

CORED

COMMISSION ON RACIAL/ETHNIC DIVERSITY



BYLAWS
August 28, 2015

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ARTICLE I: PURPOSE

The Commission on Racial/Ethnic Diversity (hereinafter “Commission” or “CORED”) is dedicated to enhancing the University’s climate for racial/ethnic diversity throughout all its campuses in the Commonwealth. The Commission advises the President on University policies, procedures, programs, and issues affecting the welfare of racially/ethnically underrepresented members of the University constituencies in all functional areas and geographic locations. In exercising this broad responsibility, the Commission shall:

- A. **Deliberate** on issues brought to the Commission by the University constituencies, including but not limited to the President, the Vice Provost for Educational Equity, Commission members, and other sources;
- B. **Evaluate** the efficiency and effectiveness of University programs, policies, and procedures as they affect members of racially/ethnically underrepresented groups;
- C. **Identify** areas in which new or revised policies, programs and/or procedures are needed to ensure that such persons have full freedom of opportunity within the University; help to remove barriers that impede learning, personal advancement, creativity, leadership or employment;
- D. **Recommend** initiatives that will ensure participation of racially/ethnically underrepresented individuals in University affairs and encourage those groups to utilize their talents and professional skills for their own and others’ enrichment;
- E. **Foster** initiatives that are dedicated to enhancing the climate for diversity and emphasize the merits of inclusiveness in the attainment of the University’s mission at all Penn State campuses.

ARTICLE II: OPERATING PHILOSOPHY

The Commission will strive to encourage “teamwork, collaboration, and communication” as it serves the University’s mission of cultivating an “appreciation of human capabilities and human diversity,” an “appreciation of a multicultural human society,” and a “greater involvement with our increasingly interdependent world.” In this endeavor, the Commission believes that the University can only realize its potential to become a total quality institution, within Pennsylvania and in the world, when all of its customers or clients, both internal and external, feel encouraged in achieving their own personal and professional potential within a safe and supportive community that values diversity. The Commission is dedicated to helping the University achieve its stated mission in these critical areas.

ARTICLE III: RACIAL/ETHNIC CONSTITUENCIES

For purposes of this Commission, racial and ethnic constituencies shall be defined as those generally encompassed by the Integrated Postsecondary Education Data System (IPEDS) categories and shall include:

- A. Hispanic/Latino
- B. American Indian/Alaska Native
- C. Asian
- D. Black/African American
- E. Native Hawaiian/Pacific Islander
- F. Two or more races
- G. White
- H. Race/Ethnicity Unknown
- I. International

ARTICLE IV: MEMBERSHIP

Membership on the Commission is open to full-time employees and students of the University. There will be four categories of members: Appointed, Affiliate, Student Organization Representatives, and Ex-officio.

- A. Appointed members will have voting privileges and shall serve a four-year term. Student members shall be appointed until they graduate, but not longer than four years.
- B. Affiliate members will not have voting privileges and may not serve on the Executive Leadership Team (hereinafter "ELT"), see Article XI. Affiliate members shall serve a one-year term and will be subject to yearly review by ELT. The maximum term of service shall be up to two years.
- C. Student Organization Representative Members will have voting privileges; a student leader or designated representative from a student organization that serves racially/ethnically underrepresented students shall serve a standing appointment on the Commission.
- D. Undergraduate members must maintain a cumulative grade-point average of 2.5 in order to retain Commission membership and participate in Commission activities. Graduate student members must maintain a cumulative grade-point average of 3.0 in order to retain Commission membership and participate in Commission activities.
- E. To serve on the Commission, employees must be in good standing as determined by the Office of Human Resources. A faculty or staff member is considered to be in good standing if the individual is meeting the expectations of his/her position and has not been the recipient of recent discipline. The individual should also exhibit qualities such as civility, collegiality, and a commitment to the overall success of his/her department.
- F. Ex-officio members will not have voting privileges. This category will include:
 - 1. Vice Provost for Educational Equity
 - 2. Chair, Equal Opportunity Planning Committee
 - 3. Vice Provost for Affirmative Action
 - 4. Vice President for Human Resources
 - 5. Director, Paul Robeson Cultural Center
 - 6. Community Representative
- G. Duties of members:
 - 1. Appointed, affiliate, and student organization representative members are required to participate actively on the Commission through one of the Issues Management Teams.
 - 2. Chairs/co-chairs of the Issues Management Teams are required to actively participate on ELT.
 - 3. Members are expected to use the CORED listserv, intranet, and website.
 - 4. Appointed, affiliate, and student organization representative members are expected to attend all meetings. If unable to attend a meeting, the Secretary and Liaison must be notified in advance.
 - 5. Ex-officio members are asked to actively contribute in a resource capacity when called upon by the Commission.

