

President's Commission on Cultural Diversity and Inclusion (PCCDI)

Mission Statement

The Mission of the Millersville University Commission on Cultural Diversity and Inclusion is to foster a university climate that promotes racial and cultural diversity. The Commission actively supports university policies, practices, and programs that address the issues pertaining to cultural diversity and underrepresented racial groups.

PCCDI By-Laws

I. Purposes and Functions

- A. To explore, facilitate and advocate ways to expand racial and cultural diversity in the Millersville community and the community at large, including but not limited to the areas of employment practices, student recruitment, academic and student life, and academic offerings.
- B. To advise the President of the University on all matters pertaining to cultural diversity and underrepresented groups, including, but not limited to, race, ethnicity, disability, sexual orientation, and gender identity.
- C. To act as a liaison between the President and administrative officers, students, faculty, support staff, and university organizations, with respect to matters pertaining to racial and cultural diversity.
- D. To monitor the efforts of Millersville University and to assist in achieving racial and cultural diversity.

II. Membership

- A. On or before April 1 of each year, the Commission shall submit nominations to the University President for appointment to the Commission.
- B. Membership shall include representatives from the administration, faculty, support staff, students and the surrounding community. The Commission shall consist of a diverse cross section of the campus and community including a majority of historically underrepresented groups, i.e. African Americans, Latinos, Asian Americans, and Native Americans. Membership shall not exceed 30 as outlined below unless otherwise directed by the President. Membership shall include full voting rights.

- 1. Community member at large - 3
- 2. Student Organizations – 6

- a. African Student Association (ASA)
 - b. Black Student Union (BSU)
 - c. Middle Eastern Studies Organization (MESO)
 - d. National Association for the Advancement of Colored People (NAACP)
 - e. Society on Latino Affairs (SOLA)
3. An At-Large Student Organization (this organization is selected annually through a membership application process.)
4. Faculty - 10
5. Administration - 6
6. Staff – 5

- C. Executive Committee shall include: Chair, Vice Chair, Secretary, Treasurer, President’s Designee, and two members at-large elected annually.
- D. Ex-officio members shall include: Director of African American Studies, Director of Latino Studies, immediate past Chair or Vice Chair (for 1 year post service) Ex Officio members shall have full voting rights and be included in the membership counts as outlined in Section II. B.
- E. In the event of chronic absenteeism (attendance at fewer than three regularly scheduled meetings in one year), the Commission Chair shall consult with the member and determine whether or not a permanent replacement should be named. If the finding is affirmative, the Executive Committee shall submit nominations to the University President for a permanent replacement.

III. Terms

- A. Members shall serve staggered three-year terms. No member shall serve more than two three-year terms in succession.
- B. In the event of a member resignation prior to the expiration of his/her term, the Executive Committee shall submit recommendations to the University President to complete the term of the resigning member.
- C. General membership appointments shall be September through May.

IV. Officers

- A. The officers of the Commission shall be a Chair, Vice-Chair, Secretary and Treasurer.
- B. Executive. This committee shall consist of the Chair, Vice Chair, President’s designee, Secretary, Treasurer and two members at large. Ex Officio members shall include the Chair or Vice Chair for one year immediately following their term. The Ex Officio members shall have full voting rights on the Executive Committee. The members at large will be recommended by the Executive Committee and elected annually by the entire Commission.

Its responsibilities shall include: budgeting, planning, recommending and reviewing Commission goals and program; nomination of new members; bylaw revisions, and acting on behalf of the Commission in the event of emergencies between regularly scheduled meetings. The Commission Chair shall facilitate this committee.

- C. The University President shall appoint the **Chair** for a term of three (3) years (September 1 through August 31). Ordinarily new appointments that begin on September 1 will be announced at the last regularly scheduled meeting of the previous academic year. The Chair is subject to the service limitations of article II.E.1. The Chair shall preside at all meetings of the Commission, including the executive committee meeting, and serve as its chief spokespersons. The Chair shall retain full voting privileges.
- D. The **Vice-Chair** shall be nominated by the Chair for a three (3) year term and elected by the Commission at the first regularly scheduled meeting of the academic year. The Vice-Chair is subject to the service limitations of article II.E. 1. The Vice-Chair shall preside at all Commission meetings in the absence of the Chair, including executive committee meetings.
- E. The **Secretary** shall be nominated by the Chair for a three (3) year term and elected by the Commission at the first regularly scheduled meeting of the academic year. The Secretary is subject to the service limitations of article II.E. 1.
- F. The **Treasurer** shall be nominated by the Chair for a three-year term and elected by the Commission at the first regularly scheduled meeting of the academic year. The Treasurer is subject to the service limitations of article II.E. 1. The Treasurer shall make regular reports regarding the financial status of the Commission.

V. ACTION TEAMS

The Commission shall consist of the following standing Action Teams with the indicated duties and responsibilities. The Executive Committee nominates all Action Team Chairs for annual election by the Commission. All activities of the PCCDI Action Teams will be guided by the mission of the PCCDI in conjunction with the Millersville University of Pennsylvania “Commitment to an inclusive Community” with the University-Wide Strategic Plan.

