



# **2023 C.I.B.E. Bylaws**

Approved by the CIBE Advisory Board & ERC - 5/31/2023

# **Council on Innovation, Belonging and Equity (C.I.B.E)**

## **BYLAWS**

According to Shared Governance Board Policy 2.001:

Delta College has a system of shared governance that supports collaborative decision making with open communication and mutual respect among stakeholders. Delta College shared governance fosters the principal that, in many situations, drawing from the diverse background of expertise from our internal stakeholders will result in decisions which are most advantageous to Delta College, its students, and its employees. Shared governance is a deliberative process which allows the Delta College community a voice and the ability to actively and professionally provide input to reach decisions on many issues related to the College. Shared governance ensures accountability in the success of our institution.

Although shared governance is an important Delta College policy which is championed by the Board of Trustees, the concept is not without limitation. The Delta College Board of Trustees must retain final authority to make and/or approve many final decisions that will impact our institution. Similarly, the President of Delta College is charged with responsibility over certain subject areas which cannot responsibly be delegated to the shared governance decision-making process. While input and recommendation from other stakeholders will be sought in appropriate cases, these immutable responsibilities and rights are best characterized as vested within the Board of Trustees and, by direct delegation, the President.

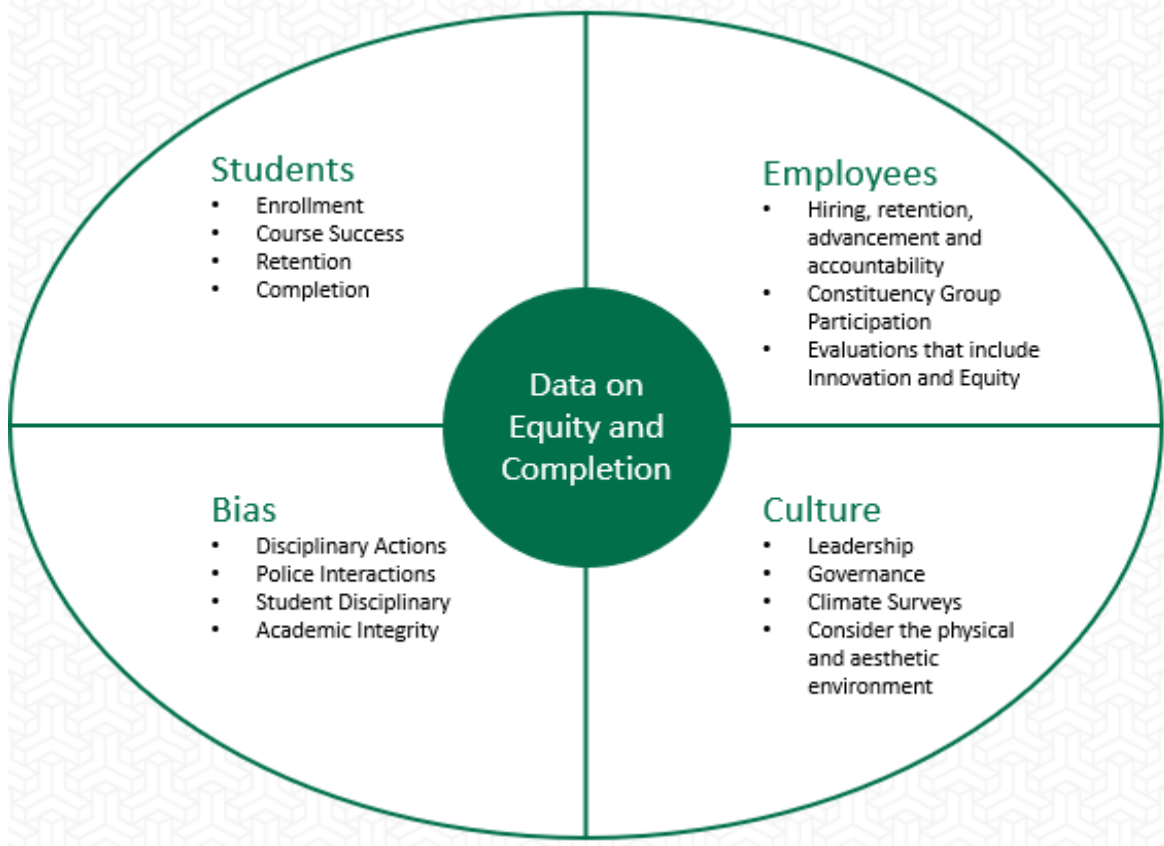
Delta College Administration is responsible for drafting, updating, interpreting, and applying robust policy and procedure on shared governance that will be applied as to the day-to-day operations of Delta College.

