



Diversity, Equity, and Inclusion Committee Charter

ENMU-Roswell Diversity, Equity, and Inclusion (DEI) Committee Charter

Campus Mission Statement

ENMU-Roswell empowers a diverse community with academic and technical skills.

- Supports and prepares students for success in a rapidly changing world
- Collaborates with business, industry, educational institutions, and the ENMU System

Campus Core Values Statement: Unity

We work together to build positive and diverse relationships with each other and our community. We foster partnerships, embrace challenges, inspire growth and respond to stakeholder needs to meet established goals.

ENMU-Roswell's Diversity Equity, and Inclusion Mission Statement

ENMU-Roswell promotes equity for the University community by leading efforts and building sustainable partnerships to transform the campus into a welcoming environment for all. The University respects and encourages diversity of thought and representation. We recognize that excellence rests on how we value, engage, and include the rich cultures of students, staff, faculty, administrators, alumni, and members of the larger community.

Committee Mission

The mission of the Diversity, Equity, and Inclusion Committee is to encourage and support diversity, equity, and inclusion in our college community.

Committee Purpose

The Diversity, Equity, and Inclusion Committee will coordinate and support pathways for future access and success of all members of our college community by continuously growing and embracing diverse perspectives, representation, and networks through social awareness, unity, inclusiveness, and integrity.

Committee Reporting Structure

The Diversity and Inclusion Committee operates under the authority of the President of ENMU-Roswell and reports directly to the President.

Committee Membership

Each membership will be for a two-year term. If there are two positions per representative, the terms should be staggered to ensure continuity.

The 9 Voting Members will be made up of the following:

- One Core Staff Representative,
- One Human Resources Representative,



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- One Faculty Representative,
- One Student Representative, *
- Two Community Representatives,
- One Student Services representative, and
- Two At Large Representatives (from any category).

**Student Representative—a student will be selected by the AVP of Student Affairs to serve on this committee along with a student alternate. Time served on this committee will be counted toward work-study or student hire hours.*

Committee Selection Process for Membership

The selection of Diversity, Equity, And Inclusion Committee members will be as follows:

- 1) At the end of each academic school year, a call will be put out to the entire ENMU-Roswell campus for volunteers to serve as new members to the Diversity, Equity, and Inclusion Committee for a two-year term;
- 2) The Committee will determine what, if any, information should accompany an individual's expression of interest in joining the Diversity, Equity, and Inclusion Committee (e.g., a brief statement of interest from the individual);
- 3) The committee, in conjunction with the President of ENMU-Roswell and the ENMU-Roswell Strategist, shall review volunteers and identify candidates to fill vacant Diversity, Equity, and Inclusion Committee spots; and
- 4) In identifying candidates to fill vacant Diversity, Equity, and Inclusion Committee seats, the following criteria shall be used; prospective members should
 - enhance representation of the diversity of ENMU-Roswell's service area (e.g., race, gender, ethnicity, LGBTQ+ identity, family structure, socio-economic status, age, religion, political orientation, family of origin, military status, etc.);
 - be able to articulate clearly, have experience with, and/or show interest in dimensions of diversity and equity that result from different identities, such as ethnic, socioeconomic, racial, gender, sexual orientation, disability, and cultural differences; this understanding can result from personal experiences as well as an investment in learning about the experiences of those with identities different from their own;
 - appreciate the challenges faced by underrepresented individuals and the need for all students and staff to work to identify and eliminate barriers to their full and equitable participation and advancement;
 - be a strong advocate for diversity, equity, and inclusion; and/or
 - contribute to equitable representation levels for staff, faculty, administration.

Responsibilities of Committee Members

Committee responsibilities include, but are not limited to, the following:



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- Meet monthly (at a minimum) to collectively address Diversity, Equity, and Inclusion needs, tasks, and issues and make recommendations to the President and Core Team; and
- Develop a yearly calendar of events and activities that promote diversity on campus:
 - One to three activities/events should be held per semester during the academic year; the committee will work with ad hoc, sub-committees, or work groups to facilitate this; some possible celebrations include (but are not limited to): Mexico's Independence Day (September 16th), MLK Day (January 15th), Indigenous Peoples' Day (October 12th), Día De Los Muertos (November 1st), Juneteenth (June 19th).

Officers:

The Committee members will be nominated by other Committee members or by self-nomination. The nominations will be voted upon by the Committee. The elections will occur at the beginning of each academic year. The positions (excluding the Strategist) will be for one year. A member can serve consecutive terms in officer positions, if elected. The election will follow Robert's Rules, and the nomination will carry with a simple majority.

