

Rowan College at Burlington County
President’s Advisory Council on Diversity, Equity & Inclusion (PACDEI)
Bylaws

Mission and Purpose

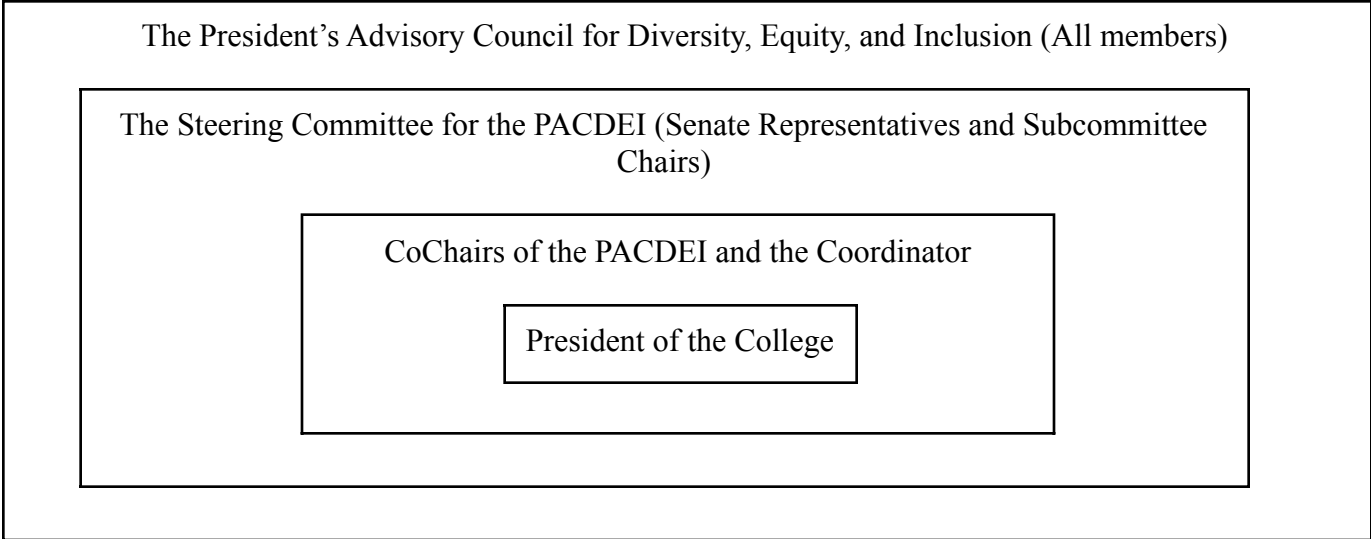
In support of RCBC’s mission of “transforming lives by delivering innovative, high-quality and affordable educational experiences in an accessible and diverse environment,” the mission of PACDEI is to create awareness and action that support inclusion and belonging campus-wide.

The purpose of the PACDEI is to research, develop, implement, recommend, and engage in practices and initiatives that create a diverse campus-wide community, support anti-bias education, professional development, work toward equity for all students, faculty, staff, and the broader community. PACDEI will act as a liaison between the college and the President, working to advise the college on wise practices and achieving its DEI-related strategic plan goals, including (but not limited to):

- **Strategic Planning:** By the end of September, develop a strategic plan that will inform of efforts for the academic year, including benchmarks and metrics for success. The Steering Committee will write the strategic plan. The CoChairs must present the strategic plan to the President in their October meeting.
- **Annual Action Plans:** Develop an annual action plan that delineates how to execute strategic plan areas each year with assessment measures and voted on by the PACDEI.
- **Bylaws and Procedures:** Develop the policies and procedures in which they operate, adjusting for changes that result in federal, state, and institutional guidelines, including a review of said bylaws every 2 years, and making adjustments as warranted by the RCBC or outside community.
- **Advisement:** Advise the President regarding the development and implementation of policies and programs designed to enhance campus diversity, inclusion, and engagement campus-wide. Provide strategies/recommendations to accomplish the objectives outlined in the strategic plan.
- **DEI-related:** Maintain DEI website content and social media communication, including, but not limited to, subcommittee meetings, DEI events, and links to DEI resources and information.
- **Feedback:** Hold one college-wide meeting per semester to share updates and solicit feedback.

Structure

The council operates under the auspices of the Office of the President. All members, including chairs, representatives, coordinators, and subcommittee members, are considered members of the **Council** (or PACDEI). The **Council** represents and advocates for the various constituency groups on campus and explores, researches, and creates opportunities for education, involvement, and improvement campus-wide.



The PACDEI **CoChairs** are responsible for communicating the ideas and advice of the Council to the President and relevant parties and following the agenda set by the Steering Committee.

The **Coordinator** supports the Council in its mission and regularly meets and works with the PACDEI CoChairs.

The **Steering Committee** consists of representatives from the college senates and subcommittee chairs. The **Steering Committee** supports the Council's initiatives, creates and enacts plans for meaningful change, and directs the CoChair's agenda for their meetings with the President.

Terms, Elections, and Members

A. **Terms:** All positions serve a baseline term of 1-year with right of first refusal for a second 1-year term, starting in the Fall Semester unless otherwise stated. After serving two consecutive 1-year terms, the person filling the role must step back from leadership duties for at least 1-year but can serve as a member. Exceptions can be made with Council and President approval.