### **Board Action 5378 – April 6, 2021**

#### **I. The Council on Innovation, Belonging and Equity (CIBE) Shared Governance and Purpose**

- A. CIBE is a shared governance body. The purpose is to permeate **completion, equity, inclusion, and belonging** throughout Delta College's activities and culture and to assist in the assurance that the Belonging, Equity, Diversity, and Inclusion (BEDI) Framework is being fully implemented.
- B. The CIBE fosters collaboration and creativity to reduce opportunity gaps across the College body.
- C. This body does not replace existing College committees but instead provides an equity lens for the work these groups accomplish.

## Belonging, Diversity, Equity, and Inclusion (BEDI) Framework



### II. The Council on Innovation, Belonging and Equity (CIBE) Operating Guidelines

- A. This body will meet monthly during the Fall and Winter semesters to provide updates to the College body.
- B. The CIBE consists of subcommittee members, the Advisory Board (AB), and the Equity Review Committee (ERC).
- C. The Fall and Winter semesters monthly meetings will be led by the co-chairs of the AB. Each subcommittee's members will collaborate and think creatively to meet the College's long-term Equity, Completion, and Belonging (ECB) goals.
- D. During the Spring/Summer months, a volunteer Adhoc committee will be identified to carry on all CIBE work that emerges. This Adhoc committee will be finalized in April during the last AB/ERC meeting.

- E. All members of the College community may attend monthly CIBE college wide meetings.
- F. Innovative ideas will be shared with the chair/co-chair of the appropriate subcommittee.
  - a. Ideas selected for operationalization by the College President, the AB, and ERC, must give the person or people responsible for the idea the opportunity to be involved in any meetings about that idea.
  - b. The subcommittee will create a plan to be vetted by CIBE and approved by the College President and/or the Chief Officer of Culture, Belonging, and Community Building and, where relevant, the Board of Trustees.
- G. The work of this body will honor existing contracts and will not impact work rules for any employee group.
- H. All members of the CIBE should complete equity training as soon as possible – ideally before their membership begins.

### **III. Subcommittees**

- A. The CIBE will have an Inside Delta page that will list each subcommittee, their charge and chair/co-chairs. This page and TEAMS site will be maintained by the Advisory Board's office professional.
- B. Each focus area is represented by a subcommittee. Focus areas will be added or deleted based on the needs of the CIBE. The subcommittee will make a recommendation in their annual report as to whether or not the subcommittee will continue with modification, continue without modifications, or be dissolved. Annually the AB/ERC will vote by simple majority to add or dissolve committee.
- C. Each subcommittee will consist of at least six (6) members.
  - a. Sub-committee chairs/co-chairs will recruit members if there are no volunteers.
  - b. Each subcommittee will determine if they require more than six (6) members and add members as appropriate.
  - c. The majority of the subcommittee members should come from the area in which experience resides as appropriate.
  - d. Faculty-centric subcommittees will ideally contain a majority of faculty members representing each division.
- D. The subcommittee will ideally include at least one (1) member from each workgroup – workgroups are Administrative Professional (AP), Support Staff (SS), Part time Staff, Full-time Faculty, Adjunct Faculty, and American Federation of

State, County and Municipal Employees (AFSCME). Composition of the sub-committees will be reviewed by the Advisory Board at the start of each semester (Fall, Winter). Attrition from the sub-committees that does not allow the sub-committee to adhere to the ideal representative composition should be communicated to the AB and rectified expediently.

