

Riverside City College
Student Equity Committee Bylaws

Article I: Name

The name of this committee shall be the Student Equity Committee, herein and after referred to as the SEC.

Article II: Mission and Vision

The Student Equity Committee will lead the implementation of the college's Student Equity Plan by supporting, coordinating, and funding activities that improve student equity and academic achievement at RCC.

Article III: Goals to Achieve the Mission

Responsibilities for improving student equity and achievement may include:

- Supporting and coordinating the implementation of activities in the Student Equity Plan (SEP)
- Recommending initiatives, strategies, and objectives for the Student Equity Plan
- Reviewing, assessing, and sharing data related to the Student Equity Plan goals and activities
- Assessing the effectiveness of activities in the Student Equity Plan and promoting activities that improve student equity and achievement
- Raising awareness of the intent and purpose of Student Equity Plan goals, objectives, and transparent guidelines on how to request/access mini-grant and/or discretionary funding
- Researching, sharing, and promoting reports and best practices related to student equity and achievement
- Reporting on the college's progress in implementing the Student Equity Plan, as mandated by the California Community College Chancellor's Office
- Recommending funding for student-centered activities designed to close equity gaps for disproportionately impacted student groups.
- Providing opportunities that cultivate positive interactions and foster inclusion and cultural proficiency.
- Supporting institution-wide organizational and professional development programs and services in support of internal capacity building to improve cultural proficiency and equity-mindedness and remove system-wide barriers.
- Providing employees and students with support for training, research, and inquiry into servingness that is specific to students of all equity

groups within appropriate disciplinary, departmental, or program/service areas.

Article IV: Membership

Members of the SEC are a constituent assembly of RCC institutional members, including Students, Faculty, Classified Professionals, and Administration. The committee shall have an administrative facilitator, and this position shall be held by the Dean of College Equity, Inclusion, and Engagement. In the event of a vacancy in the Dean of DEI, the administrative facilitator shall be selected by the President's Leadership Council. The SEC shall function with chairs that includes: (1) administrative, (1) faculty, and (1) classified chair and (1) student. The chairs shall serve as non-voting members and may only vote in the event of a tie. Committee chairs will be selected by the voting membership. Voting membership shall be based on meeting attendance and participation. Additionally, the SEC will work with the student government to ensure the leadership and inclusion of an Associated Students of Riverside City College (ASRCC) representative which may or may not be the co-chair if there are additional engaged student participants.

SEC places no limit on the maximum number of members on the committee. Voting is based on consensus. The results of any electronic votes must be reflected in meeting minutes.

To become a voting member, one must have attended at least 2/3 of the previous academic year's meetings. Voting members must attend 2/3 of each semester's meetings to remain eligible as a voting member for the next semester. Since active membership is essential to achieving quorum (see Article 5), voting members shall strive to be on time and attend every meeting or appoint a substitute faculty, classified professional, or student to vote in their place for the meeting(s) they are unable to attend.

Article V: Chairs

The Student Equity Committee shall be chaired by an Administrator, Faculty, Classified Professional, Student. The administrative chair and meeting facilitator will be the Dean of College Equity, Inclusion, and Engagement or its designee. Meeting notes will be taken by a recorder, who shall be a designee of the administrative facilitator unless otherwise self-elected.

The chairs will facilitate all committee meetings or appoint a substitute to facilitate them if they cannot attend. The chairs will be responsible for reporting committee activity as well as moving forward action items to the College's Strategic Planning Council and attending college leadership meetings.

If a -chair is unable to attend these meetings, they shall appoint a proxy to attend in their place. The Recorder shall keep minutes of the meetings, provide draft minutes to committee members, and regularly post approved minutes to the College's website. The official term of office begins in July of the year of appointment and ends June 30th. Length of service shall be three (3) academic years except for resignation or termination of service to the College. For students, the length of service shall be minimum one (1) academic year.

It is the responsibility of the Chairs to prepare and distribute agendas and minutes, conduct meetings, forward recommendations to the Strategic Planning Leadership Councils, Academic Senate, and to the College President. The chairs shall designate responsibility for maintaining the Committee website.

The faculty chair shall receive a designated reassign time of .4 for their leadership service to the SEC. In accordance with the CSEA Chapter 535 collective bargaining agreement Article VI, Item I, the classified professional serving as chair of the Student Equity Committee shall be provided reassigned time for actual service in committee meetings, not to exceed ten percent (10%) of their assigned work week.

Article VI: Duties and Responsibilities of Members

(a) Chairs

- Prepare meeting agendas and direct meetings.
- Inform campus community of decisions made by the committee.
- Be a liaison with other leadership committees and organizations on campus.
- Assist the committee by providing historical information when possible.
- Provide information on federal and state mandates and directives from the chancellor's office (primarily Admin facilitator)
- Keep committee members apprised of campus-wide equity initiatives and events
- Act as a resource person for the SEC

(b) Members

- Have awareness of SEC and its activities by attending meetings.
- Contribute to discussions and initiatives as a representative of your respective body. Student members are representatives of the student body.

