

**California State University Maritime Academy
Diversity, Equity & Inclusion Council Charter
August 10, 2021**

Preamble

Cal Maritime is guided by its founding mission to educate and develop exceptionally competent cadets for progressively challenging leadership careers within the global maritime profession. During their career progression, Cal Maritime graduates will have the opportunity to live, work and promote positive change within richly diverse cultures. Thus, as future leaders, it is critical that Cal Maritime cadets and graduates develop and possess a worldview in which diverse ideas, opinions and people are heard, acknowledged, accepted, and honored.

In support of the mission critical principles of diversity, equity, inclusion and social justice, the Diversity, Equity & Inclusion Council (DEI Council) is intended to lead Cal Maritime's efforts to develop and prepare cadets to thrive and succeed as agents of positive growth and change in their communities and places of work. As such, the DEI Council will also educate and prepare Cal Maritime's faculty and staff in the principles, importance and applications of diversity, equity, inclusion and social justice so that they may best inform, encourage and support the cadets in their personal development and career journeys.

Definitions

The Cal Maritime Diversity, Equity, and Inclusion Council (DEI Council) shall use the following definitions to inform their work:

Diversity - the practice or quality of including, involving and embracing people from a range of different backgrounds and identities including but not limited to race, color, ethnicity, nationality, religion, socioeconomic status, veteran status, education, marital status, language, age, gender, gender expression, gender identity, sexual orientation, mental or physical ability, genetic information, and learning styles.

Equity - the guarantee of fair treatment, access, opportunity, and advancement for all people while striving to identify and eliminate barriers that have prevented the full participation of some groups. The principle of equity acknowledges that there are historically under-served and under-represented populations and that fairness regarding these unbalanced conditions is needed to assist equality in the provision of effective opportunities to all groups.

Inclusion - authentically including traditionally excluded individuals and/or groups into processes, activities, and decision-making in a way that shares power and ensures equal access to opportunities and resources that are key for success.

Social Justice – can be defined many ways. It may be broadly understood as the fair and compassionate distribution of the fruits of economic growth. Social justice may also be defined as equal rights and equitable opportunities for all. While formal definitions for social justice vary in wording, there are generally commonalities among them: equal rights, equal opportunity, and equal treatment.

Article I - Name

Section 1. Policy

The Cal Maritime Diversity, Equity & Inclusion Council (DEI Council) is the official name established pursuant to university policy.

Article II - Purpose

Section 1. Cal Maritime DEI Council's Charge.

The Cal Maritime DEI Council is not a program. It is a commitment by the university community and DEI Council members to advance the educational mission of Cal Maritime and foster mutual respect, appreciation, understanding, collaboration, and communication among the members of the university's diverse community. Consistent with that mission, the Cal Maritime DEI Council shall focus on the following areas:

Education & Training

- Encourages deployment of industry-leading, visionary, and best practices to increase and enhance recruitment and retention of diverse cadets, faculty, and staff, including:
 - Introduction of principles and practices of diversity, equity and inclusion during cadet and employee onboarding
 - Ongoing, progressive instruction and development in the principles and practices of diversity, equity, inclusion, and social justice during cadet First Year Experience (FYE) and at other key points during cadet, faculty, and staff development
- Advocates for and supports the implementation of professional development and training around diversity, equity, and inclusion topics, such as implicit bias, LGBTQIA+ allyship, UndocuAlly support, etc.

