get your own kudos
- Be a true ally in the room and speak up as a white person what it means to be privileged, etc.
- Seize a moment to teach others to take the responsibility off of persons of color
- Create an environment of working together rather than having power over others
- Stop talking. Listen.
- Do your own work then do your work with white people; help educate white colleagues
- Our BIPOC colleagues are feeling erased and dismissed; not comfortable or safe; hold others accountable when our BIPOC colleagues are mistreated
- Create a new template, a new norm; don't default to status quo; perpetuating hierarchy
- Don't tokenize, stop reaching out to people of color to represent at every event
- Don't reach out just to find out about someone's culture; allow this information to be shared organically
- Stop using fear to avoid change
- Make DEIA a priority and infuse it into everything that we do
- Trust the process, trust people of color
- Take risks in building relationships and have a goal of building relationships and dismantling oppression; mutually respect each other
- No end/no beginning/continuously growing

#### Resource List (Compiled by Vanessa Luna Shannon, SRJC):

##### Articles

1. [5 Ways to Run More Inclusive Meetings](#), Glassdoor for Employers (Aug. 2020)
2. [7 Tips to Make Your Meetings More Diverse, Equitable, and Inclusive](#), Fast Company (Sept. 2020)
3. [Co-Creating Community Agreements](#), DrawingChange.com (June, 2019)
4. [Developing Community Agreements](#), National Equity Project (date unknown)
5. [How to Counteract 3 Types of Bias and Run Inclusive Meetings](#), Atlassian (Jan. 2019)
6. [How to Lead Inclusive Meetings](#), Forbes (May, 2019)
7. [Strategies for Controlling a Meeting Nemesis](#), American Management Association (Jan. 2019)

##### Books

- [Inclusive Supervision in Student Affairs: A Model for Professional Practice](#) (Sept. 2019)

##### Podcast

- [Cultivating Inclusive Supervision Practices](#), Student Affairs Now (2020-2022)