

Bodega DEI Committee Charter

Advisory to

Bodega Marine Laboratory (BML) Executive Committee (composed of all BML faculty, including the BML Director), BML Associate Director, Coastal and Marine Sciences Institute (CMSI) Executive Director, Bodega Marine Reserve (BMR) Director

Definitions

Leadership: BML Executive Committee (including BML Director), BML Associate Director, CMSI Director, CMSI Executive Director, and BMR Director

Committee: The Bodega Diversity, Equity and Inclusion (DEI) Committee

BML/BMR Community: The students, staff, faculty, and volunteers who are part of Bodega Marine Laboratory and Bodega Marine Reserve (everyone on the bml@ucdavis.edu email list).

Broader Community: The people with whom members of the BML/BMR Community interact, locally, regionally, statewide, and beyond.

Statement on Role and Confidentiality

The Bodega Diversity, Equity and Inclusion (DEI) Committee, hereinafter referred to as the “Committee,” plays an advisory role to the entities identified above in addition to a leadership role in improving DEI at BML & BMR (as described below). All BML/BMR Community feedback/input on the Committee’s action and advisory roles within this charter shall be kept private and confidential unless a) all parties consent to the sharing of information or b) the feedback/input triggers UC Davis mandatory reporting policies for harassment and discrimination (see the Bodega DEI Decision Tree for details). Issues of potential legal consequence that relate to discrimination, sexual harassment or violence should be reported directly to administration, appropriate supervisors at BML or to the [Harassment and Discrimination Assistance and Prevention Program](#) on campus.

Members

The Committee shall be composed of representatives from various constituencies across BML and BMR, with target representation as follows:

- Graduate students (2)
- Faculty (2)
- Research staff and postdocs (1)
- BML operations staff (front office, library, ARG, physical plant, housing, etc.) (2)

- BMR staff (1)

Member Roles

- **Chair:** 2-year term staggered with Co-Chair. Sets agenda for Committee meetings and advisory meetings with feedback from the Committee. Facilitates meetings and discussions among Committee members, oversees voting when necessary and articulates decisions. Serves as primary point of contact with Leadership and with the BML/BMR Community. Attends quarterly meetings with Leadership.
- **Co-Chair:** 2-year term staggered with Chair. Serves in place of Chair if they are unavailable. Together with Chair, sets deadlines and applies other accountability measures for Committee and Member action. Attends quarterly meetings with Leadership.
- **Executive Secretary:** 1-year term (2 years total as Committee member). Captures minutes and action items from meetings and other exchanges. Organizes and maintains Committee records. Attends quarterly meetings with Leadership, as necessary.
- **General Member:** 2-year term. Attends monthly meetings. Serves on additional sub-committees to work on Committee projects outside of meeting time (at least 1 hour per week). Attends quarterly meetings with Leadership, as necessary.

Terms

2 years for all members, with terms coinciding with the UCD academic year.

Selection

- Self-nomination process encouraging candidates representing and/or expressing an interest in aspects of diversity, equity and inclusion.
- BML/BMR community voting on nominations (majority vote)
- In the case of a departure of an existing member prior to completion of a 2-year term, the self nomination and voting process would be used to replace the member, and the newly appointed member would have a term that ended in line with the academic year, resulting in a term that may be slightly greater than or less than 2 years.

Budget

Decided upon on an annual basis with the BML Director. The committee will outline a proposed budget for the following year with the BML Director in the spring. The committee will be responsible for determining how to use its funds on a micro scale, with the BML Director approving the overall budget and macro distribution of funds.

Funds for special opportunities (i.e., trainings, speakers, etc.) not accounted for in the annual budget will be discussed with the BML Director on an as needed basis.

Compensation

We believe that service to the community should be an integral part of everyone's UC employment and education, and that supervisors/advisors should normalize employees/advisees spending working hours contributing to the DEI goals of our BML/BMR Community and other service-related pursuits. If there is a need for an individual to dedicate a substantial amount of time to completing a clearly defined deliverable for the DEI committee, the DEI committee will consider incorporating professional development/travel funds for that individual in its budget. On a smaller scale, the committee will recognize contributions of all members through events (e.g., catered lunches, parties, etc.).

Meeting Schedules

- Committee: Monthly, with additional meetings as necessary
- With Leadership: Quarterly as part of regular BML Executive Committee Meetings (make sure to align with budget season and application/season)
- With BML/BMR Community: Annual town hall, co-run with Leadership and quarterly open sessions during regular meetings

Decision-making within the Committee

This Committee will make decisions using a consensus model:

1. Define the scope of the matters that the Committee must address.
2. Provide an opportunity for all Committee members to make observations and provide feedback on the matter.
3. Brainstorm diverse solutions to the matter and weigh the pros and cons, where all points of view are respected.
4. Based on the pros and cons of different solutions, formulate a specific proposal that addresses the observations, opinions and concerns of the broadest set of Committee members.
5. Review the outcomes of Step 2 and refine the proposal to address Committee's observations and opinions.
6. Assess the prevailing opinions of the Committee to move forward with the specific proposal:
 - a. Any blocks? If so, return to Step 4.
 - b. Any stand asides? If more than 2 members of the Committee choose not to endorse, return to Step 4.

- c. Any reservations? If members are prepared to endorse the proposal but have reservations, the Committee can address them by modifying the proposal.
- d. Is there consensus? A majority of the Committee members must endorse the proposal, a maximum of 2 can stand aside, and no-one can block the proposal.

Advisory Roles and Objectives

- Strategize for recruitment, support and retention of resident students, faculty and staff that represent diverse identities¹
- Strategize for recruiting and supporting summer students that represent diverse identities
- Provide guidance for inclusivity efforts in official BML and BMR activities and events, including events for alumni and the Broader Community
- Recommend training and education opportunities for the whole BML/BMR Community or specific BML/BMR Community groups, and facilitate the requisition resources and/or Leadership coordination
- Identify outreach needs to serve the Broader Community, focusing on historically excluded groups
- Identify fundraising needs for DEI support
- Update visuals and verbiage around BML and BMR and on related websites that represent and are inclusive of the diversity of students, faculty, staff and visitors and are accessible to diverse audiences
- Identify and interpret BML/BMR DEI metrics and feedback
- Convey feedback from the BML/BMR Community

Action Roles and Objectives

- Meet regularly with Leadership to advise and update
- Compile and maintain BML- and BMR-specific DEI and well-being resources online and in Cadet Hand Library
- Create and maintain best practices for inclusive laboratory, field and social events at BML and BMR, including seminars
- Create and annually update a diversity statement that is publicly posted at BML and BMR, as well as on related websites
- Organize training and education opportunities that BML/BMR Community members can opt into
- Organize events that foster inclusivity

- Jointly report Committee outcomes to BML/BMR Community with Leadership, including an annual town hall and publication of meeting outcomes after each meeting
- Receive input from the BML/BMR Community on how to execute the roles outlined in this charter via open sessions of Committee meetings and exchanges with individual Committee members

References

1. University of California Board of Regents (2007). Regents Policy 4400: Policy on University of California Diversity Statement.

<https://regents.universityofcalifornia.edu/governance/policies/4400.html>