Climate Assessment & Policy

- Reviews the university's "campus climate" assessments and recommends improvement strategies based upon report findings
- Serves as a medium of communication on DEI issues between and among divisions, departments, and other institutional units of the campus
- Participates in campus strategic planning initiatives with campus partners; establishes objectives, methods, resources, and assessment tools to track and ensure progress and improve outcomes for campus diversity, equity, and inclusion programming
- Solicits input on policy initiatives from campus stakeholder groups, including cadets, faculty, staff, and alumni
- Recommends campus-wide policy initiatives that promote increased awareness and integration of diversity, equity, and inclusion to the Office of the President

Dialogue & Programming

- Disseminates information to the university community regarding the historic contributions of diverse communities within California, the United States and internationally
- Encourages and facilitates dialogue on important past and current issues to foster a supportive and open campus culture
- Creates opportunities for faculty, staff, and cadets to become part of larger communities and initiatives relating to diversity, equity, and inclusion
- Sponsors programs and activities that publicly celebrate the diverse communities and cultures within the university. In collaboration with University Affairs and other campus partners, the DEI Council may establish annual signature events including but not limited to:
 - Latino/a Heritage month in September
 - International Day Celebration in November
 - Black History Month in February
 - Women's History month in March
- It is expected that additional cadet-led or campus department programming will also be supported by the DEI Council as reasonably possible.

Section 2. Level of Effort

The Cal Maritime DEI Council will, to the greatest extent possible, adapt and utilize available federal and state government, California State University systemwide, and private resources to execute its charter. Council members will actively network with colleagues on campus, in the regional community and within higher education in order to achieve DEI Council objectives.

Article III - Membership

The Cal Maritime DEI Council shall consist of volunteer representatives, to be nominated by divisional vice presidents, the TSGB Captain and/or other relevant nominating bodies, and will be considered and, at the president's sole discretion, appointed to the council by the president.

One DEI Council member, who is appointed as such by the president, shall serve as DEI Council Chair. Other representatives will be nominated to represent the following divisions, departments and/or functions:

- Academic Affairs
- Administration and Finance
- University Advancement
- Cadet Leadership & Development
- Athletics
- Office of the President and/or University Affairs
- Academic Senate
- At-large representatives from the staff and faculty
- Cadet representatives – Including an ASCMA officer, Corps Staff, the Residence Hall Officer (RHO), and an Athlete representative from the Student Athletic Council

Four Cal Maritime administrators will serve the DEI Council as non-voting ex-officio positions:

- Chief Diversity Officer (Secretary)
- Title IX Coordinator (Treasurer)
- Human Capital Manager (Training and Development/University Affairs Liaison)

- Dean of Cadets

Three Cal Maritime staff members will serve the DEI Council as voting ex-officio positions:

- Coordinator of Belonging and Engagement
- Coordinator of Educational Opportunity Program
- Coordinator of Accessibility and Disability Services

Cal Maritime Alumni and members of the community may also be nominated by the vice presidents or TSGB captain and appointed to the DEI Council by the president.

Section 1. Voting

All members of the council shall have one vote each and must be present to vote. In case of a tie, the Chair's vote will serve as the tiebreaker.

Section 2. Terms of Membership.

Members of the DEI Council are appointed to one-year terms, beginning May 1st and ending April 30th of the following year. Members may volunteer and be re-appointed, at the president's sole discretion, to serve unlimited additional terms. However, no member shall be appointed to serve more than three one-year terms over a five consecutive year period.

In the event a member does not complete the duration of their term, the nominating vice president or TSGB captain may, at their discretion, nominate a replacement member for consideration and appointment by the president. Such replacement members shall complete the original term of the departing member.

All members serve at the discretion of the president. Members may be removed from the council at any time at the president's sole discretion.

Ex-officio members are not subject to the term limitations outlined in the Terms of Membership, as they become members of the council as a function of their university job positions. Ex-officio members are automatically removed from the council when they leave their job positions.

Section 3. Training.

Each new council member shall receive training on the history, mission, purpose, and goals of the DEI Council, as well as relevant Cal Maritime and California State University policies. Such training will be developed and conducted by and/or under the supervision of the council.

Members shall also receive information and/or training in Robert's Rules of Order (Newly Revised).

Section 4. Conduct.

Each member shall abide by professional conduct and actively support the mission, purpose, goals and related Cal Maritime policies. Failure to adhere to appropriate standards of professional conduct shall result in suspension or removal from the council.

Decisions by the president to remove members from the council may occur at any time and may not be appealed, as council membership is a privilege, not a right.