ARTICLE V: NOMINATIONS and APPOINTMENTS

Members of the Commission shall be eligible for application/nomination and appointment after an absence of one year.

- A. Recommendations for applications/nominations shall be solicited from a variety of University organizations and from the University at large.
- B. When seeking applications/nominations, consideration will be given to include representation from all racial/ethnic groups.
- C. Applications for membership shall be reviewed and approved by ELT, pursuant to the guidelines set forth herein. Membership eligibility qualification shall also be determined.
- D. All appointed Commission members shall be appointed by the President of the University.
- E. Affiliates who have held membership for one year may apply for appointed membership during the next application/nomination period.
- F. Additional Ex-officio members will be approved by ELT and appointed by the chair or co-chairs (hereinafter "chair(s)").

ARTICLE VI: NOMINATIONS for MEMBERSHIP

- A. ELT shall serve as the nominating/selection committee by preparing a list of persons to recommend to the President for appointment to the Commission.
- B. Whoever nominates a person must seek his/her consent prior to the nomination.
- C. ELT shall encourage an open process of application/nomination, seeking suggestions from a wide variety of sources.

ARTICLE VII: REPRESENTATION

- A. The Commission shall strive to include representation from all racial/ethnic groups. Efforts shall also be made to maintain gender balance.
- B. The following membership structure shall be reviewed annually by ELT. The commission shall strive for representation from each of the following constituencies:
 - 1. Faculty members
 - 2. Administrators
 - 3. Exempt and nonexempt staff
 - 4. Technical Service employees
 - 5. Undergraduate and graduate students

In addition, every effort shall be made to include members from all Penn State campuses.

ARTICLE VIII: REPLACEMENTS; RE-APPOINTMENTS; RESIGNATIONS; and REMOVAL

- A. Temporary/Permanent Replacement
 - 1. If a member finds it necessary to be absent for a period of up to one year, a temporary appointment will be made to serve during the member's absence; the replacement will leave

the Commission once the member returns from the absence and the member shall complete his/her term of service.

2. When selecting members as replacements, every effort shall be made to appoint individual(s) from the same membership category as the original member.

B. Member Resignations

1. If a member is no longer affiliated with the University, his/her membership shall automatically cease, with the exception of the Community Representative.

C. Chair Resignations

1. In the event that a co-chair resigns or is otherwise unable to serve out his/her term, the following actions can take place:
 - a. The remaining co-chair may choose to serve as a single chair until the next regular election, or may request a chair-elect or a past chair to serve as co-chair for the remainder of the current academic year.
 - i. If a past chair chooses to serve, he/she will only serve for that period of time.
 - ii. If a chair-elect chooses to serve, he/she has the option to continue to serve his/her regular term as co-chair for the following academic year or to request an election to determine a new co-chair. In the case of the latter, members under consideration must be in appointed status. A two-thirds majority vote is required.
2. If the remaining chair resigns or is otherwise unable to serve out his/her term, both co-chair(s)-elect move up to serve as co-chair(s), and have the option to continue to serve their terms as co-chairs for the following academic year or request an election to determine a new co-chair. In the case of the latter, members under consideration must be in appointed status. A two-thirds majority vote is required.
3. In the event that both chair(s) and/or chair(s)-elect resign or are otherwise unable to serve out their terms, the following action can take place:
 - i. Members may appoint a past chair(s) whose term(s) has/have not expired to serve for the remainder of the academic year. A two-thirds majority vote is required.
 - ii. Members may elect a chair or chair(s) from the Commission membership to serve until the next regular election. Members under consideration must be in appointed status. A two-thirds majority vote is required.

