

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Guidelines for Diversity and Membership in College Groups

DATE: August 22, 2022

PURPOSE: To ensure broad, diverse representation of College staff on various College committees, councils, task forces and other groups.

SCOPE: This procedure applies to all College employees with responsibilities involving the forming of committees, councils, task forces and other groups.

1. Principles

This Procedures Memorandum (PM) is written with the intent of directly supporting the College's Equity and Inclusion Statement, which is as follows:

Metropolitan Community College staff, faculty, and administration believe that diversity, in many forms and expressions, is essential to its educational mission and to its success as an institution. We value the pluralistic nature of our society and recognize diversity that includes, but is not limited to, race, ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at MCC, or who otherwise participate in the life of the College. We celebrate and embrace diversity as a way to promote respect and enhance academic experiences, making our college a welcoming place to learn and grow while meeting the needs of a diverse population.

Faculty and staff are committed to creating a curriculum and a learning environment which empowers students to become contributing members of an increasingly multicultural and diverse society. The College provides workshops, seminars, publications and projects that foster the understanding and benefits of diversity and enhance shared values. Staff are encouraged to nurture the sensitivity and mutual respect that is fundamental to valuing diversity. Through a supportive intellectual and social climate, MCC promotes freedom of thought, speech, innovation, and creativity.

## 2. Applications

- A. This Procedures Memorandum (PM) provides guidance to those establishing membership on college councils, committees, or work groups. (See PM II-4 for definitions.)
- B. This PM is not limited to the groups listed in 1A; it applies to all groups formed for the purpose of conducting College-related business, for example, employment screening committees, advisory groups, planning committees and other work groups.

## 2. Guidelines Regarding Membership

The manner in which persons are selected to serve on college groups should ensure:

- A. Adequate representation of all College constituencies. (See membership criteria below.)
- A. Representation from those affected by group's activity or purpose.
- B. Rotation of membership.
- C. Distribution of membership opportunities (i.e., "spreading around" service on college groups).
- D. Supervisor's knowledge of and agreement to employee's participation.

## 3. Membership Criteria

When selecting persons to serve on college groups/organizations, every effort should be made to ensure broad, diverse representation, considering the following factors:

- A. Employee classification
- B. Campus/site representation
- C. Type of work performed
- D. Gender
- E. Sexual Orientation
- F. Ethnicity
- G. Organizational area
- H. Specific background knowledge
- I. Culture

- J. Willingness to serve
- K. Service on (none or few) other College groups/organizations
- L. Length of employment at the College
- M. Experience
- N. Range of ages

The goal is to meet as many of these criteria as possible. The size, nature and purpose of the group will affect the ability to meet these criteria.

#### 4. Procedure

A. In order to help determine who should serve on a college group/organization, each College group/organization should have a predetermined:

- 1) Purpose – Why does this group/organization exist?
- 2) Objective – What is this group/organization expected to accomplish?
- 3) Term – What is the term of service (i.e., the length of the person’s term or the group’s/organization’s term)?

See PM II-4 for further guidance.

B. Each College group/organization shall be responsible for replenishing itself using the above described membership goals and criteria.

C. Once potential members are identified, it is crucial that each potential member and that employee’s supervisor discuss possible service on a college group/organization. To facilitate this discussion, the person(s) responsible for establishing or replenishing a group/organization should call the employee or the employee’s supervisor to:

- 1) Request the employee’s service.
- 2) Describe the nature of the service (e.g., amount of time, duration of service).

Adopted 4/12/95; Revised 10/6/00; 7/20/06; Attachment only revised 7/17/08; Revised 9/25/2014, 8/22/22, 5/31/24 corrected typo