

President's Commission on Diversity By-Laws

MISSION

The Commission on Diversity is an extension of the President's commitment that Minnesota State Mankato be a place where different cultures and perspectives are welcomed, appreciated and incorporated into the fabric of university life.

President's Charge to the Commission – Available at www.mnsu.edu/diversity/commission/business/charge/

The Commission researches and reports to the President on a range of diversity measures – from academic success rates for underrepresented students to a positive campus workplace for a multi-cultural staff.

Minnesota State Mankato strives to be an environment rich and fluent in the exchange of ideas, experiences and outlooks. The Presidents Commission on Diversity ensures it.

II OFFICERS

The officers of the Commission shall consist of a Chair Elect, Chair, and Past Chair. All officers are nominated by the Commission and appointed by the President. Each officer will serve for a three-year term, the first year as Chair Elect, the second as Chair, and the third year as Past Chair. The officers (in consultation with the Dean of Diversity) will meet regularly to develop the agenda for the Commission.

Chair Elect

The Chair Elect shall lead meetings in the absence of the Chair and Past Chair.

Chair

The Chair shall preside over meetings of the Commission and serve as the primary voice of the Commission.

Past Chair

The Past Chair shall assist the officers and members, and serve as the historian for the Commission.

III MEMBERSHIP

- A. The Commission shall consist of at least one external member.
- B. Members are selected/ appointed from the MSU Mankato community, with representation from bargaining units.
- C. Representatives of selected offices shall have standing appointments and serve as ex officio members.
- D. The Student Senate shall appoint two members to serve.
- E. Membership to be determined in April of the academic year, with active membership to begin the first week of Fall Term.
- F. The Dean of Institutional Diversity shall serve as an ex-officio, non-voting member and as liaison to the President.

Presidential Appointees

- Three Presidential appointees serve as Chair Elect, Chair, and Past Chair of the Commission
- One community representative through Greater Mankato Diversity Council

Standing Appointments, one representative each from the following:

- Office of Affirmative Action
- International Student & Scholar Services
- Lesbian, Gay, Bisexual, Transgender Center
- Women's Center
- Office of Disability Services
- College of Extended Learning
- Center for Excellence in Teaching and Learning
- Directors from the Office of Multi-Cultural Affairs
 - African American
 - American Indian
 - Hispanic
 - Asian American Pacific Islander

Representatives from Collective Bargaining Units

- Three Inter-Faculty Association (IFO) representatives
- Two Minnesota State University Association of Administrative and Service Faculty (MSUAASF) representatives
- Two classified American Federation of State, County & Municipal Employees (AFSCME) representatives

- One representative each from Middle Management Association (MMA) and Minnesota Association of Professional Employees (MAPE)

Student Representatives, as appointed by the Student Senate

- Two Minnesota State Student Association (MSSA) student representatives
- One representative of the Non-Traditional Student Program

Appointments

- A. Appointments of members to the Commission are made as follows
 - a. A call will go out from the Office of the President to collective bargaining units, and representatives of collective bargaining units are selected by the units
 - b. Ex officio members serve on the Commission by virtue of their professional appointments
 - c. Vacancies that occur during the year will be filled as determined by the Commission in consultation with the Dean of Institutional Diversity.

Length of Terms

- Leadership appointments are for three years total, with one-year leadership service in each of the three Chair positions
- Members appointed by bargaining units or the Student Association are appointed for two years with length of membership not to exceed four consecutive years.
- If a Commission member leaves the Commission for a temporary period during their term, an individual may be appointed for the duration of that temporary period at the discretion of the leaders, in consultation with the Commissioners

Reappointment

- Individuals who are representatives of collective bargaining units may serve two consecutive terms at the discretion of the Commission
- Individuals who serve one term may sit out one term and return for another term
- The reappointments of the liaisons are the responsibility of the units being represented

IV ROLES and RESPONSIBILITIES

- The role of the members of the President's Commission on Diversity is to work closely with the President, Dean of Institutional Diversity, and community members to contribute to the diversity needs of the entire campus and greater Mankato area.
- As appropriate, the leaders and members of the President's Commission on Diversity will consult and collaborate with the leaders and members of the President's Commission on the Status of Women
- Advise the President on issues, policies and practices that affect the institution's commitment as a champion of diversity
- Report regularly to the President and university community on the status of diversity issues
- Offer recommendations
 - For students, in enrollment management, curriculum, classes, advising, and student activities
 - For employees, recruitment and retention of diverse faculty and staff, in employment, working environment, compensation and campus leadership
 - To enhance all aspects of diversity in the university community
- Each Commission member will be a member of at least one Sub-Group to work on individual parts of the President's Charge
- Participate in events as commission representatives to promote and communicate the mission of the Presidents Commission on Diversity. Examples of these events include the September Employee Resource Fair, New Student Orientation Resource Fair and the November Diversity Dinner.

Meetings

The Commission shall hold meetings twice monthly, at times and places arranged by the leadership core. The Sub Groups will meet regularly, with place and time determined by the members of the Sub-Groups. The Coordinators of the Sub-Groups will be appointed by the members of the Commission.

Agenda Items

A call for agenda items will go out to members of the commission approximately two weeks prior to each meeting.

The first ten minutes of each meeting will be set-aside for visitors who wish to inform the commission of proposed upcoming agenda items. Visitors can attend the meeting to present upcoming agenda items, email these agenda items to a member of the Commission or call a member of the Commission with this information one week prior to the meeting in which they plan to attend.

All visiting speakers need prior approval to present at Commission meetings.

Attendance at Meetings

- Members who must miss a meeting of the Commission, or a Sub-Group meeting, should contact the Commission Chair/ Coordinator of the Sub-Group prior to the absence
- Three unexcused absences from Commission meetings without notification to the Commission will result in notification to the respective bargaining unit/department.

Commission Decisions

- If the commission is asked to vote on an issue, the commission must first vote to determine if all members agree it is an issue that warrants a vote.
- All Commission members are voting members.
- A quorum (two-thirds, or sixty-six percent) of the membership shall constitute a quorum. A quorum can be obtained by electronic proxy and does not require physical presence.
- A simple majority (fifty-one percent of the membership) is required for all Commission decisions, except bylaw changes when a quorum vote is required.
- When a decision is needed in less than 24 hours, the Chair, in consultation with the Chair Elect and Past Chair, shall have authority to render a decision. (If a decision is needed immediately, the Chair will post emergency decisions electronically to Commission members and will take feedback into account.)

Amendment of the Bylaws

These bylaws may be amended at a regular meeting of the Commission provided that the membership has been notified of the proposed changes at least two weeks prior to the meeting. Approval requires a quorum vote of the voting membership.