D. Removal from the Commission

1. Any member who is not acting in the interest of the Commission's purpose may be removed from the Commission.
2. A removed member may appeal his/her removal by appealing to the chair(s), in writing, within one (1) week of being removed.
3. Removal from the Commission shall be determined by majority vote of the ELT.

ARTICLE IX: INACTIVE MEMBERS

A. Temporarily Inactive Members

1. A member who finds it necessary to be absent for more than three of the ten months that the Commission operates due to extraordinary circumstances will be allowed to do so and will resume his/her role upon return (provided that the absence is due to class schedule conflict, sabbatical, leave of absence, illness, or other extraordinary circumstance).
2. If unable to attend a meeting, the Secretary and Liaison must be notified in advance.

B. Inactive Members

1. Members who miss more than three full commission meetings or do not participate actively on a team or committee shall be subject to review by ELT and may be removed from the Commission or asked to resign.
2. Requests for resignation and removal shall be determined by majority vote of the ELT.
3. If a member resigns, ELT will determine whether or not a temporary appointment is necessary to serve the member's remaining term.

ARTICLE X: OFFICERS

Each elected officer shall be an appointed member and will hold office for one year beginning July 1. At that time, the chair(s) will become immediate past chair(s) and the chair(s)-elect shall become the chair(s). The chair(s) and chair(s)-elect shall be available to serve on other University committees (relative to the Commission's purpose). All officers of the Commission serve at the will of the Commission and may be subject to recall upon a three-quarter vote of the membership. The appointment of members who serve as chair(s)-elect shall be extended for up to three additional years as needed so as to allow them to fulfill their duties, as stated herein.

A. Chair(s). The chair(s) shall be presiding officer(s) of the Commission on Racial/Ethnic Diversity, and shall have all responsibilities and final authority not designated to ELT or the full Commission. The chair(s) shall:

1. have the authority to call and preside over meetings of the Commission and of ELT;
2. respond to and initiate communications with the President;
3. serve as Ex-officio on all committees of the Commission when invited;
4. be responsible for all public statements concerning the work of the Commission;
5. have the right to delegate tasks when necessary;
6. manage the budget in consultation with ELT;
7. review membership participation with ELT;
8. in consultation with ELT, remove a member who is not acting in the interest of the Commission's purpose;
9. be responsible for invited discussions and presentations with University administrative and leadership bodies;
10. compile (with input from team chairs) the Commission's annual report.

B. Chair(s)-elect

1. The chair(s)-elect shall be chosen annually, by ballot from the full Commission membership, by the April meeting. Nominations can be given prior to the April meeting. The newly appointed chair(s)-elect will attend ELT meetings to participate in planning Commission

logistics and administrative matters, and will work with the Liaison and incoming chair(s) to schedule Commission meetings for the coming academic year.

2. The commitment of the office of the chair(s)-elect shall be for three years, including one year as chair(s)-elect, one year as chair(s), and one year as immediate past chair(s).
3. The chair(s)-elect shall:
 - a. conduct meetings of the Commission in the absence of the chair(s);
 - b. perform all duties of the current chair(s), if the current chair(s) is absent for an extended period of time.

C. Past Chair(s)

1. The immediate past chair(s) shall attend ELT meetings as an adviser/consultant to the chair(s).
2. All past chairs shall:
 - a. receive minutes from monthly meetings and have access to CORED's intranet website;
 - b. be available to contribute in a resource capacity, when called upon by the Commission.

D. Secretary

1. The secretary shall be chosen annually, by ballot from the full Commission membership, by the April meeting.
2. The commitment of the office of the secretary will be for one year.
3. The secretary shall:
 - a. take minutes during ELT and full Commission meetings;
 - b. upload minutes to CORED's intranet website no later than one week following the meeting, and notify CORED members when minutes are posted for review;
 - c. serve as an active member of ELT;
 - d. develop a working knowledge of CORED documents, including—but not limited to—the Commission bylaws;
 - e. track, and maintain a record of, member attendance at ELT and full Commission meetings.

