

## **MCC Action Plan**

### **Progress as of February 5, 2018**

#### **Preventing, Identifying, and Responding to Bias**

- 1) Create a website to communicate quickly and transparently to the College community about the hate speech incident. This site is now [live](#).

*Completed*

- 2) Establish a Bias Incident Response Team and procedures and protocols for reporting and responding to allegations of bias.

*Completed*

- 3) Require equity and inclusion training for all MCC employees, beginning with the College's non-contract employees, officers, and president.

*President's Staff completed training at its January retreat. Assistant to the President for Human Resources and Organizational Development Melissa Fingar and Assistant to the President for Title IX and Inclusion Kristin Lowe are working with Equal Employment Opportunity Commission (EEOC) to provide training for all other MCC employees in spring semester.*

- 4) Require implicit bias training for all search committee members.

*In process*

- 5) Review the curriculum for Criminal Justice and Public Safety Training programs to assure that it includes instruction in and assessed learning outcomes related to implicit bias in policing.

*Completed*

#### **Improving Inclusiveness and Equity**

- 6) Establish a new college-wide convening on Inclusiveness and Equity that will be held annually on the Brighton and Downtown campuses to provide an opportunity for professional development, education, dialogue, and action.

*In process*

- 7) Establish an easily accessible and highly visible website—Empowering Excellence, Integrity, and Inclusion—to track all College action steps identified below and to communicate with the College community on matters related to equity. (Note: this web site has been renamed “Diversity, Equity and Inclusion.”)

*Completed—site can be found here: <http://www.monroecc.edu/inclusion-diversity/>*

- 8) Convene a task force composed of students, faculty, staff, administrators, and—as needed—external stakeholders to review and make recommendations on improving equity in College search, hire, and promotion processes in a way that will improve the alignment between the diversity of our faculty, staff, administration and that of our student body.

*Executive Dean Frater is leading this group, which will first meet on February 15. It includes the following:*

*College Members*

- *Melany Silas, Associate Professor, Health and Physical Education*
- *Denise Morley, Assistant Director, HR*
- *Clayton Jones, Assistant to the President, Government Relations*
- *Kim Nixon, Secretary, DC Student Services*
- *Tony Perez, Chief of Public Safety*
- *Mark Ernsthausen, Professor, Mathematics*
- *Lena Shiao, Associate Professor, Education*
- *Joanna Tsai, Assistant Professor, Biology*
- *Elizabeth Mandly, Instructor, Human Services*
- *Carlmeella Clark, President, Black Student Union, Downtown Campus*
- *Jessica Rich, President, Student Government Association, Brighton/ATC*
- *Rita Straubhaar, Associate Professor, World Languages and Cultures*

*Community Members*

- *Joseph Searles, Corporate Director of Diversity & Workforce Inclusion, Excellus BlueCross BlueShield*
- *James Norman, retired President and CEO, Action for a Better Community*

- 9) Establish a timeline for improving representation, especially among the College’s teaching faculty, for public report to the MCC Board of Trustees.

*In process*

- 10) Charge the President’s Advisory Council--which includes representatives from President’s Staff, Deans, Directors, SGA, SEGA, Faculty Senate, Faculty Association, Support Staff, and CSEA—with recommending college-wide strategies to improve equity in student success.

*In process*

- 11) Review the College's General Education curriculum to assure that includes assessment of learning outcomes related to the College's values: integrity, excellence, empowerment, inclusiveness, collaboration, and stewardship.

*This recommendation is with the Faculty Senate.*

- 12) Review the First Year Experience curriculum to assure that it includes assessment of learning outcomes related to the College's values: integrity, excellence, empowerment, inclusiveness, collaboration, and stewardship.

*This recommendation is with Student Services.*

- 13) Include the College's values on all letterhead and in all course information sheets to assure they are regularly communicated inside and outside of MCC.

*Completed*

- 14) Establish an online, anonymous portal for suggestions to improve operations, practices, and climate at the College and report out quarterly on the changes MCC is making in response to these suggestions.

*Completed, form can be found here:*

[https://cm.maxient.com/reportingform.php?MonroeCC&layout\\_id=7](https://cm.maxient.com/reportingform.php?MonroeCC&layout_id=7)

- 15) Provide bi-annual reminders to the College community through the Employee and Student Tribunes on
  - a. Student Code of Conduct
  - b. Student Bill of Rights
  - c. Employee Code of Conduct
  - d. Grievance Procedures
  - e. Bias Incident Reporting
  - f. EthicsPoint Reporting

*In process*

### **Building a Shared Understanding of our Rights and Responsibilities**

- 16) Develop a policy on Freedom of Speech that will include a clear definition of speech protected by the First Amendment and identify the procedure for reporting a bias incident at the College.

*In process*

- 17) Hold a forum on the First Amendment and the rights and responsibilities associated with free speech.

*Completed*

- 18) Review and recommend changes, as appropriate, to the Student and Employee Codes of Conduct to address violations related to social media postings.

*In process*

### **Updates on Additional Steps**

#### **Chief Diversity Officer Search**

*The job description for the Chief Diversity Officer (CDO), including a review by the Special Committee on Administrative Affairs (SCAA) of the Faculty Senate, has been completed. The position was posted on February 2. A joint Administration/SCAA search committee has been convened to lead the process with a goal of recommending candidates this semester:*

*Co-Chairs: Vice President, Student Services, Lloyd Holmes  
Associate Professor, Health and Physical Education, Melany Silas*

*Associate Professor, World Languages and Cultures, Jorge Alas  
Student Government Association Historian, Abdullah Abdullah Alshalchi  
Associate Professor and Assistant Director, PRISM Multicultural Center,  
Shirley Batistta-Provost  
Assistant Professor, English, Tokeya Graham,  
Associate Professor, Education, Lena Shiao  
Assistant Director, Purchasing, Elliote Simpson  
Associate Professor, American Sign Language, Rita Straubhaar*

#### **PRISM Multicultural Center at the Downtown Campus**

*Design in process*

#### **Diversity, Equity, and Inclusion Plan**

*Leaders of MCC's shared governance bodies, including the Board of Trustees, have been provided with copies of the existing Diversity, Equity, and Inclusion Plan and asked to provide feedback on the plan this semester that can be incorporated into an update and strengthening of the document. This work aligns with the recommendation of SUNY Vice Chancellor Carlos Medina and will support the new Chief Diversity Officer.*

#### **Board Policy Portal**

*My office is working with computing staff to create the policy portal requested by the Board Chair. The portal supports the Board's commitment to openness and transparency by providing the full diversity of the College community—students and employees—with the opportunity to comment directly on policies under Board consideration. This portal will be open more than 30 days in advance of the April Board meeting to meet the requested timeline. Once the portal is completed, I will add the Diversity, Equity, and Inclusion Plan to the documents open for comment.*