



Libraries

**McMaster University Libraries Diversity,  
Equity and Inclusion Committee**

**Tuesday October 23, 2018  
10am – 11:30am  
Mills Community Room**

**Meeting Minutes**

**Members Present:** Vivian Lewis (Chair), Erica Balch, Rebecca Fera, Chris Nicol, Jennifer McKinnell, Anne Pottier, Abeer Siddiqui, Tamara Monster

**Regrets:** Jeannie An, Myron Groover, Stephanie Sanger

**Minute Taker:** Mary Hotson

1. **Welcome (V. Lewis).** Special welcome to Brian Quigley (ARL Leadership Development Fellow), Melanie Garaffa (Senior Manager, Organizational Development)
  - Brief review of roles by Brian Quigley and Melanie Garaffa; introduction of Committee members
2. **Review of Minutes from September 13, 2018 (V. Lewis)**
  - Committee approved to include membership list, minutes, and focal mapping document on public Library website
  - Minutes from September 13, 2018 approved with no amendments
3. **Presentation: Melanie Garaffa (Senior Manager, Organizational Development)**  
Discussion of employment equity and the recruitment guide (45 minutes)  
Advancing employment equity includes the promotion, implementation, and education of employment equity.

**Diversity Counts Census - 2016**

- 68.32% of McMaster staff participated in this first census
- Cultural impact – data not normally requested. Clarifying use of data helped alleviate apprehension to participate.
- Report provided to Library in 2016 included UL & HSL data.
- Communication campaign planned for January 2019 will reaffirm and educate on purpose of census. [Employment Equity Forum](#) will include visioning conversation and allow for senior leadership to share initiatives currently in place.

## **Hiring & Onboarding Initiatives**

- Training on recruitment process from posting to onboarding available for hiring managers and department chairs.
- Pilot of applicant self ID - provides high-level detail to hiring managers around diversity of applicant pool. Excellent resource for recognizing barriers and gaps when comparing long list to short list. Allows hiring manager the opportunity to revisit posting process (including places to advertise positions). Resource adopted by Faculty of Science.
- 'Working at Mac' - website redesign – a more user friendly site is set to launch January 2019

## **Unconscious Bias**

- Pre-session assignments, reviews and training available.

## **Employment Equity Facilitators Program**

- University wide initiative (pilot stage) that will help move the conversation around Employment Equity forward, provide a lens on awareness and process
- How might this look like within a unit? An invitation of interest will be sent to those involved in search committees, those providing an HR role within departments, and Managers
- Facilitator role will be based on unit, consisting of 1 to 2 people who can advise selection committees and provide support consultation
- Program will not be mandated but used to help enforce the commitment to equity and provide an understanding of progress made

## **Staff Hiring Guidelines**

- Support tools for hiring; guidance around posting and supporting resources available

## **Selection Criteria and Assessment Matrix**

- Used regularly in Library recruitment and selection

## **Hiring & Onboarding - Measures & Progress - KPI's**

- Diversity and number of applicants
- Gaps and progress
- Promotion and development of current employees
- Facilitators – increase in numbers

## **Challenges**

- Lack of consistency in hiring & onboarding experiences across campus

## **Opportunities**

- Leverage partnerships with Six Nations and the Indigenous Community
- Initiatives to close gaps, evolve conversation

## **4. Update on Staff Training and Development Opportunities**

### **a. Unconscious Bias Training (Chris)**

- First Library specific session scheduled for December 5<sup>th</sup> will be open to Managers and Librarians. Noted that training is also offered through CCE (early 2019)
- Chris will provide matrix of training available under the equity plan to the DEI Committee once complete. (note, Employment Equity & Unconscious Bias training are connected under the 'hiring' pillar)

- SLDC is also reviewing training opportunities currently offered and exploring new training to offer
  - b. **KAIROS blanket exercise (Anne)**
    - With a group of up to 30 people, the Facilitator and Elder run the exercise that will inform & draw awareness to the TRC and review the history of Indigenous groups and their experiences. The exercise is followed by a discussion on learning & understanding, and next steps.
    - Sessions will be offered in December 2018 and February 2019
  - c. **Other ideas (HEART Series...)**
    - Workshops offered through the Office of Equity & Inclusion – certificate for completing all workshops
    - [Next series scheduled for November 19th – 26th, 2018](#)
5. **Moving Ahead on Some Key Focal Areas (Which items are we ready to move on? Who will lead? Who can assist?)**
- a. **LibGuide:** Creating a LibGuide highlighting treaties, languages, settlement and resettlement with a focus on the lands around McMaster
    - Vivian and Anne will meet with Gillian Dunks to discuss interest in treaties work and LibGuide project as well as participation on DEI Committee. A call will be made for any interested in collaborating on project work. Note - Indigenous Studies Program could provide resources for this project
  - b. **Room Booking:** Reviewing the UL room booking policy (how do we ensure our public rooms are safe – without unnecessarily interfering with privacy?)
    - Room booking system not yet replaced; pilot being done in Lyons

**ACTION ITEM:** Anne will follow up with David Kemper on progress of pilot
  - c. **Images:** Conduct an inventory of images in our physical spaces and publications
    - Noted that this will lead to deeper conversation. Stories written are based on library priorities - images reflect stories.

**ACTION ITEM:** Erica will bring in recent publications to review at next meeting
  - d. **Multicultural Calendar:** Feed the campus Multi Cultural calendar into the library events calendar.
 

**ACTION ITEM:** Anne will speak to David Kemper on process involved
  - e. **Recruitment:** Compiling materials about PACBIC, Diversity Committee and other offerings for candidates
    - Set time on next agenda to walk through steps of recruitment (current process) (Chris)
  - f. **Day of Service:** Invite S. Sammon and D. Heidebrecht in to talk about Day of Service Opportunities (and other community engagement ideas)
    - Work with SLDC on timing - Spring reading week?
    - Discuss types of organizations to work with
    - Include Lynne Serviss in meeting

- g. **Decolonizing Subject Headings:** Monitor work being done at Alberta and elsewhere. Ask Gillian Dunks to take lead (Archives)?
  - o Vivian and Anne will speak with Gillian re: leading project
- 6. **Reporting Back: What Committee Members have read, heard or participated in since the last meeting**
  - o Anne - Survey re: 'How Age Friendly is McMaster?' Library should look closely when considering spaces and services to provide (example: family friendly spaces). Anne will complete survey and bring forward for future discussion.
  - o Employment Equity Plan – Chris will set up meeting with Tamara to complete UL plan for submission to May-Marie for reporting purposes.
- 7. **Who do we want to talk to next?**
  - a. **Indigenous Studies Program, Indigenous Education Council**  
**ACTION ITEM:** Anne will speak to Carrie re: role of group & vision and follow up with Mary to arrange meeting
  - b. **Community Engagement (S. Sammon and D. Heidebrecht)?**  
**ACTION ITEM:** Mary will reach out to office and invite to next DEI Committee meeting
  - c. **Halal Group** – Expressed eagerness to work with Library.  
**ACTION ITEM:** Anne will reach out and follow up with Mary to arrange meeting.
  - d. **McMaster Children and Youth University**  
**ACTION ITEM:** Abeer will follow up on possible initiative.
- 8. **Next Meeting:**
  - Monday November 26 - 10AM – 11:30AM
  - Community Room