ARTICLE XI: EXECUTIVE LEADERSHIP TEAM ("ELT")

ELT Members include the chair(s), chair(s)-elect, immediate past chair(s), Issues Management Team chair(s), secretary, and liaison. Meetings shall be held monthly, prior to the full Commission meeting. The chair(s) may call additional meetings as needed.

ELT will decide on all administrative matters, to include:

1. budget
2. logistics
3. meeting agendas
4. requests for funding
5. review of, and action on, matters regarding membership participation
6. review of Issues Management Teams
7. all general administrative matters

ARTICLE XII: LIAISON

Administrative responsibility for Commission operations shall rest with the Office of the Vice Provost for Educational Equity (hereinafter "OVPEE"). A Diversity Planning Analyst within OVPEE shall be appointed to serve as the liaison between OVPEE and the Commission. The liaison shall:

1. attend ELT and full Commission meetings;
2. function as a formal channel of communication between the Commission and the University administration;
3. provide consultation and advice about Penn State and OVPEE policies and procedures;
4. administer the Commission budget;
5. maintain Commission records;
6. ensure compliance with University and Educational Equity standards for communication (formal correspondence, publications, website, etc.);
7. facilitate access to administrative support in the implementation of budget, correspondence, event planning, marketing, publications, scheduling, and web content management;
8. provide continuity as Commission membership and leadership rotates.

The liaison is key to effectively accessing resources, information, and services within Educational Equity and elsewhere in the University. To complete certain tasks, administrative and other staff expertise within Educational Equity (i.e., web design and maintenance, editorial review, etc.) is necessary. The Commission accesses these services by going through the liaison. The Commission also has access to the Vice Provost and the assistant vice provosts, but the liaison relationship is primary and communication with the Educational Equity administration should occur in consultation with the liaison. Specific information about related policies and procedures is available in the online **Commission Resource Guide**.

ARTICLE XIII: TEAMS and COMMITTEES

All committee or team chairs/co-chairs shall be appointed members and will hold office for one year.

A. Structure

1. CORED's accomplishments are based on the work of its teams and committees. The teams and committees shall be formed under the direction of the chair(s) to address specific issues or topics as deemed appropriate by the Commission to serve its constituencies and to fulfill its mission and advisory function to the President.
2. CORED members are required to join and participate on a team or committee, based on their interests in the specific issues or topics and the specific expertise required by the issue(s) being addressed.
3. Teams shall be finalized no later than the October meeting and, at that time, a team chair or co-chairs shall be appointed by members. If a team chair(s) is not appointed, the chair(s) shall appoint one.

B. Duties and Responsibilities

1. Team/committee chairs will be appointed to serve for one year. Team/committee chair(s) are not authorized to make decisions on behalf of the Commission without approval from ELT, unless specific issue authority has been designated by ELT.

2. Team/committee chair(s) shall:
 - a. schedule regular team meetings;
 - b. record and maintain team minutes;
 - c. provide summary progress reports at full Commission meetings;
 - d. prepare (in collaboration with team members) the team's/committee's annual report with recommendations to ELT and Commission members;
 - e. serve as ELT members, as stated herein.
3. Team members shall make every effort to meet in person or electronically during the month before the full Commission meeting.
4. Team/committee chair(s) may invite participation of members from the University community to supplement the human resources and expertise required to address specific issues.

C. Teams and committees include the following:

1. Issues Management Teams:
 - a. Academic
 - b. Outreach
 - c. Staff
 - d. Student
 - e. Ad-hoc committees as needed
2. Joint Commissions Committee (hereinafter "JCC"). At least two members shall serve on this committee, which shall consist of the chair(s), chair(s)-elect, and past chair(s) of each of the three President's Commissions for Equity.

