State University of New York

College of Environmental Science and Forestry

**Board of Trustees Diversity, Inclusion & Equity Committee**

May 5, 2021 – 10:00 am

Videoconference & Livestream

**In Attendance**

Trustee John Bartow, Co-chair DEI Committee

Trustee Linda Brown-Robinson, Co-chair DEI Committee

Trustee William Fisher

Trustee Matt Marko

**Staff**

Malika Carter, Chief Diversity Officer

Ragan Squier, Assistant to the President

Robin Perkins, Administrative Assistant II

**Call to Order:**

Committee Co-Chair Trustee Bartow called the first meeting of the Board of Trustees Diversity, Equity and Inclusion ad hoc committee to order at 10:05 am. He welcomed the members and staff in attendance.

* **Recommendation of the Governance Committee for a DEI Standing Committee**
* Discussion on the committee report order for the agenda for the full board meeting on Friday, May 14th. The Governance committee will report out before the DEI committee.
* Confirm By-law Amendment Language
* “Review and make recommendations regarding college policies and plans concerning implementation of a campus-wide Diversity, Equity and Inclusion (DEI) effort in attracting, retaining and engaging students, faculty and staff.”
* Recommendation of the Ad Hoc DEI Committee
* The BOT Governance committee will present for a vote to the full board on Friday, May 14 the proposed by-law changes for the Ad Hoc DEI Committee to become a Standing committee.
* **Diversity Equity and Inclusion Committee Charter**

The memorandum of Diversity, Equity and Inclusion Committee Charter was sent to the committee for review.

* Mission and Charge
* Co-chairs Trustee Bartow and Trustee Brown-Robinson felt there was a strong need for this committee to increase diversity and assist the main campus and satellite campuses to become more inclusive. The committee will meet six times a year for no more than two hours per meeting. There may be a need to create smaller sub-groups to work on tasks. Where appropriate the committee will collaborate with other committees and campus organizations at the College.

* There was a discussion on the formality of the committee and the need to follow the same rules governing them as the BOT meeting when meeting and having a quorum.

ACTION ITEM: Counsel Berger will work on a document that gives more formal guidance regarding open meetings versus informal meetings to discuss and work on tasks. Trustee Marko asked her to write it generically for all BOT committees and the BOT as a whole.

* Composition
* Appointing members to the committee – The BOT Chair will appoint the three Trustees to the committee and the chair/co-chairs of the committee will nominate others to the committee.
* Discussion on the composition of the committee. There will be three BOT members, the Chief Diversity Officer, both BOT Student Representatives or designees, up to four community members, three ESF staff, and two ESF faculty with a maximum of 15 members. The three staff representatives will be the Director of the Office of International Education or designee, the University Police Chief or designee, and the Committee Chair’s nominee. The two faculty members will be nominated by Academic Governance. All members of the committee will become voting members of the committee. Dr. Carter suggested that the committee check with supervisors of the nominees for an approval.

ACTION ITEM: Trustee Bartow and Trustee Brown-Robinson will work on getting firm commitments from the nominees by May 14.

* Reporting
* The DEI Committee shall report to the BOT on its activities and make recommendations for Board action.
* The Presidential Liaison will communicate the committee’s diversity initiatives to the President’s Executive Cabinet.
* Edits to the Memorandum of Diversity, Equity and Inclusion Committee Charter
* Mission & Charge – paragraph 2, first sentence
* *The Presidential Liaison will communicate with the President’s Executive Cabinet regarding the committee’s diversity initiatives.*
* Composition of the Diversity, Equity and Inclusion (DEI Committee) – paragraph 3 –
* *one undergraduate and one graduate student (Board of Trustees Student Representatives or designees from the respective associations)*.
* *up to four members of the greater community*
* Staff Representative: Director of Office of International Education or designee
* Staff Representative: University Chief Police or designee
* Staff Representative: Committee Chair’s nominee
* Two faculty members nominated by Academic Governance

ACTION ITEM: Ragan will finalize changes to the charter document and email to Trustee Brown-Robinson for approval.

* **New Business** –Committee Co-Chair Trustee Bartow opened the floor for new business.
* Trustee Marko thanked Trustee Bartow, Trustee Brown-Robinson & Dr. Carter for the charter document and all the work put in to get this committee started. He feels honored and priviledged to be a part of this commitment. Trustee Brown-Robison stated she is proud that the Board and ESF have started this movement even before SUNY and she is looking forward to working with the committee. Dr. Carter shared how much she appreciates the work of the BOT in creating the DEI committee.

**Adjournment**

Meeting adjourned at 11:09 am

Minutes respectfully submitted by Robin Perkins