B. **Elections:** The Coordinator will send out updated bylaws to the campus community every April, highlighting open positions. A volunteer/interest form will be sent out to fill the positions of: Faculty CoChair, Admin/Staff CoChair, Community Representative, and At-Large Member. If multiple candidates volunteer for the same position, a ballot will fill these positions.

Subcommittees are responsible for the election of chairs within their membership. Each position should be filled by a separate member (i.e., members should not fill both a Cochair and a representative position but may do so at the committee's approval and the President's approval).

The various Senates and Subcommittees are responsible for nominating their next representatives by the end of their final meeting for the academic year.

C. **Members:** (**This position will be filled on a volunteer basis. If multiple candidates are interested in serving, their names will be put to a college-wide ballot.*) (**Communicate between

their constituency groups, elevate the concerns raised, and find solutions in conjunction with the PAC and the college community.)

- **PACDEI Faculty CoChair*** Serves as a voice for faculty members/students
- **PACDEI Staff/Admin CoChair*** (Serving a baseline term of 1-year with right of first refusal for a second 1-year term, starting in the Spring Semester) Serves as a voice for staff/students
- **DEI Coordinator** (paid full-time position, standing member as long as position exists)
- **PACDEI Faculty Senate Representative**** (Appointed by Faculty Senate) This member will regularly attend Faculty Senate meetings and is the liaison between Faculty Senate and PACDEI. This member does not need to be a Senate Officer. Instead, they only need to be empowered to forward concerns raised in the Senate to the PACDEI. Additionally, they do not need to provide regular reports back to the Senate, all noteworthy reports can be added as agenda items
- **PACDEI Student Government Representative**** (Appointed by SGA) This member will regularly attend SGA meetings and is the liaison between SGA and PACDEI. This member does not need to be a Senate Officer. Instead, they only need to be empowered to forward concerns raised in the Senate to the PACDEI. Additionally, they do not need to provide regular reports back to the Senate, all noteworthy reports can be added as agenda items
- **PACDEI All-College Senate Representative** (Appointed by All-College Senate) This member will regularly attend All-College Senate meetings and is the liaison between the All-College Senate and PACDEI. This member does not need to be a Senate Officer. Instead, they only need to be empowered to forward concerns raised in the Senate to the PACDEI. Additionally, they do not need to provide regular reports back to the Senate, all noteworthy reports can be added as agenda items
- **PACDEI Administrative Senate Representative** (Appointed by Administrative Senate) This member will regularly attend Administrative Senate meetings and is the liaison between the Administrative Senate and PACDEI. This member does not need to be a Senate Officer. Instead, they only need to be empowered to forward concerns raised in the Senate to the PACDEI. Additionally, they do not need to provide regular reports back to the Senate, all noteworthy reports can be added as agenda items
- **PACDEI At-Large Member*** This member works to represent various interests of the RCBC community
- **Optional, Ex officio: PACDEI Community Member** (This position will be filled on a volunteer basis, as determined by the interests and needs of the Burlington County Community)

- **Subcommittee Chairs*** Subcommittees represent underserved, underrepresented, or otherwise marginalized populations. Subcommittees may include but are not limited to: **BIPOC, Disability, Faculty and Staff, LGBTQIA+, Student, and Women**
- **Subcommittee members**

Duties and Responsibilities

All Members: It is the responsibility of each committee to work with incoming members to ensure a smooth transition and run events related to their subcommittee. Collaboratively work towards the DEI Strategic Plan. Regularly attend Council meetings (subcommittee members are invited but not required), and if applicable, subcommittee meetings. Two absences without notification for regularly scheduled Council meetings may result in the member's term ending early.

PACDEI CoChairs:

Be involved members of the campus community, engage with efforts to further the DEI mission on campus and be knowledgeable about the needs of DEI on campus and beyond. CoChairs cannot chair DEI subcommittees while serving as a PACDEI CoChair. (1) Meet regularly with one another and the Coordinator to discuss the state of the Council and monitor progress toward meeting the DEI Strategic Plan (2) Meet monthly with the President to advise on issues raised through the Council and report on the PAC's behalf (3) Conduct monthly PACDEI and Steering Committee meetings (4) Take the lead on coordinating DEI initiatives (5) Run campus updates (1x per semester) (6) Create yearly strategies/plans/actions to carry out the DEI strategic plan objectives (7) Update bylaws as needed, ensure strategic and action plans are complete

Steering Committee:

(1) Act as a liaison between DEI and their constituency group and raise concerns brought up **(2)** Coordinate with subcommittees, when possible or serve as a subcommittee member **(3)** Take on various DEI-related tasks; attend DEI events, as schedule allows **(4)** Meet with the campus community twice a semester to provide DEI-related updates and report on behalf of PAC **(5)** Meet biweekly to hear reports from members, work toward accomplishing the DEI Strategic Plan **(6)** Direct the CoChairs agenda for their monthly meeting with the President

Subcommittee Chairs:

Subcommittees are empowered to partner together, reorganize their structure to meet their needs best, and establish task forces that address concerns specific to their constituent groups. Subcommittee chairs cannot chair other subcommittees at the same time. However, approval can be requested. (1) Regularly report to PACDEI Cochairs (2) Recruit committee members (3) Conduct monthly meetings to hear issues raised by their constituents, report PAC projects/goals, work toward accomplishing the DEI Strategic Plan (4) Share meetings/events details with the DEI Cochairs, Coordinator, and Steering Committee at the beginning of each semester

Subcommittee Members:

(1) Attend subcommittee events and monthly meetings **(2)** Help DEI-related tasks, as their schedule allows