



Charter for  
**Diversity Advisory Council**

Charter Last Updated  
**March 2008**

Originally Chartered  
**May 2007**

**Section 1—General Information**

**Purpose or mission of this group:**

The Diversity Advisory Council promotes implementation of policies and practices designed to achieve and sustain an environment of inclusiveness that empowers all students and employees to realize their highest potential without fear.

**Scope of Work:**

We fulfill this mission by performing gap analysis on diversity-related issues, recommending actions or policy changes, and consulting with the college community as requested.

**This group reports to:**

The College President

**This group receives secretarial support from:**

The President's Office

**Terms of membership for this group:**

Three-year term

**Membership guidelines for this group:**

Ten to fifteen employees from various areas of the college  
The Director of Diversity and Equity serves in an ex-officio capacity

## Section 2—Working Agreements

Operational Working Agreements	
1. How often does this group meet? <i>Monthly, weekly, bi-weekly, etc.</i>	Monthly during the academic year with a one-day retreat in June or July.
2. How are meetings scheduled? <i>Who is responsible for setting the meeting schedule?</i>	By consensus of the group at an annual retreat.
3. How are meetings cancelled? <i>Who has the authority to cancel meetings?</i>	By the chairperson.
4. How are meetings rescheduled? <i>Who decides when a cancelled meeting should be rescheduled or just cancelled?</i>	The chairperson determines whether or not a cancelled meeting will be rescheduled.
5. How are members selected? <i>How are seats on the group filled?</i>	The College President determines final group composition.
6. Is proxy attendance allowed? <i>Can a member send someone in his/her place?</i>	No.
7. How are items placed on a meeting agenda? <i>How would a person/group ask that an item be on this group's meeting agenda?</i>	Potential agenda items are submitted to the secretary or the chairperson; the chairperson has responsibility for agenda creation.
8. How are meetings facilitated? <i>Who conducts the meetings?</i>	By the chairperson.
9. How are minutes kept? <i>Who is responsible for taking accurate summary notes at meeting?</i>	By the group's secretary or his/her designee.
10. How are minutes distributed or published? <i>Where can group members or others in the college community find meeting minutes?</i>	Electronically (via e-mail, Web, or both).
11. How are decisions made? <i>Does the group vote, arrive at consensus, etc.?</i>	By consensus.

## Section 2—Working Agreements (continued)

<b>Behavioral Working Agreements</b>	<i>What behavioral norms will help the smooth functioning of this group?</i>
1. Representation of interest/experience.	Model openness to diversity beyond one's own group(s) and effectively represent one's own particular group(s).
2. Start and stop meetings on time.	Value others' time by being prepared for discussion and brief in your comments. Send out information five working days in advance. Be results oriented.
3. Work collaboratively with other members.	Be frank and courteous; say it in the room and with respect for differences. Include everyone and all styles in the conversation. Apply diversity concepts to business and instructional practices.
4. Subcommittee selection and participation.	DAC members will all participate in subcommittee work. Others will be invited on a consultation basis.
5. One person speaks at a time.	Understand the impact of your style on others. Be willing to modify your style to align your intention with the impact. No side conversations. Respect the views and opinions of others. Listen generously; assume good intentions.
6. Attend meetings consistently.	Actively participate in the work of the committee.
7. Absence guidelines.	The expectation is that the member will notify the chair in advance of the meeting or immediately following. Excused meetings include such reasons as attending college business or a family medical emergency. Committee member will follow-up on responsibilities.
8. Failure to meet absence guideline.	DAC Leadership will review members who miss two or more unexcused meetings.
9. Conflict will be used as a learning tool.	Chair or sponsor will help work out issues with the group.

### Section 3—Current Membership

Membership List Last Updated  
**June 2008**

Member	Role	Representing	Term Expires
Cheryl Roberts	Sponsor	President's Office	N/A
Barbara Cowlshaw	Secretary	President's Office	N/A
David Hardesty	Chairperson	Developmental Education	June 2009
Miriam Rozin	Chairperson	Student Financial Serevices	June 2009
David Hallett	Member	Social Science, Human Services, & Education Programs	June 2009
Maureen McGlynn	Member	Curriculum & Instruction	June 2009
Kris Powers	Member	Hospitality & Tourism Management	June 2009
Javad Farjami	Member	Math, Science, Trades, & Technologies	June 2010
Hermine Torres	Member	Human Resources	June 2010
Veronica Zmolek	Member	Disability Services	June 2010
Michael Morsches	Member	Developmental Education	June 2011
Tania Kleinschmit	Member	Emergency Services & Physical Education	June 2012
Dane Laverty	Member	Information Technology	June 2012
Peter Starr	Member	Student Retention & College Life	June 2012
Teter Kapan	Past Chairperson	International Education	N/A
Taylor Marrow	Ex-Officio	Diversity and Equity Officer	N/A
Linda Ringo-Reyna	Ex-Officio	Multicultural Center	N/A
Lexy Sanchez-Riffe	Ex-Officio	Employee Development & Internal Communications	N/A

**Key to Shading:** Leadership Support Member Ex-Officio

## Section 4—Key Decisions Matrix

Last Updated  
March 2008

### Decision Making on Recommendations to the College President

Legend: A = Has approval or decision authority  
R = Makes a recommendation  
C = Is required to be consulted prior to a decision being made  
I = Is informed after a decision is made

	College President	Executive Team	Committee/ Division Involved	Board of Education	Affected Staff	DAC
Recommend a new policy	R (to the Board)	C	C	A	C/I	R (to the College President)
Recommend a change in practice	A	C	C		C/I	R
Support a cause or event	C	C/I	C/I		C/I	A