



DPCC Executive Board Meeting
Monday, October 21st 2024
4 PM EST

In attendance:

Shenique Davis
Christine Barrow
LaDonna Long
Joshua Ruffin
Narissa Haakmat
Ericka Adams
Miltonette Craig

Guest Carolyn Cole.

I. Meeting Called to Order 4:03 pm

II. Approval of Minutes

- September 11th DPCC Executive Board Meeting

III. Guest Carolyn Cole: Black @ ASC

- Introductions of Executive Board
- Conversation with Carolyn about the networking portion of Black @ASC event
- Thursday, Nov 14, 7-11 PM; Networking: 8-9 PM
- A few ideas: Bingo, interact with 5 people minimum, get signature on bingo card.
 - 25 phrases to put into the squares
- Facilitate the process to acquire the \$1000 commitment from DPCC
- DPCC will lead the networking session. Consider incorporating a bingo/scavenger hunt game with a prize to encourage engagement.
- Once individuals finish bingo they can put names in the hat.
- A Google doc will be created so every board member can input suggestions for the Bingo terms.
- Winners will be announced at the end of the event and emailed. The Black @ ASC sweatshirts will be given as prizes.

Summary: Christine, Shenique, Joshua, and Narissa will help with the Black @ ASC event. The DPCC will share suggestions for 25 phrases for bingo cards by October 30th.

IV. Awards Committee

- Award team members were solicited from the newsletter.
 - Will acknowledge them in the newsletter or offer tickets to the luncheon



- All of the award recipients were contacted.
- Award recipients will be posted on social media
- Informed Dr. Greene and Dr. Young about the fellowship recipient
- LaDonna sent over language for the award, and Ericka made suggestions.
- Bio and photos for award recipients needed by November 1st
- Award invoices will be sent to Nicole the accountant
- Awards will be delivered to the hotel
- All award recipients will be attending the luncheon

V. Nominations Committee Updates

- November election for Vice Chair, Executive Counselor, and Student Executive Counselor
- Senior DPCC members are interested but want to give junior faculty an opportunity.
- Nomination needed for Vice-Chair.
- The goal is to hold elections before ASC, if nominations are available for all 3 positions, open the ballot by October 28th to give people a week to vote and allow suggestions for nominations.
- Changing of the board happens at ASC.
- New board members are often present at the business meeting.
- Goal, get 2 more candidates for the Vice-Chair role.
- Email people who were interested in getting more involved and people who worked on the awards committee for potential candidates.
- November 1st deadline to get nominations for the Vice-chair role.

VI. ASC Annual Meeting

- **DPCC 2024 Luncheon @ Fang Restaurant**
 - **Speaker updates; Paul Briley, Executive Director of Legal Services for Prisoners with Children has agreed to be the keynote speaker.**
 - **For honorarium:** obtain the name that needs to be on the check and give that information to Nicole the accountant.
 - A luncheon ticket will be set aside for Paul.
 - Show photos of past DPCC luncheon events.
 - Any thoughts on Paul's presentation? Possibly discuss what he sees as his vision for the organization moving forward.
 - Will follow the general agenda from last year; Introduction, guest speaker for about 20 minutes, then awards ceremony.
 - Inform the recipient of the Lifetime Achievement award that they should say a few words.
 - Traditionally the Service Award is given to the speaker.

VII. Table Management at ASC

- DPCC swag items have been ordered; buttons and a phone holder
- Josh or Narissa can secure the table and location on Wednesday.



- Volunteers needed for various shifts (Wed, Nov 13 - Friday, Nov 15)
- Extend the invitation to volunteer at the table to DPCC members, and include an announcement in the newsletter.
- Shenique will create a Google sheet with blocks of time for when people are needed.
- Will ask Frank for a table skirt.

VIII. ASC Board

- Division Chairs are meeting with the ASC President on Wednesday, Nov 13.
- If there are concerns or comments, please send them to Shenique
- Will mention meeting with ASC President at the general business meeting.

IX. DPCC General Meeting

- Possible agenda items:
 - QR code check-in to capture attendee details: name, affiliation, interest areas to volunteer
 - 30th Anniversary planning
 - Membership and budget updates
 - Black @ASC
 - Race and Justice Journal (RAJ)
 - Engagement ideas/conversation
 - Social events
 - Announce newly elected DPCC board members.
 - Put books from DPCC members on display at the table.
 - What specific topics do they want webinars to discuss?

X. DPCC Sponsored Sessions

- Executive Board Meeting: Wed, Nov 13, 5:00-6:20 PM
- General Business Meeting: Thu, Nov 14, 11:00 AM-12:20 PM
- Luncheon & Awards Reception: Thu, Nov 14, 12:30-1:50 PM
- Roundtable: Fri, Nov 15, 2:00-3:20 PM
- DEI Practices Session: Fri, Nov 15, 3:30-4:50 PM
- It can include any other DPCC events.

XI. Newsletter and Website

- Media Fellow Status: Meeting scheduled for Friday, Oct 18
- Newsletter: Release date pushed to later in October or early November
- This Wednesday, announce award recipients, have books to be highlighted at the DPCC table, and nominations for elections.

XII. 30th Anniversary of DPCC

- Will discuss at the general meeting



XIII. Race and Justice Journal (RAJ)

- Annual Meeting Session: Thu, Nov 14, 2:00-3:20 PM: How to be an Effective Reviewer, Thu, Nov 14, 2:00 to 3:20 pm, Foothill G1 - 2nd Level
- Brainstorm ideas for a RAJ Special Issue

XIV. Other items

- A DPCC member should leave the general meeting early to arrive at Fang to greet the speaker and make sure things are set up.
- A DPCC member will be needed at the door to collect and sell tickets.
- Also, see Nicole to get any extra DPCC tickets to be sold at the door.
- ASC does not provide cash, so DPCC will need cash.
- ASC would pay the luncheon deposit, someone must pay with a personal credit card the balance at the restaurant, then take the receipt to ASC for them to cut you a reimbursement check`
- Ask someone to start taking pictures at the luncheon, someone outside of the DPCC board.
- AV cost \$1,752.
- Will find out from Paul if it's necessary for a presentation and to use a projector and PowerPoint.
- Ask someone to start taking pictures at the luncheon, someone outside of the DPCC board.

The meeting adjourned at 5:10 pm.