- a. Students will be recruited to join as additional members of each subcommittee.
- E. Each subcommittee will appoint or elect a chair or co-chairs for a two-year term. Co-chairs are highly recommended. One inaugural co-chair should elect a term limit of one year. In the event that no one volunteers to assume leadership, a co-chair may volunteer for an additional year on a year-to-year basis. Ideally the co-chairs should include one faculty and one support staff or AP member.
- a. The chairs or co-chairs of each subcommittee must complete equity training (ideally before serving as a subcommittee chair/co-chair).
- F. Each subcommittee will meet monthly and determine their own meeting schedule.
- a. Meetings may be held on Zoom, in-person or both, as decided by each subcommittee.
- G. New or returning-subcommittee members will volunteer or be elected/selected by members of their workgroup. We will accept nominations through the sub-committee sign up form through the Inside Delta CIBE page.
- a. Sub-committee members have one-year terms (Fall to end of Winter). Members may elect to remain once active on a sub-committee.
- H. The subcommittee members will be supported by a liaison(s) with expertise in the specific area (e.g., for employee questions, the liaison is an AP from Human Resources).
- a. The AB of CIBE will annually review and revise the list of recommended liaisons for the academic year (see Addendum 5).
  - b. Liaisons should minimally be invited to attend one meeting per semester (Fall and Winter). Liaisons will attend additional meetings upon request of the sub-committee chair/co-chairs.
- I. Direct supervisors of CIBE members will excuse or provide flexibility to CIBE members so they may conduct CIBE business. In the event of coverage issues a Zoom option should be made available.
- J. Subcommittee members may acknowledge contributions to the CIBE in their annual performance evaluations.

- K. The chair/co-chairs will be the subcommittees' point of contact.
  - a. The chair/co-chairs will receive ideas or questions from members of the College community.
    - i. The Inside Delta page will contain a link to a form for ideas/questions to be submitted.
    - ii. The CIBE office professional will collect the ideas or questions from the form link found on the Inside Delta page and store them in the CIBE TEAMS site as well as forward them to the identified subcommittee chair/co-chairs.
  - b. Each subcommittees' chair/co-chairs may elect to give a progress update report at the College-wide monthly meetings. These reports will inform the CIBE about progress on action plans. Each subcommittee will give an update report minimally once per academic year.
  - c. The subcommittees' chair/co-chairs or ERC will respond to all ideas/questions within sixty (60) days from when received.
    - i. If a fifteen (15) day extension is needed, the chair/co-chairs will inform the CIBE AB. Each subcommittee chair/co-chairs is/are responsible for communicating with the person/people who submitted the ideas or questions unless anonymity was requested.

**NOTE: Days will be considered business days even if the college is closed.**

- L. Data informs all subcommittees' activities.
  - a. The inaugural subcommittee meeting will determine what data or information is required to move forward with CIBE business (e.g., reflection about how the area is meeting the goals of CIBE and how the subcommittee can equitably increase opportunities for members of the College community).
  - b. The meeting following the inaugural subcommittee meeting will focus on creating data requests for the Director of Institutional Research. Subcommittees may determine that data requests aren't appropriate for meeting the CIBE's goals.
  - c. Data requests should include the following data points unless the data points aren't available or relevant to the subcommittee's work: college aggregate, racial demographics, gender demographics, county demographics (Bay, Midland, Saginaw), age demographics, physical abilities, Pell status, and veteran status.

