

**LWTech Equity Diversity and Inclusion Advisory Committee  
2015 – 1016**

**Why have an Equity, Diversity and Inclusion (EDI) Advisory Committee now?**

LWTech adopted a 2014-17 Equity, Diversity and Inclusion Plan (EDIP) in May 2015, which has specific time-bound goals related to equity, diversity and inclusion. However, there is no structure to support the work called-for in this plan, i.e., no office, no permanent staff or permanent leadership position.

Up till now, the college has relied on the Interim Diversity Program Coordinator, who is also a full-time Faculty Counselor for the college, and a temporary Design Team task group to carry out the work. The task group has comprised of employees committed to this work who have come together to complete a task and then have disbanded upon completion of the task. This has proven to be an inefficient process; each time the task group has formed, the college community has asked for an explanation/justification for its membership. And there is no guarantee that the same volunteers will be available for the next task.

If we want to continue to make progress towards the goals identified in the EDIP efficiently, it is not reasonable nor advisable to depend solely on the interim Diversity Program Coordinator. At minimum, we need a temporary permanent structure for the year 2015-16.

The EDI Advisory Committee will be a temporary advisory committee for 2015-2016. It will be revised upon the hiring of the permanent Cabinet-level leadership position, as called for in the EDIP, or in summer of 2016, whichever comes first.

**By-Laws**

**Name of Committee:** Equity, Diversity and Inclusion (EDI) Advisory Committee

**Mission Statement:** The EDI Advisory Committee supports and advocates for the vision and values around equity, diversity and inclusion. We seek to provide leadership for ongoing learning, discussion, dialogue and understanding about equity, diversity and inclusion by all members of the LWTech campus community, including students, staff, faculty and administration.

It is a recommending body; it shall serve to advise the President and the Executive Cabinet on equity, diversity and inclusion goals, strategies, plans, policy and projects. This committee shall be accountable for reviewing and updating the EDIP as necessary and will carry out the work of the Equity, Diversity and Inclusion Plan (EDIP).

**Officers:** The Committee is chaired by the Interim Diversity Program Coordinator, since this position/person is tasked with goals related to EDIP for year 2015-16 by the College President.

The members will elect a co-Chair at the first meeting.

The members will elect a Secretary to take minutes. The Secretary will regularly post the agenda, minutes and other documents to the Committee's SharePoint site.

**Membership:**

Members will be recruited and/or nominated. The Executive Cabinet will give final approval of membership. Recommended membership includes:

<b>Position</b>	<b>Member</b>
○ Interim Diversity Program Coordinator (Chair)	Neera Mehta
○ Title IX Officer or representative	Melissa Lamy
○ Cabinet Representative	Ruby Hayden
○ Engagement and Learning Associate Dean, or representative	Rhonda Dewitt
○ Multicultural Student Services Directors' Council Representative	Katie Viola
○ International Programs Director or representative	Sarah Ross
○ Equity and Inclusion Programmer (student employee from Student Programs); if needed, nominations from faculty will be sought for additional student(s)	Anh-Thu Chau
○ 3-5 Faculty, representing the breadth of the college programs	Laura Toussaint Shanti Connors Heath Davis Mike Clifton
○ 1 Faculty or Administrator from ESL/ABED	Mihaela Cosma or Karen Lee
○ 1-2 Instructional Deans	Marcia Somer Jamilyn Penn
○ 2-3 representatives from Student Services; these representatives should be from various departments within Student Services e.g., TRiO, Admissions/Recruiting, Student Development, etc.	Emily Williams Sunny Ybarra Jaime Sterio
○ A representative from Student Programs is desired	Mark Ward
○ A representative from Veterans Services is desired	Abigail Celemin
○ 1-2 representatives from Administrative Support Staff are desired	Melissa Curtis
○ A representative from Facilities is desired	An Bang (Andy)
○ A representative from Human Resources is desired	Melissa Lamy
○ A representative from Faculty Union is desired	Barry Robinson

○ A representative from Classified Union is desired	An Bang (Andy)
○ A representative from Administrative Services is desired	Gordy Funai
○ A representative from College Foundation is desired	Elisabeth Sorensen
○ A representative from Communications and Marketing is desired	Alisa Shtromberg
○ Others	Krystal Correa Erik Gray

NOTE: an individual may fulfill representation from more than one area.

**Membership Responsibility:**

Attend all meetings and participate actively on the committee.

Develop and maintain a high level of personal accountability for individual continued education and knowledge of equity, diversity and inclusion.

Participate in training opportunities related to equity, diversity and inclusion offered on and off campus.

Serve on sub-committees (i.e., task groups) created by Chair to accomplish committee's goals related to equity, diversity and inclusion.

Be an ambassador of equity, diversity and inclusion in all facets of professional role.

Initiate, facilitate and/or remain engaged in uncomfortable conversations about equity, diversity and inclusion.

Maintain and respect an appropriate level of confidentiality and anonymity regarding issues that the EDI Advisory Committee discusses.

**Meetings:**

The EDI Advisory Committee will have its first meeting in Fall Quarter 2015.

Members will finalize time, day and frequency of meetings at the first meeting.

Regularly scheduled meetings may be cancelled via email by the Chair, providing as much notice as possible to the members.

Additional meetings may be called by the Chair as needed to complete the work of the Committee. 24 hour notice via email should be given to the committee members of any special meetings.

If needed, the work of the committee may happen via email and shall not be limited to face-to-face meeting.

The committee members in attendance (face-to-face or via email), or at least 10 people, whichever is greater, will constitute a quorum.

Decisions will be made among those in attendance by a show of hands and/or those who respond via email vote. Reasonable efforts will be made to give all the members adequate opportunity to provide feedback regarding decisions.

All meetings will be open to the college community.