

College of Lake County Governance System

Charter for Diversity Commission

I. Purpose Statement

- a. The Diversity Commission at the College of Lake County provides direction to evaluate and promote institutional priorities related to diversity in the college community. Advisory recommendations, of the commission, will support the implementation, achievement, and maintenance of the diversity objectives set forth in the College's Strategic Plan.
- b. This commission will work to assure that the CLC community practices institutional integrity in all aspects of diversity in our community, both on campus and off.

II. Membership

- a. Co-Chairs of Diversity Commission: Both are chosen from their respective governance group. One chair will be from the full-time faculty senate and one will be from the Administrative council. The chairs will serve staggered terms.
- b. Co-Chairs shall each serve a two year term. The administrator's term will begin in the Fall of odd numbered years and end two years later at the end of the Spring semester. The faculty's term will begin in the Fall of even numbered years and end two years later at the end of the Spring semester.
- c. Ex-Officio: College President
- d. Alternative Ex-Officio: Chief of Staff or designee

Title	Appointed By	Terms Limit	Voting Eligibility	Notes
Provost	Ex-Officio	n/a	Not Eligible	Or designee if unable to attend Once a recommendation moves out of the commission, exec staff will vote/act on the recommendations.
VP of Administrative Affairs	Ex-Officio	n/a	Not Eligible	Or designee if unable to attend

Associate VP of Student Development	Ex-Officio	n/a	Not Eligible	Or designee if unable to attend
Exc. Director of Public Relations and Marketing	Ex-Officio	n/a	Not Eligible	Or designee if unable to attend
Exc. Director of Human Resources	Ex-Officio	n/a	Not Eligible	Or designee if unable to attend
Students	Student Organization	1 -2 year	Eligible	4 Students or pre-appointed alternate (each student representative should identify an alternate ahead of time)
Faculty	Faculty Senate	2 year*	Eligible	2 Adjunct Faculty or pre-appointed alternate (each adjunct faculty should identify an alternate ahead of time); 6 full-time Faculty. 2 - Full-Time appointed by VP to lead DMEIP (non-voting) 1 - Full-Time to serve as Co-Chair 3 - Full-Time appointed by Faculty Senate
Classified Senate Representatives	Classified Senate	2 year*	Eligible	2 representatives*
Specialist Senate Representatives	Specialist Senate	2 year*	Eligible	2 representatives*
Lakeshore Campus Representative	Any employee group	2 year*	Eligible	
Southlake Campus Representative	Any employee group	2 year*	Eligible	
Ex-Officio Members	Office of the President	n/a	Eligible	Student Life-Multicultural Student Center

				Student Life – LGBTQ “Reaching OUT” Center Student Life – Women’s Center Student Life and Financial Aid - Veterans Program Student Development – Office of Students with Disabilities Student Development – International Education
Ex-Officio Members	Office of the President	n/a	Not Eligible	Educational Affairs – Dean of Southlake Campus Education Affairs – Dean of Lakeshore Campus In all cases --- or designee
Lake County Community Members	Office of the President	1 year (appointed)	Eligible	4 non-CLC representatives

* Senate representatives should rotate on a 2-year schedule offset with the other member of that senate. The first year, one member should serve for only one year.

* Members representing multiple roles (such as classified senate representative and international education representative) would have one vote. If a member is asked to be the designee for another voting member (such as the Dean of Student Life being asked to represent the VP of educational affairs), then he or she would have two votes at that particular meeting.

- e. Determination of Recorder: Will be provided by the administrative Chair.

III. Meetings

- a. Frequency of Meetings:
 - i. Full Commission members will meet monthly; however, more meetings may be scheduled as needed. The meeting schedule will be announced at the beginning of each semester through the Diversity Commission Intranet Webpage.

- ii. Standing committees and ad hoc committees will determine their own meeting schedule depending on need but should plan on three meetings per semester.
- b. Meeting agendas: Will be posted on the diversity commission intranet webpage and/or emailed one day prior to scheduled meetings. Members of the commission should submit agenda items for discussion no later than 3 days before each meeting. Acceptance of minutes, reports by the Chair and reports of standing committees and any active ad hoc committees will be part of the agenda, in addition to new and updated monthly business.
- a. Quorum: A quorum will be 30% of the voting membership. If a quorum cannot be reached, the meeting can take place without action that requires a vote. This needs to be determined after we determine membership and voting eligibility.

