

**State University of New York at Fredonia**  
**Diversity, Equity, and Inclusion (DEI) Advisory Council**  
**Policies and Procedures Manual**

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**I. Mission**

The DEI Advisory Council strives to work collaboratively with the Chief Diversity Officer, administration, University Senate, and other campus leaders to support Fredonia's commitment to [celebrating diversity](#). The Council supports efforts related to assessment, communication, and implementation of policy and practice that enhance on-campus inclusivity and mutual respect. The DEI Advisory Council is a partner with other campus leaders in cultivating a campus community characterized by respect toward individuals of diverse identities, in ways that enhance connection with one another.

**II. Goals**

As part of its mission, the DEI Advisory Council focuses its efforts on the following areas:

AREA 1: COMMUNICATION – Improve communication to ensure the campus and the larger community understands Fredonia's commitment to diversity and inclusion.

AREA 2: ASSESSMENT AND IMPLEMENTATION – Coordinate data from measures used to assess Fredonia's efforts toward diversity, equity, and inclusion, to recommend policies and best practices to University Senate and campus leadership.

AREA 3: RECRUITMENT AND RETENTION – Support recruitment and retention of underrepresented faculty, staff, and students.

AREA 4: ENGAGEMENT AND EDUCATION – Create opportunities to engage and educate the campus and greater community on issues of diversity, equity, and inclusion.

**II. Membership and Terms**

The Council shall not have a designated size, but will typically have representative balance among staff, faculty, and students, with the **ideal** goal of having at least one representative from each of the following areas: Disability Support Services, Intercultural Center, Counseling Center, International Student Services, Admissions, and Residence Life. The Council shall also include the Chief Diversity Officer as a member. As a goal, no fewer than 2 of the Council members shall be Fredonia students - the Council co-Chairs will ask the Student Association to recommend/nominate students to serve on the Council - and at least 5 members shall be faculty members.

Council membership can also include any person who is interested, even if their constituency group is already represented on the Council. Only members of the SUNY Fredonia campus may be eligible for membership on the Council.

The student members shall serve one-year terms, which may be renewed for up to four years. For non-student members of the Council, each member shall serve staggered three-year terms.

Membership in the Council shall be determined through an application process. A call for members shall be made by the current Co-Chairs of the DEI Advisory Council at the beginning of each Fall semester. Prospective members shall be asked to provide information regarding what diversity, equity, and inclusion mean to them, and how they can contribute to the Council. Additionally, prospective Council members shall be asked to indicate how they integrate their beliefs regarding diversity, equity, and inclusion into their practices on campus. New members of the DEI Advisory Council shall be selected by the Co-Chairs of the Council.

#### **IV. Officers**

##### **Terms**

The Chief Diversity Officer shall serve as one of the Co-Chairs of the Council. The other Co-Chair will be elected from the Council. By the end of each Spring semester (or as soon as possible within an academic year, if there is an unexpected vacancy), the Council shall elect a Co-Chair who will work with the Chief Diversity Officer. This Co-Chair will serve a single three-year academic term, but may serve as Co-Chair again in the future.

##### *Co-Chairs*

The Co-Chairs are jointly responsible for setting the meeting agenda, conducting the meetings, and serving as liaisons between the Council and the Student Association and the University Senate, as well as other administrative offices.

##### **Election of Co-Chair**

Prospective Council members who wish to serve in the role of Co-Chair shall self-nominate and indicate verbally and in writing why they wish to be in the role of Co-Chair, and what qualifies them to serve in the role. When this Co-Chair seat is vacated (due to term ending or resignation), the current members of the Council shall convene at first opportunity to elect a new Co-Chair. The current Chief Diversity Officer shall request nominations from the Council members for the position of Co-Chair no less than 10 days before the Council shall vote for a new Co-Chair. The name of the elected officer shall be reported to the Governance Officer, the University Senate Secretary, and the Chairperson of the University Senate.

#### **V. Council Membership Expectations**

Council members are expected to regularly attend meetings and serve on subcommittees and ad-hoc task forces as needed. Council members are also expected to contribute to the Council by providing written feedback electronically on working documents or discussion threads, regarding the various endeavors of the Council (e.g., recommendations of specific campus policies).

If a Council member cannot regularly attend meetings (e.g., 3 out of the 4 monthly meetings in a semester), it is recommended that they consider ceding their seat on the Council for a particular semester or in the long-term.

Council members may vote to remove a Council member if it is viewed that the Council member's behavior has been oppressive toward others' identities or in other ways has hindered the progression of the Council's or university's diversity goals.

#### **VI. Possible New Section: Ad-hoc Task Forces and Standing Subcommittees**

#### **VII. Website Content**

The Council shall ensure that the Diversity, Equity, and Inclusion Advisory Council website is current, including information on Council mission and goals, membership application process, names and campus roles of officers and members, and expectations for Council members. Website will be updated at the beginning of each academic year to reflect membership and other information.

#### **VIII. Meetings**

##### **Frequency**

Before the end of the Spring semester, the Council shall determine its meeting time for the upcoming Fall semester. Before the end of the Fall semester, the Council shall determine its meeting schedule for the upcoming Spring semester. Meetings shall occur no less than once per month during the Fall and Spring semesters. Agendas and meeting minutes shall be stored in electronic form for ease of access.

##### **Quorum**

A quorum for meetings of the Council shall consist of a majority of the members. Quorum is necessary in order to approve or change established policies. Meetings of the Council are open only to members of the Council, although individuals with particular concerns or expertise may be invited to attend as guests.

#### **IX. Meeting Agenda**

The Co-Chairs shall set a proposed agenda for each meeting. Any Council member can request that an item be placed on the agenda.

#### **X. Minutes**

Following each meeting, the Secretary shall prepare a written report of topics discussed. The responsibility for the content of the minutes and their distribution rests with the Secretary and the Co-Chairs. Minutes shall be submitted to the Secretary of the University Senate as well as kept in archival form for the Council members.

#### **XI. Report to University Senate**

The Co-Chairs of the Council shall submit an annual report to the University Senate for the Senate's May meeting. This Committee report shall contain a record of Council activities during the past academic year, as well as a record of the dates of meetings held over the academic year.