

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Guidelines for Diversity and Membership in College Groups

DATE: September 25, 2014

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.

This Procedures Memorandum (PM) is written with the intent of directly supporting the College's Diversity Statement adopted in 1992, revised in 1997, which is as follows:

*Metropolitan Community College is a community of diverse people who value difference and commonalities, and demonstrate appreciation for these differences through their interactions with each other and with the larger community.*

*The College recognizes a responsibility to promote, encourage and foster diversity by offering a forum for open discussion of varying viewpoints.*

*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 educates students, employees and the community about differences and commonalities that exist among people, in order to diminish fear and increase understanding. 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, Metropolitan Community College promotes freedom of thought, speech and creativity.*

The 1995-96 College Goals and Objectives called for the College to "strengthen the culture, College-wide, to respect and celebrate the differences and reinforce the unifying qualities all people share." A specific objective stated that the College will "integrate valuing diversity, philosophically and practically throughout the College." The College's actions included

"assess(ing) managerial practices to be sure they are supportive of diversity philosophy." This PM has been developed to help the College meet these specific Goal and Objective statements.

### 1. Definitions

- A. The following definitions were recommended by a task force of the Resource Development Council and adopted by the College.
  - 1) Committee – Reviews, evaluates and recommends action on specific topics or issues.
  - 2) Task Force – Has a definite goal or project. When work is finished, the group is disbanded; generally a short term group.
  - 3) Advisory Group – Has internal and external membership for the purpose of giving the College input and direction on issues.
  - 4) Steering Panel – Provides direction for committees under the panel’s charge.
  - 5) Council – Provides direction and focus for the College on key issues.
- B. This PM is not limited to the above defined groups; it applies to all groups formed for the purpose of conducting College-related business, for example, employment screening committees, planning committees and other work groups.

### 2. Goals 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.)
- B. Representation from those affected by group’s activity or purpose.
- C. Rotation of membership.
- D. Distribution of membership opportunities (i.e., "spreading around" service on College groups).
- E. Supervisor’s knowledge of and agreement to employee’s participation.

### 3. Membership Criteria

Criteria to be considered when selecting persons to serve on College groups/organizations include:

- A. Employee classification.

- B. Campus/site representation.
- C. Type of work performed.
- D. Gender.
- E. Ethnicity.
- F. Organizational area.
- G. Specific background knowledge.
- H. Culture.
- I. Willingness to serve.
- J. Service on (none or few) other College groups/organizations.
- K. Length of employment at the College.
- L. Experience
- M. 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)?
- 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).

D. Appendix A contains a checklist of resources and processes to help achieve diversity in College-related group membership.

Adopted 4/12/95; Revised 10/6/00; 7/20/06; Attachment only revised 7/17/08; Revised 9/25/2014

## Appendix A

### Diversity and Membership In College Groups Checklist

Here is a suggested checklist of resources and processes to help achieve diversity when seeking person(s) to serve on any College-related group.

#### 1. Checklist

##### A. Have I/we included:

- a. Employees from the different job groups?
- b. Someone from each campus?
  - 1) SOC/Sarpy Center
  - 2) EVC/Fremont Center
  - 3) FOC/ATC
- c. Men and women? Men and women?
- d. Ethnic mix? (e.g. Persons who self-identify as African-American, Asian, Caucasian, Hispanic, Native American, East Indian, or of other ethnic background.)
- e. Someone from different College areas? (academic affairs, student affairs, facilities)
- f. Representation from those affected by the group's activity?
- g. Persons with specific background regarding the group's activity?
- h. Persons with different cultural experiences (e.g., persons who lived or worked in other countries)?
- i. Variety of ages and work styles
- j. Experienced and newer employees?
- k. Someone who may have a physical disability?

Note: 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.

2. Is (are) the person(s) being considered already involved with any other College-related group? (The goal is to "spread around" the opportunity to serve on College groups and avoid over-burdening any College employee.) If you have questions about an employee's involvement check with his/her supervisor.
3. Procedure
  - A. Ensure that the group has a predetermined:
    - a. Purpose – Why does this group/organization exist?
    - b. Objective – What is this group/organization expected to accomplish?
    - c. Term – What is the term of service (i.e. the length of the person's term or the group's/organization's term)?
  - B. Identify potential member(s) for service in the group using the checklist presented above.
  - C. Contact each potential member and/or that employee's supervisor to:
    - a. Request the employee's service.
    - b. Describe the nature of the service (e.g., amount of time, duration of service).