

Diversity, Equity, & Inclusion Council Charge

January 16, 2020

The Diversity, Equity, and Inclusion Council is appointed by the College President, within Campus Shared Governance, and is charged to address Diversity, Equity and Inclusion infrastructure and efforts across our institution. The Council works with the College President, in consultation with the Chief Diversity Officer, to offer recommendations and advise on the development of institution-wide Diversity, Equity, and Inclusion policies, conduct expectations, training interventions, and an inclusive culture. This Council functions within the procedures, policies, regulations, and laws that govern the College. This Council is an essential component of SUNY Cobleskill's approach to diversity, equity, and inclusion across our campus.

Council Purpose:

- A. To represent a broad cross-section of the campus community
- B. To offer advice and recommendations, in particular to the President and the Chief Diversity Officer, intended to foster an environment and culture where: 1. Faculty, staff, and students are able to have candid discussions, explore, learn, and grow together; 2. SUNY Cobleskill Values are lived and reinforced; 3. Greater opportunities for diversity, inclusion, belonging and community – be “One Coby” - are created; and 4. Equity exists.
- C. To assist the administration, in particular the Chief Diversity Officer and the President, in the planning process of Diversity, Equity, and Inclusion initiatives. The initiatives will be ranked according to priorities stated in the Strategic Plan and the campus Diversity Plan.
- D. To assist and provide recommendations on the development of a campus Diversity Plan.
- E. When there are planned changes to Diversity, Equity, and Inclusion related policies and practices, the proposed changes will be presented to the Council for its advice and/or recommendations.
- F. To determine that all DEI initiatives and actions conform to the campus Diversity Plan.
- G. To promote Diversity, Equity, and Inclusion in all aspects of our campus to better the quality of the experience for our faculty, staff, and students.

Composition: (The purpose of the composition is to generate a representative cross section of the campus community; below is the targeted participation from across the campus population and should not be seen as a binding membership. Council members will serve as representatives of their peers and they are responsible for considering the needs and perspectives of those they represent. We desire to have a breadth of diversity represented on the DEIC and every effort will be made to have a council which reflects the diversity of the campus.)

College Employees:

Chief Diversity Officer (ex-officio, non-voting)
Director of Human Resources, Affirmative Action, and/or Title IX Officer
Four from the teaching faculty with equal representation from each school
One Librarian
Four from Professional staff (one from Residential life, one from Academic Administration, one from Community Engagement, and at least one UUP)
Two from CSEA/PBA NYS (Facilities Management, administrative professionals, and UPD)
One CAS employee (Nominated by CAS Executive Director)

College Students:

A total of four students nominated by the SGA President working with the CDO:

- One as an official SGA representative
- Three at large SUNY Cobleskill students
- Ideally student representation would be from commuters, residents, and both schools

Appointments:

- Appointments are made by the President in consultation with the CDO and input from the DEIC.
- The Council Chair is appointed by the College President.
- The Council Secretary is appointed by the council membership.
- Members that have unexcused absences twice in a semester are warned that their next absence will invoke removal from the council. Required work engagements are considered excused absences but are expected to be communicated with advanced notice. It is also expected that actively serving on the DEIC is a high priority campus service assignment and therefore every effort should be made to plan work in a manner that enable attendance and participation.
- An appointment to the Council should be viewed as very appropriate for meeting campus service requirements for performance evaluations, tenure, or permanent appointment.
- 3-year appointment terms:
 - Terms for appointed members shall be staggered evenly to provide continuity.
 - There is a term limit of two consecutive three-year terms of service on this council.
- Participation in the Council is considered time working, therefore full-time non-exempt employees should be paid for the time spent in council meetings.
- When vacancies occur on the DEIC, a call to self-nominate is made to the campus by the DEIC Chair. After interest is reviewed and confirmation is made with the interested person's supervisor (for faculty/staff) or the Student Government President (for students), the DEIC Chair, the Chief Diversity Officer (CDO), and the College President will assess the makeup of the DEIC to ensure broad representation and then extend a formal invitation to the selected participant.

Operation:

- Chair meets with CDO and President monthly for the purposes of setting the Diversity, Equity, and Inclusion agenda and ensuring strategic plan compliance.
- Chair can be invited to present the Council's work in faculty meetings by the Presiding Officer of the Faculty.
- Chair can be invited to participate in the Presiding Officer of the Faculty's Executive Committee meeting.
- DEIC meets with the President for the purposes of progress updates and accountability in August, January, and May each academic year.
- The Council operates on a consensus basis.
- Minutes are shared with the Campus community on Faculty/Staff and Student SharePoints
- CDO is an Ex-officio member of the DEIC (not a voting member).
- The DEIC maintains the practices of:
 - Active engagement on campus-wide initiatives
 - Open and constructive dialogue with the campus
 - Seeking campus-wide feedback through forum discussions and surveys.
 - Collaboration with relevant campus, SUNY, & external stakeholders

Role & Responsibilities of Chair

The Chair's role is to lead the DEI Council in achieving its purpose. This is expected to be accomplished by:

- Working with the CDO to understand deliverables
- Facilitating conversations to identify action steps, accountabilities and deadlines
- Identifying Council members who will lead projects or sub-projects and liaising with appropriate individuals on and off-campus (as applicable)
- Leading the Council to consensus via inclusive, participatory, and open dialogue
- Ensuring that project deadlines are met

It is expected that the Chair establishes and maintains positive and productive working relationships, particularly with fellow council members, the Chief Diversity Officer, and the President. This is a project manager role as well as a diversity champion role and strong skills are needed in both areas.

Responsibilities:

- Meet with the CDO and President monthly, or as needed, to prioritize initiatives, ensure strategic plan compliance, and report on progress.
- Schedule a DEI Council meeting with the President three times per academic year (August, January, and May) to discuss goals, needs, progress updates, and achievements.
- Convene meetings according to the academic calendar each semester. Additional meetings may be required at times.
- Builds an agenda for each meeting through collaboration with the Council, the CDO, and the President, and distributes it to attendees in advance of meetings.
- Assigns tasks to Council members to ensure the work of the Council moves forward.
- Monitors task completion and ensures that there is follow-up on action items.
- Ensures meeting minutes are posted to the DEI SharePoint.

Role & Responsibilities of Secretary

- Take minutes of all DEI Council meetings
- Distribute minutes to the DEI Council membership
- Post approved minutes on Faculty/Staff and Student SharePoint
- At the end of the academic year, the DEI Council's Secretary will submit the Council's minutes to the Library for Archiving