ARTICLE XIV: NEW COMMISSION MEMBER ORIENTATION

- A. A new member orientation shall be held prior to the first full Commission meeting.
- B. All new members shall receive a packet of pertinent materials, including a copy of the Commission's bylaws.
- C. A structured event shall be planned during which members can develop a sense of community and before starting the formal work of the Commission for the academic year. This could take the form of a retreat or workshop, etc.

ARTICLE XV: ORGANIZATION and PROCEDURES

- A. The Commission shall establish its own operational procedures, accountable to ELT, and may disband *ad hoc* activities.
- B. Meetings of the Commission shall be held monthly throughout the academic year. Special or additional meetings may be called by the chair(s) or the Commission.
- C. The Commission shall meet with the President at least once each academic year.
- D. Recommendations from the Commission shall be transmitted from the chair(s) to the President.
- E. Every effort should be made to ensure that issues, problems, etc. discussed by ELT are made available to Commission members in a timely fashion.

ARTICLE XVI: RULES of PROCEDURE

- A. The full meetings of the Commission shall operate as follows:
 - 1. Policy shall be determined by a quorum of the Commission.
 - 2. A quorum shall constitute forty percent of the voting membership (appointed members). Abstentions are not counted as votes.
 - 3. If a quorum is present and, in the judgment of the chair(s) a discussion does not lead to a consensus, the chair(s) may call the issue by calling for a vote, which would be carried by a majority.
 - 4. In the absence of any rules that the Commission adopts, the current edition of *Robert's Rules of Order* shall govern the conduct of meetings.
- B. The chair(s) shall have the authority to place a time limit on the remarks of any participant in a Commission meeting.
- C. The chair(s), with the concurrence of ELT, may declare a given meeting or portion of a meeting to be held in *executive session* for the good of the Commission. In such case, the commission chair(s) may determine the parties involved in the meeting.
- D. Any member of the University community who is not a member of the Commission may request time to speak on any item of business before the Commission.
 - 1. Such a request must be made to the chair(s) at least two (2) weeks before the next regularly scheduled meeting.
 - 2. Invited guests may attend at the discretion of the chair(s).
 - 3. Guests generally are present as observers, and they may be invited to speak at the discretion of the chair(s).

ARTICLE XVII: CONFIDENTIALITY

- A. The Commission reports to the President of the University. All matters discussed and actions of the Commission are confidential and are not for public release or discussion until the President has been informed and given the opportunity to respond.
- B. In order to encourage frank discussions and sharing of information, statements and opinions voiced by individual Commission members during executive meetings of the Commission and ELT meetings are not to be attributed to them outside of the meetings without their prior consent.

ARTICLE XVIII: MEETING RECORD

The Commission shall publish minutes of its proceedings. The secretary shall make the minutes available to all Commission members no later than one week following the meeting.

ARTICLE XIX: ANNUAL REPORT

The Commission shall submit a formative evaluation of its activities during each academic year to the President. It shall include reference to the work of the Commission and its teams and committees during the academic year. The report should be submitted by June 30.

ARTICLE XX: FUNDING

The Commission may provide funding (contingent upon availability of funds) or permit its name to be used on programs or events. ELT shall make decisions on the funding of programs or events.

ARTICLE XXI: AMENDMENTS to the BYLAWS

The bylaws serve to give the Commission direction as it serves its mission. Amendments to the bylaws shall be proposed and reviewed as needed. The vote shall be conducted electronically, and shall be approved by a two-thirds majority of the current appointed members after they have been given the opportunity to review and discuss said amendments. Upon approval and as stated herein, the amendments will be made to the bylaws and the revised bylaws will be made available to all current Commission members.