- d. If data indicates that opportunity gaps exist for any of the demographic categories identified in 3.K.c., the subcommittee must focus on eliminating the opportunity gap which could justifiably table new business.
- M. Each subcommittee will create an action plan, communicate with people in the specific workgroup(s) responsible for executing the plan, and present the action plan, including any budget needs to the President and/or Chief Officer of Culture, Belonging and Community Building (5.I.) and ERC.
- a. Action plans must include specific details about individuals or sub-groups who are accountable for executing components of the action plan.
  - b. Progress monitoring of the approved action plans should ideally occur two (2) times per academic year (by end of Fall and Winter semesters) to determine their efficacy.
  - c. Approved action plans will be available Inside Delta on the CIBE page.
  - d. Each subcommittee will complete an annual report (for the previous academic year) and disseminate the information to the College community at the April CIBE meeting.
    - i. The annual report will discuss the sub-committee's data-driven action plan, how the plan was executed, whether the opportunity gap still exists after the action plan was implemented, next steps for revising an ongoing or unsuccessful action plan, and/or data to support the action plan's success.

#### **IV. Advisory Board (AB)**

- A. Each subcommittee will appoint or elect a chair or co-chairs that will make up the AB for the CIBE. (See above appointment process)
- B. The AB will appoint or elect co-chairs (one faculty and one support or AP staff) for a maximum of two years.
  - a. A former AB chair will be designated as Chair emeritus but will not have voting power. Any Chair emeritus may be called upon to preside over a CIBE meeting in the absence of the current chair or co-chairs.
- C. The AB will have an elected secretary who will serve as a note-taker.
- D. The AB members may appoint a designee to attend meetings if they cannot participate.
- E. Designees can vote if a vote occurs at a meeting.

## **V. Equity Review Committee (ERC)**

- A. The ERC will ideally consist of twelve (12) members two (2) members from each workgroup – workgroups are Administrative Professional (AP), Support Staff (SS), Part time Staff, Full-time Faculty, Adjunct Faculty, and American Federation of State, County and Municipal Employees (AFSCME). Composition of the sub-committees will be reviewed by the Advisory Board at the start of each semester (Fall, Winter). Attrition from ERC that does not allow the sub-committee to adhere to the ideal representative composition should be communicated to the AB and rectified expediently. Beginning in the AY 2023-2024, ERC members will be elected by members of their workgroup for one-year terms.
  - a. Workgroups will nominate at least two (2) candidates for the ERC by mid-March annually. The specific window for making nominations will be announced at the February CIBE collegewide meeting.
  - b. Workgroups will vote electronically for ERC candidates during the first week of April, annually.
  - c. There are no term limits for ERC members. The primary function of the ERC is to review action plans and oversee the approval process to make final recommendations for implementation. The ERC will also facilitate the annual report review process. All annual reports will be archived and made public on the Inside Delta CIBE page.
  - d. One (1) student will be recruited to join as an additional member of the ERC.
- B. The ERC will appoint or elect a chair or co-chairs.
- C. Members of the ERC may not be liaisons.
- D. The Chief Officer of Culture, Belonging, and Community Building will attend the ERC monthly meeting. ERC members may request member's privilege during meetings.
- E. The ERC members must complete equity training (ideally before serving on the ERC subcommittee).
- F. The ERC will meet at least once a month unless there is a high volume of questions/ideas that need to be addressed.
  - a. If there are numerous ideas or action plans that need review, the ERC will meet bi-weekly.
- G. The goal of the ERC is to meet the thirty (30)-day turnaround for action plans, ideas, and questions.



- H. The ERC will work closely with the chair/chairs from the subcommittee, submitting an action plan, idea, or question.
- I. ERC members' supervisors will excuse ERC members to work on CIBE business.
- J. ERC members may acknowledge contributions to the CIBE in their annual performance evaluations.

#### **VI. CIBE Bylaws**

- A. Beginning in the 2023-2024 academic year and thereafter, the CIBE bylaws will be reviewed and revised by the President of the College and/or Chief Officer of Culture, Belonging and Community Building, the AB, and the ERC (or Adhoc committee) on a yearly basis.
- B. The CIBE bylaws will be available to the College community on the Inside Delta CIBE page during the last week of April annually.
- C. The bylaws are approved annually by a majority vote of the AB/ERC.