

DEI COUNCIL CHARTER

Originally Approved May 12th, 2020

Focus of work: Lead and advise efforts to cultivate a culture that examines and disrupts the negative impacts of power, privilege, and oppression and deliberately promotes diversity, equity, and inclusion at Clatsop Community College.

Why:

- Improving campus services and the campus environment for underrepresented, underserved, and minoritized populations for the benefit of all students, increase student enrollment and retention, and provide learning and growth opportunities for CCC's campus community.
- HB2864 (described below) requires post-secondary institutions to develop, implement, and evaluate cultural competency standards regularly.

Method:

- Provide campus training opportunities focused on diversity, equity, and inclusion (DEI)
- Sponsor community conversations that examine power & privilege, implicit bias, and actively work to dismantle oppressive systems
- Increase campus access to DEI training, resources, and best practices
- Collaborate with community stakeholders
- Provide recommendations for the implementation of cultural competency standards for the college as outlined in HB2864

HB2864: Enacted in 2017, HB2864 requires postsecondary institutions to "...establish a process for recommending and providing oversight for the implementation of cultural competency standards for the public institution and the institution's employees." (Oregon, 2017)

HB 2864 definition of Cultural Competency: "...An understanding of how institutions and individuals can respond respectfully and effectively to people from all cultures, economic statuses, language backgrounds, races, ethnic backgrounds, disabilities, religions, genders, gender identifications, sexual orientations, veteran statuses and other characteristics in a manner that recognizes, affirms and values the worth, and preserves the dignity, of individuals, families, and communities." (Oregon, 2017)

Evaluation: Facilitate ongoing evaluation efforts to measure impact of DEI initiatives on the campus climate.

Committee Membership

The DEI Council meetings will be announced and are open to all. Additionally, the DEI Council will seek official representation from CCC staff, faculty, and community stakeholders for 2-year appointments. Student appointments will be 1 year in length. Applications will be accepted until the positions have been filled. Open positions will be announced campus-wide as DEI council members end their term appointments or leave the council. DEI council members are welcome to apply to serve additional terms, however, new applicants will have priority over returning members.

Staff & Faculty

Open positions will be filled through an application process. Should the number of applications received exceed available slots, employee groups will be invited to review applications and select a representative from the applicant pool. The application review by employee groups will use an anonymous decision-making process by removing identifying information (name or position) from application materials. Selected applicants will be forwarded to the DEI recruitment representative and then notified by the DEI Council.

Students

Student positions will be selected by members of CCC's Associated Student Government in collaboration with the DEI Council using an application and interview process agreed upon by both groups. Student terms will be one year in length.

Benefits of serving as a DEI Student Member:

- One 4-credit class voucher per term **or** work-study position if the student member is eligible, pending review of process and ensuring equity with similar student positions on campus
- Develop leadership and teamwork skills
- Build their resume for future scholarships and career
- Contribute to an inclusive and equitable student-body and campus

Community Stakeholders

The community stakeholder positions will be selected by DEI Council Members using an application process similar to other DEI applications but directed to community representation.

Permanent Positions

Five positions will be permanent and include existing positions or programs whose primary job duties focus on supporting or improving services for underserved and underrepresented students. One permanent position is reserved for the President or the President's designee. This position will be a non-voting member of the committee.

Rotating Committee Positions (two-year appointments)

- Two FT/PT faculty positions (Amanda Cortez, Kama O'Connor)
- Two FT/PT classified positions (Jan Horning, one open position)
- Two FT/PT S&S positions/Confidential Classified (Kathy Bode, Jon Graves)
- Two Student positions (Desiree Meininger, open)
- Two community stakeholder positions (Pat Schulte, open)

Permanent Positions

- Student Access Services (Faith Forster)
- DEI Staff at CCC- (vacant)
- Literacy Coordinator/LIT/ TRIO (Ben Palenske)
- Administration, non-voting member (Sarah Geleynse)

Employee & Community Stakeholder Application Steps

1. Identify if there is an open position relevant to you.
2. Fill out the paper or online application <https://forms.office.com/r/a5vetk86if>

3. After the close of the application period, employee groups will be invited to review and vote on relevant applications as needed.
4. The applicant/s with the highest number of votes will be invited to join the committee. If the individual/s with the most votes is/are reapplying for a consecutive term on the committee, the next individual with the highest number of votes will be selected.

DEI Goal is to remain in compliance with HB 2864, Relating to cultural competency, Oregon Legislative Assembly. (2017), Chapter 397 (Oregon State. 2017).