Article VII: Meetings

The Student Equity Committee meets on the 1st and 3rd Fridays of the month from 10:00 am – 12:00 pm. Meeting dates may be changed due to scheduling conflicts with other major campus committees or holidays.

Quorum will be in accordance to Robert's rules (article X). If a quorum is not met within fifteen (15) minutes after the official call to order for the meeting, a chair will move to modify the agenda to postpone items requiring action. If the quorum is met while the meeting is still in session, the chair may move to reinstate the action items with approval from the committee.

In the event that a vote is necessary before the next regular meeting or is still required as a result of quorum not being met during a regular meeting, the chair may facilitate an electronic vote via e-mail. This alternate method can be implemented only with clear directions for voting on the item by a specific date and time with appropriate supporting and background information to all voting members at least five (5) working days in advance of the deadline for voting. Electronic communication will be utilized to announce electronic voting (official e-mail provided by Riverside Community College District). In order to keep the integrity of the vote, other methods/platforms can be used to collect electronic votes. The voting results shall be available to the recorder who must include them as part of the regular meeting's minutes.

Article VIII: Decision-Making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use a majority vote of active members present. Chairs do not vote, but may in the instance of a tie.

Article IX: Standing Ad Hoc Workgroups

The Student Equity Committee is organizationally integrated and reports to both the TLLC and SAS leadership councils. The Student Equity Committee will have the following standing workgroups:

1. Discretionary funding and mini grants
2. Professional Development
3. Student Equity activities and programs
4. Student Equity Plan development

The Student Equity Committee shall propose and request ad hoc work groups as needs arise.

Article X: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the committee in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Article XI: Funding Policies

(a) Purpose

The SEC is not responsible for the Student Equity and Achievement (SEA) Program budget but may recommend the usage of discretionary funds allocated to the committee.

(b) Funding Policies

Funding that is designated for professional development/conferences should be distributed equitably across constituent groups (students, faculty, classified professionals, and administrators).

(c) Funding Transparency

SEC shall be presented with a yearly overview of the budget and academic year allocations for transparency purposes. The budget shall be made available to the campus community in a method consistent with the business office's policies and procedures.

Guidelines for discretionary and mini-grant funding will be established by the committee and made available through the SEC website. All guidelines will be in adherence to the Riverside Community College District Board Policies and Procedures and those developed by the committee. The SEC shall include open discussion about student equity discretionary funds.

Article XIII: Amendment of Bylaws

These Bylaws shall be reviewed every three years with the possible renewal of the Student Equity Plan. Amendments to these Bylaws may be proposed by the chairs or by written petition from a voting member of the committee to the chairs. The proposed amendment must be included in the notice of a regular meeting for the first reading. At the second regular meeting, the amendment will be considered for a vote. To become effective, any amendment so proposed must be approved by a two-thirds majority of the voting members and approved by the Strategic Planning Leadership Councils.

Article XIV: Publishing of Bylaws

The official copy of these Bylaws shall be posted on the College website. Any amendment to these Bylaws shall be distributed to all members of RCC (via website) upon adoption.

2024-2025 Student Equity Committee Members
Based on attendance or expressed interest

1	Acevedo, Lilia
2	Adkins, John
3	Bendshadler, Cindy
4	Berber, Alicia
5	Bowers, Maurice
6	Bratton, Malika
7	Brown, Deborah
8	Carranza, Nancy
9	Carter, Courtney
10	Clarke, Chris
11	Denson, Tommie
12	Diaz, Jose
13	English, Herbert
14	Graves, Gabriel
15	Grayson, Adrienne
16	Greene, Monique
17	Gutierrez, Timothy
18	Halsell, Natalie
19	Hammock, Shannon
20	Hernandez, Rosalina
21	Lesch, Jacqueline
22	Lomieli Gomez, Adela
23	Lusk, Cecilia
24	Maness, Maria
25	McKeen, Wendy
26	Newson, Lorena
27	Ortega, Whitney
28	Osekowsky, Tara
29	Owashi, Brandon
30	Perez, Eduardo
31	Scott-Coe, Jo
32	Slaughter, Kheesa
33	Slota, Daniel
34	Soto, Sal

35	Starr, Pamela
36	Taylor, Star
37	Teufel, Kyla
38	Thermidor, Marie
39	Tijerina, Delia
40	Timberlake, Corey
41	Vargas, Benjamin
42	Walker, Sharon
43	Weiss, Rachel
44	Welker, Terry
45	Weyant-Forbes, Al
46	White, Virginia
47	Wiggs, Micherri
48	Woods, Kristi
49	Wright, Lucretia