ARTICLE XXII: BYLAWS AMENDMENTS NOTES

July 2006 Amendments

- Delete IV.E.5
Due to the nature of information on the CORED intranet website, all members, including Ex-officios, shall sign the "Confidentiality Statement for CORED Intranet site" form, prior to having access to the site (see Article XVII).
Rationale: The CORED intranet website has been replaced by ANGEL.
- Delete XVII.C
Due to the nature of information on the CORED intranet website, all members shall sign the "Confidentiality Statement for CORED Intranet site" form, prior to having access to the site and agree to abide by the terms. Access to the intranet site shall terminate when a member is no longer affiliated with the Commission.
Rationale: The CORED intranet website has been replaced by ANGEL.
- Revise VIII.C.1.b
Remove *Climate* and replace with *Staff*.
Rationale: CORED membership approved the change in the name of the team to more accurately reflect the work of the Commission.
- Delete VIII.C.3
Web Team
Rationale: The addition of a staff member in OVPEE who is responsible for the maintenance of the Commission's website.
- Revise VIII.C.4
Remove: *Joint Commissions Committee (hereinafter "JCC"). Two (2) members shall serve on this Committee, which shall consist of the Chair-elect and one (1) other Commission member (or designated member representative) to be appointed by the June meeting.*
Add: *Joint Commissions Committee (hereinafter "JCC"). The Chair and the Chair-elect shall serve on the JCC as representatives from CORED.*
Rationale: to maintain consistency with the other two President's Equity Commissions (CFW and CLGBTE) so that all Commissions are represented by their respective chair(s)/chair-elect(s).
Note: as of the 2014-15 academic year, the chairs, chairs-elect, and past chairs serve on the Joint Commissions Committee.

May 2011 Amendments

- Add X.D. 1-3, **Secretary**
 1. *The Secretary shall be chosen annually, by ballot from the full Commission membership, by the April meeting.*
 2. *The commitment of the office of the Secretary will be for one year.*
 3. *The Secretary shall:*
 - a. *take minutes during full Commission meetings and Executive Leadership Team meetings.*
 - b. *upload minutes to CORED's intranet site and notify CORED members when minutes are posted for review.*
 - c. *serve as an active member of ELT.*
 - d. *develop a working knowledge of CORED working documents, including—but not limited to—the Commission bylaws.*
 - e. *track, and maintain a record of, attendance at full Commission and ELT meetings.*

Rationale: to allow for the addition of the office of the Secretary.

- Revise X.A-C, **Chairs**
 - C. *Chair(s). All references to "chair" shall be replaced with "chair(s)."*
 - D. *Chair(s)-elect. All references to "chair-elect" shall be replaced with "chair(s)-elect."*
 - E. *Past Chair(s). All references to "past chair" shall be replaced with "past chair(s)."*

Rationale: to allow for Co-chairs, Co-chairs-elect, and Past Chairs.

- Add IV.D, **Membership**
 - F. *Undergraduate and graduate student members must maintain a cumulative grade-point average of 2.5 in order to retain Commission membership and participate in Commission activities."*

Rationale: to ensure that student participation in Commission activities does not adversely affect academic performance.

August 2012 Amendments

- Add VIII.C. 1-3, **Chair Resignations**
 1. In the event a co-chair resigns or is otherwise unable to serve out his/her term, the following actions can take place:
 - a. The remaining chair may choose to serve as a single chair until the next regular election, or may request a chair-elect or a past chair to serve as co-chair for the remainder of the current academic year.
 - i. If a past chair chooses to serve, he/she will only serve for that period of time.
 - ii. If a chair-elect chooses to serve, he/she has the option to continue to serve his/her regular term as co-chair for the following academic year or to request an election to determine a new co-chair. In the case of the latter, members under consideration must be in appointed status. A two-thirds majority vote is required.
 2. If the remaining chair resigns or is otherwise unable to serve out his/her term, both co-chair(s)-elect move up to serve as co-chair(s), and have the option to continue to serve their terms as co-chairs for the following academic year or request an election to determine a new co-chair. In the case of the latter, members under consideration must be in appointed status. A two-thirds majority vote is required.
 3. In the event that both chair(s) and/or chair(s)-elect resign or are otherwise unable to serve out their terms, the following action can take place:
 - i. Members may appoint a past chair(s) whose term(s) has/have not expired to serve for the remainder of the academic year. A two-thirds majority vote is required.
 - ii. Members may elect a chair or chair(s) from the Commission membership to serve until the next regular election. Members under consideration must be in appointed status. A two-thirds majority vote is required.

Rationale: to outline procedure in the event of chair resignations.