Responsibilities

1. DEI members will serve as a liaison to their employee, student, or community group as well as other councils and clubs on campus. They will serve to bring the HECC Equity Lens to these groups and to help integrate DEI work into all aspects of the College.
2. As the DEI Council is advisory to the College, review of materials, protocols and policies before meetings may be necessary.
3. DEI members will choose one special project or team to grow capacity for DEI work at the College and to further the focus of work of the DEI Council.

Meetings

1. Schedule at a time selected by the DEI Council.
 - All meetings of the DEI Council are to be regularly scheduled with published agendas and open to all college employees and students.
 - Additional meetings may be scheduled, as necessary.
 - Attendance at meetings is necessary to maintain the value and validity of advice given by the DEI Council. If three consecutive meetings are missed by a member without an excused absence in an academic year, a review will be held by the DEI Council to determine if a change in schedule or change in representative is necessary.
1. Agenda
 - Agenda items may be submitted by any DEI Council member or individual through any DEI Council member. Agenda items should be submitted to a designated DEI point person for publication.
 - Members submitting agenda items will be responsible for preparing and distributing in advance appropriate background material allowing adequate time for review.
2. Protocol
 - The DEI Council will be chaired by members nominated and approved by the DEI Council.
 - Since the DEI Council is advisory in nature, no strict definition of or compliance with “Quorum” is required. Nonetheless, the DEI Council will strive to conduct its meetings when at least 50% of the members are in attendance.
 - To maintain continuity, no substitute voting members will be allowed apart from community organization representatives. Meetings will be informal, although actions and decisions by the DEI Council will be made and recorded through more formal means, loosely approximating Roberts Rules of Order.
 - However, the DEI Council may use a “straw vote” process to include all participants in the decision-making process. If the straw vote reaches consensus (all participants are in agreement), then the decision will be approved. If consensus is not reached by straw vote and a decision is necessary

within a specific timeframe, then a vote of the DEI Council members will be used to determine a timely outcome. The DEI Council will strive for consensus on all issues brought before it.

2. Communications

- Minutes of Council meetings will be recorded and communicated to CCC employees in a timely manner. Minutes will primarily reflect proposed motions and actions; only a summary of any discussion will be reflected in the minutes.
- Past minutes of Council meetings will remain available to employees and the public.

(Updated by Jon Graves 2/28/24)

Declarations

Non-Discrimination Declaration: It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Greg Dorcheus, Affirmative Action/Gender Equity (Title IX) Officer, Lower Library, Suite 103, gdorcheus2@clatsopcc.edu (503) 338-2406; TDD: Oregon Relay- Dial 711. For Student Access Services, contact Faith Forster, Columbia Hall, Room 111, fforster@clatsopcc.edu (503) 338-2313.

Accommodations: Students having questions about or a request for classroom accommodations should contact Faith Forster, Columbia Hall, Room 111, fforster@clatsopcc.edu (503) 338-2313. Community members having questions about or a request for special needs and accommodation should contact Greg Dorcheus, Lower Library, Suite 103, gdorcheus@clatsopcc.edu (503) 338-2406; TDD: Oregon Relay- Dial 711. Please send special needs and accommodations requests here. Contact should be made at least two business days in advance of the event.

Declaración de no-discriminación: Es la política de Clatsop Community College que no habrá ningún tipo de discriminación o acoso por razón de raza, color, sexo, género, estado civil, religión, origen nacional, edad, orientación sexual, identidad de género o expresión o discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Greg Dorcheus, Oficial de Acción Afirmativa / Título IX localizada en la biblioteca, oficina número 103 gdorcheus2@clatsopcc.edu número de teléfono (503) 338-2406, TDD (discapacidad auditiva) marcar 711 en su teléfono. Para servicios de acceso para estudiantes, comuníquese con Faith Forster localizada en Columbia Hall, oficina número 111, fforster@clatsopcc.edu (503) 338-2313. Ayuda a personas discapacitadas: Estudiantes que tengan preguntas o una requieran solicitud de adaptaciones en el aula deben comunicarse con Faith Forster, localizada en Columbia Hall, oficina número 111, fforster@clatsopcc.edu (503) 338-2313. En cuanto a los miembros de la comunidad, se les pide que se comuniquen con Greg Dorchues, localizada en la biblioteca, oficina número 103 gdorcheus2@clatsopcc.edu número de teléfono (503) 338-2406, TDD (discapacidad auditiva) marcar 711 en su teléfono. Haga el favor de notificar a la oficina para que se le pueda proporcionar apoyo. La comunicación debe tomar lugar por lo menos dos días de trabajo antes del evento por el cual se requiera tal ayuda. Para más información, vea la página Web de Clatsop Community College bajo Información en Español.
Updated: 09/23/2022 Kellie Allen