



Lower Columbia College Diversity and Equity Committee Bylaws

OFFICIAL NAME:

Diversity & Equity Committee

MISSION AND PURPOSE:

Mission: Lower Columbia College celebrates and embraces diversity of all kinds, including differing beliefs, cultures, people, and experiences. We commit to institutional and individual changes that recognize, understand, and challenge patterns of social inequity and systemic disparities within our ever-changing world. As part of this commitment, we strive to strengthen practices involving student success, cultural enrichment, diversity education, curricular transformation, and employee development. We are dedicated to promoting an accessible, inclusive, and safe environment that fosters cultural competency, educational equity, and social justice for all students, staff, faculty, and our local and global communities.

Purpose: The Committee serves in an advisory capacity to the College President and Executive Leadership Team regarding issues relating to diversity, equity, inclusion, social justice, and overall campus climate. The committee provides professional development and training around these topics. In addition, the committee provides campus support, advocacy and resources to influence institutional change.

GOVERNANCE:

This committee reports to the Vice President of Student Services.

AUTHORITY:

N/A



SUB-COMMITTEES:

The Diversity and Equity Committee has no standing subcommittees. It may establish ad hoc subcommittees from its membership to address specific needs or to meet the mission and purpose of the committee.

MEMBERSHIP AND LEADERSHIP:

Membership shall consist of no more than 20 members from various areas of the college, representing classified, exempt and faculty, and at least 1 student representative. Faculty and Staff members shall commit to serve three (3) year terms. Membership shall also include standing members from Human Resources, Institutional Research, and the Multicultural Club Advisor. These standing positions shall retain full membership rights.

In order to become a member of the Diversity & Equity Committee, potential members must be an employee of the College, complete an application to serve on the committee, and gain approval from their supervisor to participate. The student representative shall attend LCC full-time and participate as a member of ASLCC and/or the Multicultural Club.

Committee Leadership: Committee leadership shall include a chair and co-chair comprised of a faculty and staff member. The Chairs will collaborate on the following roles:

- Set the agenda
- Facilitate meetings
- Represent the committee to the Executive Leadership Team
- Maintain a current budget for the committee
- Ensure meeting minutes are recorded and posted

Selection process: New members shall be selected annually in spring quarter, with membership beginning in the fall. Membership service shall be staggered to ensure continuity of work. Selections shall be made by the chair, co-chair, and Vice President of Student Services. A call to the campus community will occur in the spring asking for new members, which shall include an application. Members must have approval by their supervisor to participate. Members are eligible for re-selection after their term expires.

Term of membership: The term of service is three (3) years

Decision making: Decisions shall be reached by a consensus of members in attendance. Efforts will be made to provide all members with an opportunity to participate in the decision making process including allowing members to provide input on agenda topics ahead of time in the case of planned absences.



At least 60% of the total membership must be present in order to have a quorum.

MEETINGS:

The committee will meet twice monthly for one-hour.

Meeting attendance: Members are expected to regularly attend meetings and shall notify the chair in advance of the meeting if they are unable to attend. Members who have not regularly attended meetings in the previous year will be removed from the committee.

1. OPERATING PROCEDURES

Budget: The committee shall be provided with funds through the President's office to cover such expenses as professional development, communication and public relations, special events, travel, and other miscellaneous operating expenses.

Working agreements: Committee members assent to the following agreements:

- Model openness to diversity beyond one's own group(s) and effectively represent one's own particular group(s).
- 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.
- Keep discussions confidential but share decisions to reinforce the purpose of Diversity and Equity committee in the college community. Respect the collaborative process, and recognize decisions were reached by consensus.
- 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.
- Actively participate in the work of the committee.

2. RELEVANT ACCREDITATION STANDARDS, POLICIES, AND/OR PUBLICATIONS

[Policy 100](#); [Procedures 100.1A](#)

Administrative policies can be found online here: [Administrative & Board Policies](#)

3. MINUTES

Meeting minutes shall be kept by a designated web editor or their designee. Meeting agendas and minutes shall be posted on the LCC staff and faculty committee webpage.

4. PROCESS FOR AMENDMENT OF BYLAWS



These bylaws may be amended at any time by a majority vote of the membership, subject to approval by the Executive Leadership Team.

5. EFFECTIVE DATES AND CHANGE RECORD

These bylaws were adopted or modified on October 24, 2017.