

**Cleveland State University
Student Affairs Diversity Council
Charter**

I. Purpose

The Student Affairs Diversity Council is formed to guide and support Student Affairs' commitment to inclusive excellence, attending to diversity, inclusion, equity, and the implementation of CSU's Diversity Action Plan.

II. Goals

- a. Increase recruitment, retention, and promotion of diverse staff and students
- b. Promote knowledge, skill, and institutional practices toward diversity, equity, and inclusion
- c. Enhance the cultural competency of Student Affairs staff

III. Roles and Responsibilities of the Council

a. Roles

i. Vice President

1. Appoint Council Chairperson, Vice Chairperson and Members
2. Provide guidance to the Council on its roles and responsibilities
3. Consider the recommendations and input of the Council
4. Provide budgetary and other support for the Council's activities

ii. Council Chairperson

1. Primarily chair Council meetings
2. Ensure that all members of the Council have the opportunity to be heard on all issues
3. Coordinate the scheduling of Council meetings
4. Ensure maintenance of Council records to be kept in the Vice President's office: list of current and past Council members, meeting minutes
5. Assist in the selection of new Council members
6. Serve as a liaison between the Council and the Vice President
7. Serve on CSU's Council of Diversity Council Chairs

iii. Council Vice Chairperson

1. Assist and stand in for the Council Chairperson as needed
2. May succeed Chairperson

iv. Members

1. Attend and participate in scheduled meetings
2. Carry out responsibilities of the Council
3. Chair and Serve on ad hoc sub-committees

b. Responsibilities

- i. Develop strategic initiatives with specific annual objectives

- ii. Develop and sponsor trainings, workshops, and other programs to advance Council goals, to address tensions related to diversity among student groups, and to address diversity concerns from regional, national, and international events
- iii. Provide a forum on diversity climate issues that arise on campus
- iv. Regularly communicate with the Office of Institutional Equity (OIE) to receive and analyze data regarding institutional diversity
- v. Provide the Vice President with recommendations, counsel and advice on issues that come before the Council and that pertain to Council goals

IV. Official to Whom Council Reports

The Council shall report directly to the Vice President and will strive to provide independent and constructive recommendations

V. Meetings

The Council shall meet in person approximately every month or at least every 2 months. Decisions of the Council will be made using Robert's Rules of Order. All regularly scheduled meetings shall include some component of diversity education or training for the Council members. The Chairperson will accept requests for agenda items from the Vice President, Council Members, Student Affairs staff, CSU senior administrators or the President's Diversity Council. In-person meetings will be supplemented with telephone conferences and email and other communications, and ad hoc sub-committees may hold additional meetings.

VI. Estimated Annual Operating Costs

Annual costs associated with supporting Council functions shall be estimated each year, discussed with the Vice President, and included in the budget of the Vice President.

VII. Charter Review and Modification

The Council shall conduct a review of the Charter at least every two years and may make modifications to the Charter by majority vote of all Council members and with approval from the Vice President. The Vice President and any member of the Council may propose a change to the Charter.

VIII. Membership

Members of the Diversity Council shall be appointed annually by the Vice President for terms which shall end at spring Commencement. Student members will serve for up to two years, and other members will serve for up to three years consecutively. The inaugural Council will have members who serve 1, 2 or 3 year terms. The Council shall be made up of twelve members, including two Students, and ten other members who may include Student Affairs Staff, other CSU Faculty and Staff, and other consultants or Cleveland community members who may contribute to achieving

the goals of the Council. Efforts will be made to create a Council with a diversity of perspectives, levels of leadership, background experiences, etc.

Some Council members may be invited by the Vice President, and some may be selected through a self-nomination process. Multiple nominations may be received by the Council, and the final decision about selection will be based on enhancing the overall diversity of the Council. The Vice President will make the appointments.

Student members will include one undergraduate and one graduate student with staggered terms to provide continuity. The graduate student will be nominated by Student Affairs staff and may be drawn from Graduate Assistants within Student Affairs, CSU's Diversity Management program, or from other relevant areas. The undergraduate student will be selected through a process of nomination by the Student Governance Association. Multiple nominations for each position may be received by the Council, and the final decision about selection will be based on enhancing the overall diversity of the Council. The Vice President will make the appointments. Student members may also serve as liaisons to a Student Diversity Council.