

**President's Inclusion Council (PIC) and Its Workgroups
Charge, Governance and Funding Guidelines
July 16, 2018**

1. Purpose

PIC is RMU's primary communication channel between various RMU communities and the University's administration. PIC's six workgroups provide additional channels for gathering input from the communities they represent, and they carry out programming, research and other D&I-related initiatives not being conducted by RMU operating units.

PIC exists to provide a pathway for community comments, suggestions, concerns and ideas to reach the University's administration or RMU operating units, where that input can be evaluated and considered for support, adoption or remediation. Conversely, University developments and initiatives in regard to diversity and inclusion can be communicated to the RMU community at large via meetings with PIC, its leadership and its workgroups.

2. Focus Groups/Workgroups

PIC's primary work is carried forward by its six focus groups/workgroups:

- A) Religion/Spirituality
- B) Women
- C) LGBTQIA
- D) Access-abilities
- E) Race/Ethnicity
- F) Non-Traditional Stakeholders

Each focus group/workgroup is headed by a Chair or co-Chairs nominated and elected from among its membership. The mission and purpose of each focus group/workgroup is set forth on RMU's Diversity and Inclusion website:

<http://odie.rmu.edu/diversity/president-s-inclusion-council>

While all members of the RMU community are welcome to attend PIC general meetings and participate in discussions held there, volunteering for one of the six workgroups brings an expectation of active participation and carrying out the responsibilities either assigned to, or voluntarily agreed to, by the participant.

3. Executive Committee

The Chairs and co-Chairs of the six PIC workgroups, the Director, Diversity and Inclusion and the Vice-President, Planning and Administration will collectively constitute the Executive Committee of PIC. The Executive Committee may undertake projects, discuss issues related to diversity and inclusion at RMU, and

act as an information conduit in situations better suited to small groups rather than to PIC as a whole. Executive Committee meetings will be convened quarterly, or more frequently as deemed necessary, by the Director, Diversity and Inclusion.

4. PIC and Workgroup Membership

The first meeting of PIC as a whole each September will be publicized via a general invitation to the entire RMU community. At that meeting, each workgroup will review its mission and will solicit new members for the upcoming year from among the attendees or absent individuals who have indicated interest in participating in workgroup activities. Nomination and election of workgroup leadership will take place in breakout sessions during the inaugural meeting.

5. PIC Leadership

RMU's Director, Diversity and Inclusion is the standing Chair of PIC. RMU's Vice President, Planning and Administration, is an ex officio member of the Council. The membership of PIC shall elect one of its members to a one year term as Vice-Chair of the Council at the annual election each fall.

6. Relinquishment of PIC or Workgroup Membership

Membership on PIC and its workgroups is entirely voluntary and has no set term. Membership can be relinquished via written notice to the Director, Diversity and Inclusion, and the Chair/co-Chairs of any workgroups to which the resigning member may belong.

7. Funding and Budget

In order to further the work of the PIC and its focus groups/workgroups, the Office of Planning and Administration and the Office of Diversity and Inclusion will make available support funding for innovative and meritorious initiatives devised and proposed by the focus groups/workgroups. The following rules apply to such funding:

- A. The annual amount available will be determined each spring by the Vice President, Planning and Administration, in consultation with the Director, Diversity and Inclusion. Funding availability is subject to the results of the annual RMU operating budget process.
- B. Funding for focus group/workgroup activities is not guaranteed and there will be no automatic annual allocation to each focus group/workgroup. Funding requests will be individually evaluated by the Vice President, Planning and Administration, in consultation with the Director, Diversity and Inclusion.
- C. PIC funding priorities will include:

- a. Innovative programming that furthers the cause of diversity and inclusion at RMU, and which holds potential for adoption and ongoing support by one or more RMU operating units.
- b. Research that provides insight into the campus climate at RMU, or explores the perception of one or more campus groups regarding campus safety, inclusion or emerging diversity and inclusion issues.
- D. Funding requests for awards and prizes may be considered, but are less preferable than items a. and b. above.
- E. No operating budget transfers to other RMU administrative units via awards or prizes will be considered.
- F. All budget allocations to individual PIC workgroup initiatives are for one instance only and no multi-year support can be provided.
- G. All disbursements for PIC workgroup projects provided through the budget of the Office of Diversity and Inclusion are subject to the review and approval of the Director, Diversity and Inclusion and the Vice President of Planning and Administration

8. Annual Reporting

Each PIC workgroup will report on its activities at the final general PIC meeting of each academic year. A written summary of those activities will be provided to the Director, Diversity and Inclusion by workgroup Chairs or co-Chairs no later than May 31 of each year.

9. PIC General Meeting Frequency

In addition to the inaugural fall and closing spring meetings of PIC, the Director, Diversity and Inclusion will convene general membership meetings of PIC at least once in each fall and spring semester. Meetings may be convened more often as necessary.