

# **SOUTH CENTRAL COLLEGE**

## **Diversity Committee Bylaws**

### **Article 1: NAME**

The official name of this committee shall be SCC's Diversity Committee

### **Article 2: PURPOSE**

The purpose of SCC's Diversity Committee shall be to take on a leadership role, participate in, and have a voice in the development and implementation of institutional policies and procedures that will assist the college in creating an institution that embraces diversity and provides an inclusive collegiate environment. The college Diversity and Affirmative Action Plans provide the framework for the committee's work and recommendations to the President's Cabinet.

The duties of the Diversity Committee shall be to:

- Work to increase enrollment of underrepresented students by developing new and strengthening existing recruitment initiatives;
- In partnership with college student engagement/retention committees, work to increase persistence and completion rates for underrepresented students;
- Actively partner with SCC's Human Resources/Affirmative Action Department to increase the diversity of SCC's employee pool by strengthening recruitment and retention procedures and practices outlined in the Affirmative Action Plan;
- Purposefully develop and incorporate diversity and cultural competency concepts in educational programming for students, faculty, and staff through the implementation of comprehensive, best practice and sustained course curricula and staff development training and programming;
- Identify and participate in meaningful partnerships in the community to collectively strengthen the college's diversity efforts;
- Develop and monitor, in consultation with the Chief Diversity Officer, a multi-year diversity plan that focuses on improving recruitment and retention of a diverse student body;
- Provide guidance and offer recommendations on matters of policy and procedure to the President's Cabinet, including the Chief Diversity Officer.
- Bring forth concerns and questions from students, employees, and the public.

### **Article 3: MEMBERSHIP**

In the spirit of inclusion and acceptance, membership on this committee will be voluntary. Members will be expected to commit to one year of membership, minimum. While membership is voluntary, it would be preferred to have representation from all bargaining units and two community members.

It is preferred that a minimum of two students (one from each campus) will serve on the committee.

An individual will automatically lose membership in the committee if s/he fails to attend three consecutive meetings without prior notification to the secretary of the committee.

All members of the Diversity Committee will be voting members.

### **Article 4: OFFICERS AND THEIR DUTIES**

The officers shall be: a chair, chair-elect, and secretary. The chair position shall be filled by the chair-elect upon the expiration of the chair's two-year term of office. Term lengths: chair – 2 years; chair-elect – 2 years; secretary – 1 year.

The chair and chair-elect shall be elected every two years by a majority vote of the committee members during the May meeting. The secretary shall be an employee of the college and a voting member of the committee and shall be elected by a majority vote of the committee members during the May meeting on an annual basis. Ideally, the chair and chair-elect would be elected at the same time.

The chair shall be elected from among those members who have served on the committee for at least one year. His/her duties shall be to:

1. Prepare an agenda for each meeting;
2. Preside at the meetings of the Committee;
3. Call special meetings of the Committee as needed;
4. Organize workgroups which may include persons not serving on the Committee; and
5. Act on urgent Diversity Committee matters between meetings.

The chair-elect shall assist the chair with administrative management of the committee and will:

1. Serve as a liaison to the workgroups;
2. Perform the duties of the chair in his/her absence; and
3. Maintain the content of the Diversity Committee's website.

The secretary shall:

1. Keep records of member attendance at meetings;
2. Keep a record of discussion and recommendations;
3. Maintain a permanent record file of committee activities;
4. Distribute minutes of committee meetings and copies of other committee documents to members and upload to the diversity section of the SCC website;
5. Maintain a master file, consisting of all committee and subcommittee bylaws, membership rolls, agendas, and minutes.

#### **Article 5: MEETING GUIDELINES**

The committee may meet as frequently as it deems necessary, but no less than once a month on a designated day/time as determined by the membership. Meetings will be held during faculty duty days. Meeting time/day may be changed by consensus. The chair may call special meetings.

Meetings may take place in any format determined by the Committee. Minutes shall be made available to employees, students, and the public via the Diversity Committee's web page.

Meetings may be held outside of faculty duty days for the express purpose of training. Faculty attendance will not be required. Faculty will be paid for these trainings per the MSCF contract. All Committee and workgroup meetings will be open to the public.

#### **Article 6: WORKGROUPS**

Workgroups will be created by the chair as the need for standing and special workgroups arises. Workgroups are expected to provide written updates to the chair prior to each regular meeting.

#### **Article 7: RULES OF ORDER**

Robert's Rules of Order will govern meeting procedure. All other matters will be settled through consensus during an allotted timeframe.

#### **Article 8: AMENDMENTS**

Bylaws may be amended by a two-thirds majority vote of active members at any regular Diversity Committee meeting.