IV. Recommendations

- a. The commission welcomes recommendations/concerns/feedback from any member of the governance structure.
- b. This commission recommends action items to the President, GCC, and Executive Staff following discussion and approval by the commission.

V. Release time/Compensation

- a. Nine (9) hours of release time will be provided for faculty members. 3 hours will be given to the Faculty Co-Chair and 3 hours will be given to each DMEIP Faculty Lead each semester. In order to maintain commission activity over the summer and to prepare for the fall semester, the Faculty Co-Chair and the DMEIP leads can each submit a proposal requesting a summer stipend from the Provost.

VI. Co-Chair elections/appointments

ELECTION OF CO-CHAIRS

- a. All vacancies shall be filled by the May meeting each year by the Diversity Commission as a whole with a simple majority of ballots cast.
- b. Nominations shall be made from the floor at the March meeting each year. Persons who wish to nominate an absent member for office must hold a written consent from that member. This consent must state clearly that he/she is willing to serve if elected.

- c. A special election to replace a vacated office will be held as soon as it is deemed necessary by the Diversity Commission through a simple majority member vote. Notification of such an election will be made to all Diversity Commission members in a timely manner. The election will be held immediately following nominations. The vacated office shall be elected by the Diversity Commission as a whole through a simple majority of those present.
- d. In the event no nominations are forwarded, the President of the College (or his/her designee) can appoint an administrator or faculty member to serve in the respective capacity of co-chair through the term ending or a vacated office.

VII. Actions requiring a membership vote

AUTHORITY AND ACCOUNTABILITY

- a. The Diversity Commission will recommend actions, either initiated by a Diversity Commission Committee or by the Commission, to the President and Executive Staff. If the recommendation is approved by the Cabinet, the Cabinet will direct appropriate individuals, offices, or departments to carry out the decisions.
- b. The Diversity Commission will submit a yearly summary of actions to the President.

PROCEDURES FOR ACTION PLANS

- c. Action Plans should be brought to the attention of the Diversity Commission to be placed on the agenda under new business during the next meeting. The standing committees are encouraged to develop major action plans for the next year in May. These action plans will be discussed and possibly voted on at the September commission meeting. This does not preclude later action plans from being submitted.
- d. In the initial stage of the development of an Action Plan, individuals who could be affected by the action resulting from that proposal should be involved. Administrative offices should be included in the discussion of issues at the earliest possible time.
- e. If the Action Plan requires urgent action on part of the Diversity Commission (prior to the following regular meeting), the approval process may be completed through electronic means (i.e. email, survey, or other electronic platforms). The execution of this procedure shall be completed by the co-chairs.

VIII. Addendums/changes to charter

- a. Changes to the charter of the Diversity Commission must be done by a 2/3 vote of the sitting Commission.

IX. Membership expectations

- a. Attendance is critical to initiate successful change and to maintain a continuity of ideas.
- b. Have an open mind.
- c. Provide constructive critique and feedback.
- d. Follow through on discussions within members' respective areas.
- e. Be an ambassador for diversity.

X. Standing committees

A member of the Commission will serve as the committee chair for each of the committees.

- a. Instruction & Faculty Development– Assist faculty with ensuring that diversity is infused in curriculum; new course development (diversity); working with faculty instructional developer on diversity workshops for full and part-time faculty; work towards encouraging faculty to create an inclusive and welcoming classroom environment in which all students regardless of their social/cultural identities have the ability to reach their highest potential.
- b. Human Resources and Staff Professional Development – In alignment with the College's Core Values and Strategic Plan, the Committee's focus will be on building an inclusive College community that recognizes, values, and respects people of all cultures and ways of life. Maintenance of diversity in the workplace will be promoted; attracting and retaining a highly talented and skilled work force representative of all levels of diversity; promoting a culture within the College that encourages personal development and growth; and fostering effective relationships with diverse communities, associations, institutions and suppliers. Establish measurable goals with specific timelines for reaching benchmarks and measuring progress that lead to the attainment of overall College goals.
- c. Student Development – Develop diversity initiatives for all students with an emphasis on recruitment and retention strategies to support student success. This includes utilizing IEPR and other sources for data that addresses student diversity, in order to create a climate of inclusion for prospective and current students.

d. Ad Hoc Committees

Ad hoc committees will be created and maintained as deemed necessary by the commission.

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12/08/2014

Adopted: 02/09/2015

DIVERSITY COMMISSION STRUCTURE

