Equity Action Planning Task Force (EAPT)

Friday June 9, 2023, at 11:00am
President's Boardroom

Attendance:

Carole Richardson
Emily Couchie
Serena Kataoka (virtual)
Natalya Brown
Kyle Anderson
Talena Jackson
Jenny Mackie (virtual)
Harikesh Panchal
Veronica Afonso
Charles Anyinam (virtual)
Chris Greco
Kevin Wamsley
Traci Malkowski
Aidan Haghgoo (virtual)
Adam Middleton (guest)

Not in Attendance:

Jeannine Vaillancourt
Angela Nicholls
Taijon Eccleston-Graham
Morningstar Christianson

1. Welcome

2. Review the suggested Terms of Reference edits. (Postponed to the next meeting)

3. RFP walkthrough: what can and cannot be altered? (Adam Middleton)

   o The committee decided the best way to move forward would be to open an active file in MS Teams and contribute to it in the coming weeks.
   o All committee members are asked to review the document and use track changes to include their comments and suggestions.
   o The committee can review the MS Word document as well as other resource documents called '*Deliverables Wishlist'* and '*Request for EDI Audit'* to help with decisions, both included in a file folder called '**RFP Active File (Due July 7)**'.

   o Discussion surrounding the inclusion of other constituents as part of the stakeholder group. Can we include past employees, staff and faculty who are no longer working for the institution but may have information or valuable feedback.

- o Adam found some other RFPs and an RFI for Equity, one from Algoma University, one from a Municipality. These have been uploaded to the MS Team under 'EDI Action Plans'.

4. Process: how best to address adding to, editing or rewriting sections of the past RFP?

   - o Feedback and contributions on the MS Word active file by Friday July 7, 2023
   - o The co-chairs will work together to review the feedback and contributions to create a new working draft and then review it with the committee, at a date to be determined.

   - o Some discussion on the deliverables and point allocation.
   - o Some discussion on the clarification of scoring, as well as the scope.
     - Do we go with the past process or go with something slightly different?
     - Can we ask for references and when during the process do we go about this?
     - Can we ask for a 1-page flow chart of graph about how they would approach this and how they would suggest meeting the deliverables? Adam was going to look into this ask a little bit more.
     - Where is the evaluation on the capacity of how to do the work?

   - o Discussion surrounding the group expectations on deliverables. Please review the 'deliverables wish list' document.
   - o Adding a rating requirement of 'Feasibility and capacity of the proponent'.

   - o Moving forward the President will work on the project summary for the document.

5. Subcommittee

   - o Discussion surrounding the subcommittee and the group that will evaluate the proponents in terms of scoring. Everyone on the committee will have an opportunity to review the information and sit in on the interviews.
   - o Do we want representation from students, faculty and staff?
   - o Do we want representation from all equity-deserving groups?
   - o There is a big time commitment so take that into consideration.

   - o A request to send out a reminder email about the committee membership and contact information in case members of the Nipissing community want to reach out to someone.