A. Student Representation, Recruitment and Retention

The purpose of the Student Representation, Recruitment and Retention Action Team (SRRRAT) is to hold the University accountable for the recruitment and retention of students of color. In particular, we aim to ensure that in state students of color remain a priority of the University in terms of recruitment, academic and social support, and successful degree completion.

The SRRRAT will strive to:

1. Increase learning opportunities to interact with an increasingly diverse world
2. Support the expansion of immersion experiences for students to connect cross-culturally and globally

3. Promote opportunities leading to active citizenship, social responsibility and life-long learning
4. Support the expansion and enhancement of academic programs specifically focused on underrepresented populations
5. Support enrollment management strategies designed to ensure the success of all students
6. Support increased enrollment of international students
7. Support development of systematic and thorough understanding of the support needs of under-prepared or at risk students and advocate for interventions to meet those needs.

B. Social Justice

The purpose of the Social Justice Action Team (SJAT) is to educate others regarding social justice issues by developing/supporting programs that will generate conversations and inspire service and action on behalf of individuals within our campus and community. The SJAT shall review, monitor, and propose necessary reforms in the existing curriculum to increase its content related to diversity and inclusion.

The SJAT will strive to:

1. Cultivate an environment that encourages civility, respect and an appreciation for diversity;
2. Provide all students with opportunities leading to active citizenship, social responsibility and life-long learning
3. Collaborate with local civic and community organizations serving underrepresented populations within the Lancaster region

C. Collaboration/Programming & Special Events

The purpose of the Collaboration, Programming and Special Events (CPSEAT) Action Team is to provide for Millersville University's faculty, staff, administration, and students, opportunities to engage in activities that will enhance their lives, and the lives of those around them.

The CPSEAT will strive to:

1. Develop and maintain relationships with members of the surrounding community
2. Continue to provide faculty, administrators and staff with professional development opportunities to enhance performance
3. Increase learning opportunities (such as lectures and colloquia) pertinent to issues of diversity intended to enhance interactions with an increasingly diverse world
4. Promote opportunities for active citizenship, social responsibility and life-long learning
5. Collaborate with the campus community, local civic and community organizations; particularly those serving underrepresented populations, within the Lancaster region to develop and maintain programs addressing mutual concerns related to underrepresented racial and cultural groups.

D. Retention of and Support for Diverse Faculty/Staff

The purpose of the Retention of and Support for Diverse Faculty/Staff Action Team (RSDFSAT) is to gather information on how to make Millersville University a more accepting and communicative environment for our entire faculty, staff and our students that come from underrepresented groups.

The RSDFSAT will strive to:

1. Support the continuation of professional development opportunities to enhance performance of faculty, administrators and staff
2. Support increased learning opportunities for faculty, administrators and staff to interact with an increasingly diverse world
3. Support the recruitment and retention of a highly talented and diverse faculty
4. Support the recruitment and retention of diverse administrators and staff members
5. The Commission shall appoint such other committees, as it deems appropriate. The Chair is empowered to appoint ad hoc task forces as needed.

VI. Rules of Procedure

A. Annual Reports

1. Each Action Team Chair shall submit an annual report of its activity by June 1st to the Commission Chair.
2. The Chair must submit an annual report by September 1st to the President incorporating the action team annual reports.

B. Commission Meetings

1. Regular meetings shall normally be held once a month during the academic year and coordinated by the Secretary.
2. Special meetings may be called by the Chair or at the request of the President or three or more members of the Commission. The elected Secretary (or Chair if none exists) shall be responsible for assuring that all Commission members are notified of special meetings.

- C. Quorum shall be defined, as "...with an enrolled membership is a majority of all the members" (Robert III, Honemann, Balch, Seabold, & Gerber, 2011, p. 348.) In the absence of a quorum, the meeting will be held to provide informational updates only. Following the updates, the meeting will be adjourned.

D. Voting Procedure

1. Motions
 - a. A simple majority of those attending providing a quorum is present, shall be needed to pass a motion.
 - b. The usual method of voting on motions shall be viva voce (voice vote).

- c. After a voice, any member may call for division; this call shall require that the vote be registered by a show of hands and that the count be recorded.
- 2. Voting by other methods:
 - a. Roll Call: shall require a motion, second, and a majority vote.
 - b. Ballot: shall require a motion, second, and a majority vote.
 - c. Electronic Vote: shall require a majority vote.
 - d. Any member may request the Secretary to record his/her vote in any vote as abstention.
- 3. Elections
 - a. A quorum shall be required for election.
 - b. All elections shall be by ballot.

VII. Applicability of Robert's Rules of Order

- A. The rules contained in Robert's Rules of Order, Revised, shall govern the Commission in which they are not incompatible with these rules of procedure.
- B. These rules may be suspended by a majority vote of the Commission at any session, provided that the safeguards or rights as explained in Robert's Rules of Order, Revised, under the heading "Suspension of the Rules" shall always be adhered to.

VIII. Amendment of By-Laws

- A. The By-laws shall be amended by a quorum of the Commission present upon the recommendations of the Executive Committee.