

Prism Employee Resource Group Charter

Prism is an Employee Resource Group (ERG) of Columbus State Community College.

Columbus State Mission Statement

To educate and inspire, providing our students with the opportunity to achieve their goals

Prism ERG Mission Statement

The Prism ERG supports the mission of Columbus State by striving to create and foster an environment where LGBTQIA+ members of the Columbus State community and their allies feel they belong at, are affirmed by, and are empowered to engage with Columbus State Community College.

We Envision

- A college environment where members of the LGBTQIA+ community are visible, celebrated, supported equitably, and included in all levels of decision making.
- A work environment where LGBTQIA+ employees feel safe to be out, if they wish to, no matter the department or position.

Prism ERG Membership Guidelines

- **Who can join Prism?** Any employee who is committed to developing an inclusive and equitable workplace for LGBTQIA+ employees.
- **How do you become a member?** Send an email to the ERG membership chair or one of the Prism ERG Leads. See ERG webpage for contact info:
<https://www.csc.edu/employee/our-college/employee-resource-groups/>
- **What does it mean to participate?** While participation is voluntary, we encourage members to attend monthly meetings and engage in ERG sponsored initiatives as their schedule allows.
- **What are the expectations for interaction?**
 - We recognize the diversity of intersecting identities and life experiences within the LGBTQ+ community and that some of us within the community have privilege as white people, cisgender people, men, and/or able-bodied people. We ask that members be aware of their relative privilege and make room for all voices.
 - Amplify experiences of LGBTQ+ members.
 - Allow space for allies who are learning how to be allies.
 - We recognize that participation looks different for each person.
 - We expect ERG members to conduct themselves in accordance with all Columbus State employee policies.

Prism Leadership Structure

Prism recognizes the following leadership roles:

- **Co-Leads (2-year term):** Helps define the ERG's charter and set the ERG's goals. Coordinates with other ERGs. Facilitates membership meetings. Maintains communication with the ERG manager and ODEI, bringing forth concerns, experiences, and solutions identified by the ERG. Must be a member of the ERG for 1-year in order to become a Co-Lead.
- **Immediate Past Co-Leads (1-year term):** Serve as advisors to the incoming Co-Leads. Help orient new Co-Leads to their leadership positions.
- **Pride Planning Chair (1-year term):** Takes the lead on coordination of annual Pride Month, LGBTQ+ History Month, and other activities. Partners with the Prism membership and other College teams to plan, promote, and execute participation in College-sponsored Pride events and other community events.
- **Advocacy Chair (1-year term):** Takes the lead on initiatives related to College policies, procedures, benefits, campus culture, etc. aimed at creating a more equitable workplace and student experience. Collaborates with the College's Shared Governance Committee as appropriate.
- **Education Chair (1-year term):** Takes lead on organizing and planning regular Safe Zone training sessions. Coordinates training of Safe Zone facilitators. Communicates with facilitators to ensure documentation and training materials are ready for each session. Oversees rosters and completion metrics that can be shared to promote the college's DEI mission. Works with Education Committee to identify other opportunities for educating about LGBTQ+ equity on campus.
- **Membership Chair (1-year term):** Leads outreach efforts to attract new members. Collects data regarding member interests and satisfaction. Partners with Wellbeing Benefits Analyst to make members aware of wellness opportunities. Partners with the Talent Acquisition liaison to match interested members with job openings or mentors. Facilitates membership meetings as needed.

Leadership role selection process: Each April/May, Prism will hold a four-week nomination period during which members can nominate themselves or other members (with permission of nominee) for Prism leadership roles through an online nomination form administered by the current Prism Co-Leads. Following the nomination period, those interested in taking on a leadership role will have an opportunity to speak about their interest at an annual meeting of the Prism membership, held each May. Immediately after the annual meeting there will be a one week voting period administered by the current Co-Leads, unless one or more of the current Co-Leads is in a competitive race for a Prism leadership position, in which case, the Membership Chair will administer the voting process.

Eligibility: ERG members who wish to become a Co-Lead or committee chair must complete an application which includes a sign-off from their direct supervisor. See Prism Co-Leads or the ERG Manager for an application. An employee must have been a member of Prism ERG for at least one year prior to becoming a Co-Lead.

Prism ERG does not limit the number of terms that a member can serve as a Co-Lead or Committee Chair.

Meeting Schedule

- *All member meetings:* Monthly, alternating afternoon and evenings
- *Leadership meetings:* semi-monthly and as needed

Goals 2022-2023

- Provide an affinity space for LGBTQIA+ employees and their allies. Monthly in-person and remote gatherings, Teams group, email communications, etc. (Member Impact)
- Sponsor and promote events and resources relevant to LGBTQIA+ employees and students. (Campus Culture Impact)
- Review and make recommendations for employee policies, procedures, and benefits with particular attention to Gender Affirming Care benefits for employees and their dependents. (Workforce Impact)
- Coordinate the College's participation in Pride Month. (Campus Culture and Community Impact)
- Administer the campus Safe Zone project. (Campus Culture and Student Impact)
- Advocate for the all-gender bathrooms distributed equitably throughout the campus. (Workforce, Campus Culture, and Student Impact)

Our goals resonate with all five of the ERG Program areas of focus:

- **ERG Member Impact:** Could include opportunities to gather in safe/brave spaces; formal and informal networking and mentoring; leadership development; advocacy workshops for allies/accomplices; celebrating member accomplishments; or partnering with talent acquisition team to promote advancement opportunities and identify and prepare candidates.
- **Workforce Impact:** Could include advising on policies, procedures, and practices that foster equity and inclusion; partnering with appropriate departments to advance cultural and structural competence on campus; or helping identify and recruit BIPOC, LGBTQ+, disabled, women, first generation, immigrant, and/or veteran candidates for employment at the College.
- **Campus Culture Impact:** Could include offering educational opportunities for Columbus State employees and/or students to broaden their DEI-related awareness and skills; partnering with appropriate departments to advance cultural and structural competence on campus; or sponsoring cultural, celebratory, and/or responsive events that promote campus-wide engagement with various cultures, equity milestones and setbacks, and relevant current events.
- **Student Impact:** Could include mentoring students; supporting student organizations; or partnering with appropriate departments to advance cultural and structural competence on campus.
- **Community Impact:** Could include engaging in activities that promote racial and social justice in the broader community and/or strengthen the campus/community connection.