August 2015 Amendments

- Revise III. A-G, **Racial/Ethnic Constituencies**
 - A. Hispanic/Latino
 - B. American Indian/Alaska Native
 - C. Asian
 - D. Black/African American
 - E. Native Hawaiian/Pacific Islander
 - F. Two or more races
 - G. White
 - H. Race/Ethnicity Unknown
 - I. International

Rationale: to update racial/ethnic constituencies to reflect current Integrated Postsecondary Education Data System (IPEDS) categories.

- Revise IV, **MEMBERSHIP**

Add: Membership in the Commission is open to employees and students of the University.

Rationale: to limit membership to the Penn State community.

- Revise IV.D, **Minimum grade-point average**

Undergraduate members must maintain a cumulative grade-point average of 2.5 in order to retain Commission membership and participate in Commission activities. Graduate student members must maintain a cumulative grade-point average of 3.0 in order to retain Commission membership and participate in Commission activities.

Rationale: to ensure that participation in Commission activities does not negatively impact graduate students' academic performance.

- Add IV.E, **Employee good standing**

To serve on the Commission, employees must be in good standing as determined by the Office of Human Resources. A faculty or staff member is considered to be in good standing if the individual is meeting the expectations of his/her position and has not been the recipient of recent discipline. The individual should also exhibit qualities such as civility, collegiality, and a commitment to the overall success of his/ her department.

Rationale: to ensure positive working relationships within and external to the Commission and to align Commission policy to that of the Office of Human Resources.

- Revise VII.B, **Representation**

The following membership structure shall be reviewed annually by ELT. The commission shall strive for representation from each of the following constituencies:

 1. Faculty members
 2. Administrators
 3. Exempt and nonexempt staff
 4. Technical Service employees
 5. Undergraduate and graduate students

In addition, every effort shall be made to include members from all Penn State campuses.

Rationale: To remove the arbitrary numeric minimums per constituency.

- Revise VIII.D.3, **Removal from the Commission**

Removal from the Commission shall be determined by majority vote of the ELT.

Rationale: to ensure ELT approval of membership terminations.

- Revise IX.B.1, **Inactive members**

Members who miss more than three full commission meetings or do not participate actively in a team or committee shall be subject to review by ELT and may be removed from the Commission or asked to resign.

Rationale: to provide ELT the option of removal from the commission or request for resignation.

○ Revise X.D.3.b, **Minutes**

The secretary shall:

b. upload minutes to CORED's intranet website no later than one week following the meeting, and notify CORED members when minutes are posted for review;

Rationale: to ensure timely completion and distribution of ELT and full Commission meeting minutes.

○ Revise XII, **LIAISON**

Administrative responsibility for Commission operations shall rest with the Office of the Vice Provost for Educational Equity (hereinafter "OVPEE"). A Diversity Planning Analyst within OVPEE shall be appointed to serve as the Liaison between OVPEE and the Commission. The Liaison shall:

1. attend ELT and full Commission meetings;
2. function as a formal channel of communication between the Commission and the University administration;
3. provide consultation and advice guidance about Penn State and OVPEE policies and procedures;
4. administer the Commission budget;
5. maintain Commission records;
6. ensure compliance with University and Educational Equity standards for communication (formal correspondence, publications, website, etc.);
7. facilitate access to administrative support in the implementation of budget, correspondence, event planning, marketing, publications, scheduling, and web content management;
8. provide continuity as Commission membership and leadership rotates.

The Liaison is key to effectively accessing resources, information, and services within Educational Equity and elsewhere in the University. To complete certain tasks, administrative and other staff expertise within Educational Equity (i.e., web design and maintenance, editorial review, etc.) is necessary. The Commission accesses these services by going through the Liaison. The Commission also has access to the Vice Provost and the assistant vice provosts, but the Liaison relationship is primary and communication with the Educational Equity administration should occur in consultation with the Liaison. Specific information about related policies and procedures is available in the online [Commission Resource Guide](#).

Rationale: To clarify the role of the Liaison between the Commission and the Office of the Vice Provost for Educational Equity.