All decisions by the president with respect to council membership are made at the president's sole discretion and are final.

Article IV. Officers

Section 1. Chairpersons.

Officers of the DEI Council will consist of a chair and three vice chairs. The president shall appoint the council chair.

There shall be one vice chair for each focus area: Education & Training; Climate Assessment & Policy; and Dialogue & Programming. Vice chairs will be selected by a majority vote of the DEI Council membership.

Section 2. Term of Office.

If for any reason the council chair is unable to complete their term of office, the DEI Council secretary, will act as interim chair until such time as the president appoints a new council chair.

Article V. Duties of the Officers

Section 1. Chair.

The chair shall preside at all meetings of the DEI Council. The chair will prepare the agenda and distribute it at least three days in advance of monthly meetings.

Section 2. Vice Chairs.

Vice chairs shall substitute for the chair during the chair's absence and shall perform such other duties as may be assigned by the chair.

Vice chairs shall preside at all meetings of the focus area team for the focus area which they were elected to lead.

Section 3. Ad Hoc Groups.

Special meetings and working groups shall be led by council members as appointed by the chair.

Article VI. Meetings

Section 1. Schedule.

The DEI Council shall normally meet monthly, but in all cases shall meet regularly, at a frequency determined by majority vote of the council.

The schedule of meetings shall be published for each semester (fall - published in August or September; spring - published in December or January) and for the summer (published in May).

Special meetings may be called to address matters that cannot be addressed during regularly scheduled meetings, either because of urgency or because of the special nature of the matter at hand.

Special meetings as described above may be called at the discretion of the chair or by majority vote of the council.

All council meetings will be scheduled at times and locations reasonably convenient for members. Reasonable care will be given to ensuring that meeting schedules do not jeopardize an appointee's membership.

Section 2. Guests.

All council meetings are open to the public. Neither non-members nor guests may vote on issues/items before the council.

Non-members and guests may participate in DEI Council meetings at the discretion of the council chair.

Section 3. Attendance Requirements.

Meeting attendance will be recorded in the meeting minutes.

Any member absent from three consecutive meetings shall be considered to have resigned from the council and shall be removed from membership.

Faculty members not under contract during the month in which a meeting is held shall not be considered absent for the respective meeting.

Section 4. Quorum.

A majority of the current membership of the council (50% + 1) constitutes a quorum.

Cadet or faculty membership shall not affect quorum during summer training cruises for members participating in cruises. Membership of faculty working under partial year contracts shall not affect quorum during non-contract months.

Section 5. Minutes.

Minutes of full-council meetings will be recorded by the council secretary. Retaining a video or audio recording of council meetings for later reference and use by the council may serve as an acceptable alternative to meeting minutes.

Approved minutes will be posted on the "Diversity at Cal Maritime" webpage. Minutes will reflect a summary of the meeting.

All requests for information shall be germane to the purpose of the DEI Council and may require the council's approval.

Section 6. Meeting Conduct.

Meetings shall follow the approved agenda. Voting shall be by show of hands or by verbal acclamation. Votes will be recorded as part of the minutes. Alternate or proxy votes are not permitted.

Section 7. Announcements.

All meeting times and places shall be appropriately announced to the campus community. Members must be advised of changes in established meeting dates, times and/or locations reasonably in advance of meetings. All meetings require notification.

Article VII. Funding

Section 1. Activities.

DEI Council activities will be funded by the Office of the President, subject to annual budgetary allocations and as approved by the president.

The council treasurer shall be responsible for managing expenditures within the budget and shall report on the budget status at each regularly scheduled council meeting.

Article VII Amendments

Section 1. Charter.

Desired amendments to the charter shall be approved by majority vote of the DEI Council. All amendments require the president's approval prior to implementation by the council.

Proposed amendments shall be delivered to and discussed with the president by the council chair.

The council shall review the charter to assess the need for updates and changes at least once every five years, or sooner if deemed necessary by the council.

Approved by the president: _____
Thomas A. Cropper, president

Date: _____