Strategist: This person will also hold the title of Strategist, as identified from the ENMU-Roswell Diversity, Equity, and Inclusion Plan. The Strategist will report monthly to Core Staff. This person will be responsible for creating agendas and running meetings. This position must be held by a full-time employee of ENMU-Roswell. Possible compensation will be determined by the President of ENMU-Roswell. The position of Strategist requires professional development during the individual's tenure. The founding member of this position will serve a three-year term. After that three-year term is completed, the position will revert back to a two-year position, which is unique to this officer position. Additionally, this position will be responsible for developing and maintaining Roswell community relations. This includes development of collaborations to increase diversity and inclusion efforts on and off campus.

Deputy Chair: In the event that the Strategist is not available, the Deputy Chair will take over the duties as outlined above for the Strategist. If the position of the Strategist is vacated, this position will assume the role of Strategist until next election cycle.

Communication and Campus Liaison: This position will be responsible for collaborating with the campus' webmaster and college development office to maintain the Committee's website. This includes (but is not limited to) posting agendas, minutes, foundational documents, assessment data, work group findings, etc. This position will also be responsible for creating and developing flyers, advertisements, etc., for events and promotional items.



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Secretary: This position will be held by a non-Committee member. Unless decided otherwise by the Committee, this position will be held by an administrative assistant on campus who has exemplary note taking skills as well as an expressed interest in the work of this Committee. Additionally, this position will be the point person to send all necessary emails and correspondence as directed by the Committee.

Treasurer: This position will be responsible for managing the budget for the Committee. This will include collaborating with necessary Business Office employees to manage purchasing, event supplies, venues, etc. Additionally, this position will be required to give an update on all budgetary matters at the monthly meetings to ensure transparency of the budgeting process.

Procedures

Meetings

The Committee shall meet monthly on a scheduled day (to be determined annually by the Committee) during the regular academic year, excepting holidays. A meeting agenda shall be distributed to members and posted to the Committee's web site no fewer than 72 hours prior to the next scheduled meeting. These meetings will be open to the general public. The minutes will be posted no later than 10 days after the meeting is concluded.

Order of Meetings

The Diversity, Equity, and Inclusion Committee will function under the authority of Robert's Rules of Order, Newly Revised.

Quorum Definition/Voting

In order to take action on business, a quorum of voting members must be present. A quorum is met when a majority (50% +1) of the Committee is present. Once a vote has been called, measures may pass with a simple majority of the present voting members. In meetings where a quorum is not met, members may elect to decide to discuss non-action items, but no action may be taken. The Committee may also use electronic methods to conduct time-sensitive or emergency business.

In the event of a tie, the motion is lost.

Minutes

Minutes from every Diversity, Equity, and Inclusion Committee meeting will be taken by the Secretary of the Committee.

The minutes and agendas will be posted to the Committee's webpage housed on the ENMU-Roswell's campus website.



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Finance/Budget

A representative from the ENMU-Roswell Finance office shall meet with the Diversity, Equity, and Inclusion Committee annually to help ensure that the Committee's work is aligned with the institution's priorities and budgets.

Committees, Subcommittees, and Working Groups

The Diversity, Equity, and Inclusion Committee may establish standing committees, ad hoc committees, and/or working groups from among its membership, and it may include on these committees' representatives from any area of the campus or the larger community.

Creation of such committees or working groups will be accompanied by a specific charge or mission, a constituent list, and a time of expiration where appropriate. At least one member of Diversity, Equity, and Inclusion Committee must serve as a liaison for each subcommittee/working group established.

Attendance

Active Committee participation is required to ensure continuity and inclusion. Members should plan to send a colleague to the meeting if unable to attend themselves. Should members fail to attend three consecutive meetings, or fail to provide a proxy to attend, the Strategist has the option to revoke such person's membership and appoint a new member with similar institutional functions.

Reporting:

The Committee will create an annual "Assessment of Diversity, Equity, and Inclusion at ENMU-Roswell" report that will be submitted to the Core Team and added to the Diversity, Equity, and Inclusion Committee's webpage. The report will include yearly findings, various status updates on committee/subcommittees/work groups, updates on Diversity, Equity, and Inclusion Plan items, and recommended action items. Assessments may include climate studies as well as the demographic data for students and workforce.

Charter Review

The Diversity, Equity, and Inclusion Committee will review this charter annually and report any revisions to the ENMU-Roswell President.