

# Diversity, Equity, and Action Council

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## Article 1      Function

### a.      **Philosophy Statement**

We are committed to a future that includes an accessible, equitable, inclusive environment supporting the success of all students, staff, and faculty. We seek to better understand, then lower or remove, barriers that may interfere with that success. We understand that the creation of future success requires transformation of our campus culture/community and necessitates commitment from every area of the college, both academic and non-academic.

### **Statement of Purpose**

The Diversity, Equity, and Action Council (DEAC) will support the college president and board of trustees in their efforts to reduce barriers to success among the college's population. To accomplish this, DEAC will collect, analyze, and disseminate data related to diversity and equity issues at the college, identify goals for improving the campus climate, develop and conduct professional development related to diversity and equity, and disseminate our data-driven approach to inclusion and social justice via strategic marketing Initiatives.

### b.      Committee Responsibility

- Nurture a diverse learning community that encourages individual and collective responsibility for diversity objectives.
- Provide opportunities/support for faculty and staff to expand their understanding and competency to infuse diversity into our learning community.
- Identify ways to improve allyship and advocacy, serving as diversity change agents creating a more welcoming and inclusive institutional environment.
- Recommend policies related to diversity issues.
- Provide resources and manage a budget to support curricular and co-curricular programming and diversity initiatives throughout the college community.
- Periodically assess the college climate as related to diversity.
- Provide members to search committees who have expertise in best practices for diverse recruitment (e.g., URM and Women in STEM).
- Establish an annual agenda that supports the College's Strategic Equity, Diversity, Justice and Inclusion (EDJI) plan.

## Article 2      Membership

a.      Members will be recommended by the chair and then appointed by the President. DEAC representation and membership distribution is as follows:

- 1-2 Adjunct Faculty (when available)
- 2-3 FSA staff
- 2-3 administrators

- 2-3 classified staff
- 2-3 faculty members, at least two of whom are teaching faculty
- 1-2 students (SGA VP of Equity, Diversity and Inclusion recommended, resident student or RA recommended)

Required Members with ongoing/standing appointment:

- Human Resources representative
- Senior Diversity Officer
- Assistant Diversity Officer
- Coordinator of Access and Equity Services

- b. Members serve two-year, renewable terms.
- c. If a member is unable to continue their term, the chair takes suggestions from DEAC membership for a replacement in the respective category of representation. Upon recommendation of the chair, the President appoints the replacement member.
- d. If members of DEAC fail to regularly attend meetings, engage as an active participant, and/or fail to follow through on assigned committee work/tasks, they will be subject to removal from DEAC in consultation with the President.
- e. Meetings are recorded on Teams and a transcript is provided to document notes from each meeting. These recordings and transcript are available in the private DEAC Microsoft Teams files to all committee members. Regular agendas and updates will be sent to the campus community.
- f. Subcommittees

**Engagement, Belonging, and Eliminating Gaps Sub-Committee** – This subcommittee will identify and examine existing data (e.g. the SUNY Campus Climate Survey, PowerBI) to identify key areas of concern in the Tompkins Cortland campus climate and will make recommendations on appropriate actions in response to the results of this data analysis to DEAC. This subcommittee is specifically focused on increasing engagement, fostering a sense of belonging, and eliminating gaps in enrollment, achievement, and retention among potentially marginalized demographic groups at the college. This subcommittee is tasked with first defining climate, and the areas of concern related to campus climate, and then working to make a recommendation to the Council about strategies to address/improve climate issues at Tompkins Cortland CC. The committee will educate themselves regarding surveys and data collection conducted regularly and decide how to use these data.

**DEIJB Education & Training Sub-Committee** – This committee will identify diversity-related education and training-related needs among students, staff, and faculty. This committee will identify training and educational priorities and, in response, develop, plan, coordinate, and assess the effectiveness of educational and professional development and training programming that aligns with the college's Diversity, Equity, and Inclusion Goals. This subcommittee is charged with identifying inclusive partners in the field and community, researching available sources, and reviewing current literature on current DEI/SJB topics in order to inform prioritization of the education and training topics needed by the TC3 community.

**DEIJB Recruitment and Development Sub-Committee** – This subcommittee is tasked with research and recommendation to promote our diversity and inclusion presence for the purposes of attracting, recruiting, and retaining new faculty/staff/students to Tompkins

Cortland CC. The subcommittee will focus on equitable, legal and ethical strategies for recruiting a diverse faculty/staff/student population. This committee will hold departments on campus responsible for operationalizing vetted and researched actions that will have the effect of increasing diversity.

**Data Analytics and Reporting Sub-Committee** – This subcommittee will examine internal college data, SUNY data, and national data to identify and benchmark diversity and equity-related trends in enrollment, retention, and other key performance indicators. This subcommittee will work with Institutional Research to develop a PowerBI dashboard that facilitates access to and analysis of these data with the goal of identifying equity-related gaps in student outcomes and communicating those gaps to DEAC and other college stakeholders. This group is tasked with reviewing regular data on enrollment, retention, and other key performance indicators in an inclusive manner.

### Article 3            Chair

- a.        The Chairperson of the Council is the Senior Diversity Officer. The Vice Chairperson is the Assistant Diversity Officer.
- b.        Terms of appointment are ongoing for the position of Senior Diversity Officer (chair), Assistant Diversity Officer (vice chair), Human Resources representative, and Coordinator of Access & Equity Services.
- c.        Duties of Chair
  - Acts as a liaison with other groups and committees
  - Delegates liaison roles to members as appropriate
  - Schedules council meetings
  - Works with the council members to set the agenda and to record minutes
  - Attends Board meetings regularly and reports to the Board of Trustees
  - Attends College Senate (shared governance) meetings periodically
  - The Vice Chair will serve as Chair when needed and will support all leadership functions.
- d.        The council will appoint a liaison to the Chief Compliance Officer for input related to DEIJB policy matters. This is also a standing appointment.

### Article 4            Meetings

- a.        Regular meetings are set by Chair to occur on a monthly cadence (at minimum).
- b.        Special/working meetings may be called by the chair as well as Subcommittee lead(s).
- c.        Quorum – For any action to be voted on, 2/3 of the membership needs to be present.
- d.        Meetings are open to everyone. Closed meetings may be called by the chair and are only open to appointed DEAC members.
- e.        DEAC meeting notes and agendas are posted regularly for the membership. Meeting information is communicated to the campus community as needed.

Article 5            Changing the Charge of the Council

- a.            Bylaws will be reviewed once every three years or sooner if significant changes on campus require change. DEAC Bylaws were last updated in January 2025.
  
- b.            The committee charges are developed annually by the College President and discussed at the first meeting of the academic year (September).