Minutes of the Provisional Staff Advisory Committee to the President
Thursday, January 12, 2012
Alumni Center, School of Education, Health and Human Performance

Attending: J.J. Corbett, Stan Gray, Silvia Youssef Hanna, Enid Idelsohn, John Inman, Aron Kuch, Cheryl McClary (ex officio), Brian McGee (ex officio), Anne McNeal, Marlene Navor, Jake Stoudenmire, Sheila Vanek, Marcia White, Marlene Williams

Not attending: Tom Casey (ex officio), Herbert Frasier, Robert Reese

Call to Order

Marcia White called the meeting to order at 9:05 a.m.

Minutes of Last Meeting

The minutes of the December 7, 2011 meeting were distributed and were unanimously approved.

Old Business

Staff Professional Development Program

Marcia White reported that Linda McClenaghan and Clara Hodges accepted the appointments from the Staff Advisory Committee to the Staff Professional Development Program Committee which had its first meeting Monday, January 9, 2012.

Constituent Concerns

Everyone on campus is frustrated by the continuing problem with accessing MyCharleston. J.J. reported that IT is working hard to correct the problem.

New Business

Communication

An email from President Benson went out this morning alerting staff members that communication from the Provisional Staff Advisory Committee will be conducted through the Staff Forum. Marcia White reported that we are using a forum instead of a listserv for security purposes: a forum is less likely to be subjected to viruses and phishing. Marcia White will send an email explaining our website and suggestion form.

Committee Reports

Task Force on Membership
Aron Kuch has revised Section 6 of Article 2, Membership, of the SAC by-laws which deals with appointment of four members of SAC by the committee in the first year to provide continuity.

Aron also revised Section 8 of Article 2 of the SAC by-laws which deals with removal of a representative from the Staff Advisory Committee. It reads, “A Representative may be removed from the committee for reasons including but not limited to failure to meet eligibility requirements (Article 2, Section 1), excessive absences or non-participation or inappropriate or illegal conduct. Removal recommendations must be submitted by the Membership Subcommittee and approved by a two-thirds majority vote of the committee.”

As specified in the president’s charge to the Staff Advisory Committee, nominations and elections will take place annually in March. The dates will vary slightly from the president’s charge as noted in the Membership article of the by-laws. Newly elected committee members will begin service July 1.

Task Force on Committees

Stan Gray distributed a revised draft of the by-laws article on committees and there was extensive discussion about some of its provisions.

1. Standing and ad hoc committee members may be full-time non-instructional employees who are not members of the Staff Advisory Committee to the President. A quorum of any committee consists of 51% of its members, whether or not they are SAC members. A committee may include ex officio non-voting members.
2. Each year, the newly elected officers and the past chair of SAC make appointments of the chairs of the standing committees. Then those chairs are added to the Executive Committee.
3. Each standing or ad hoc committee is required to keep records of its official activities; informal conversations among members are not part of the official record.
4. The Executive Committee will be comprised of the SAC officers and standing committee chairs. The SAC immediate past chair will be a non-voting member.
5. A special meeting of SAC or any of its committees may be called by the chair of the committee in question or by written request of three members of the Staff Advisory Committee.
6. A transition meeting will be scheduled each year by the SAC chair during the time period between the end of the elections and July 1.
7. Appointments to standing and ad hoc committees will be for one year.

The Path Forward

1. Aron will send an email to the SAC members asking them to review the Membership article of the by-laws by 4:30 pm today.
2. Stan will post the Committees article of the by-laws to the SAC SharePoint site by Friday, January 13.
3. The members of SAC will review the Committees article and make comments in the Discussion section of the SharePoint site by Friday, January 20.
4. A subcommittee will meet January 26 at 9:00 am to assemble the complete by-laws document for final review by the whole committee at its meeting February 2. Aron will reserve the Financial Aid conference room for the subcommittee meeting subject to availability. Any member of SAC who is interested may join the subcommittee.
Next Meeting

February 2, 2012 at 9:00 am in the Alumni Center of the School of Education, Health and Human Performance.

Respectfully submitted,

Anne McNeal
Secretary
Article 2: Committee Membership

Section 1. Eligibility
Only full-time, non-instructional employees occupying numbered state lines shall be eligible for election to the committee.
College employees with position titles using the words “president” or “provost” are not eligible for election to the committee. Members of the roster faculty are not eligible, but employees who are full-time as non-instructional staff and are also adjunct faculty, are eligible for election to the committee.

Section 2. Composition
The committee shall consist of six (6) At-Large Representatives and eight (8) Divisional Representatives. The divisions of Institutional Advancement and Marketing and Communications (or their successor divisions) shall each have one Divisional Representative. The divisions of Academic Affairs, Business Affairs and Student Affairs (or their successor divisions) shall each have two Divisional Representatives. Each Divisional Representative must be employed within the represented division.

Section 3. Ex Officio Members
Each of following shall be a non-voting, ex officio member of the committee:

1. The Chief of Staff, or the President’s designee
2. The Director of Human Resources, or the Director’s designee
3. A full-time temporary employee appointed by the option of the Committee Chair

Section 4. Terms
Each Divisional Representatives shall serve a two-year term. Each At-Large Representative shall serve a one-year term.
No individual shall serve for more than three consecutive years as an elected member of the committee; thereafter, an individual is not eligible for service until at least 12 months have passed.

Section 5. Nominations
Any eligible staff member may self-nominate for an At-Large and/or an open Divisional Representative seat. Nominations shall be accepted during a 10 working day period closing at least 10 working days before the Divisional Representative elections. Nominations and elections will be announced via email and other suitable means of communication.

Section 6. Voting
Voting for Divisional Representatives shall occur in March of every year. The person that receives the most votes shall serve as the Divisional Representative. Only employees within the represented division may vote for their Divisional Representative nominees.

1. One Divisional Representative shall be elected in even-number years for each of the following divisions: Institutional Advancement, Academic Affairs, Business Affairs and Student Affairs.
2. One Divisional Representative shall be elected in odd-number years for each of the following divisions: Marketing and Communications, Academic Affairs, Business Affairs and Student Affairs.
   For the initial year of the committee, these positions will be appointed by a majority vote of the provisional committee.
Voting for At-Large Representative shall occur within two weeks of the conclusion of the Divisional Representative elections. The two persons who are employed in paybands one through four that receive the most votes shall serve as At-Large Representatives. Of the remaining nominees, the four persons that receive the most votes shall serve as At-Large Representatives. All voting-eligible employees may vote for the At-Large Representatives nominees, regardless of division.
For all elections, in case of a tie, the employee with the longest term of service shall serve.

Section 7. Resignation
Resignations from the committee shall be submitted in writing to the Committee Chair.

Section 8. Removal
A Representative may be removed from the committee for reasons including but not limited to failure to meet eligibility requirements (Article 2, Section 1), excessive absences or non-participation or inappropriate or illegal conduct. Removal recommendations must be submitted by the Membership Subcommittee and approved by a two-thirds majority vote of the committee.

Section 9. Replacement
Vacancies shall be filled by the following method:
   1. The person who received the next highest vote count in the most recent election for the vacant position and who is not already serving on the committee.
   2. Lacking a willing and eligible person from option 1, the committee shall solicit nominations from the represented division or all staff, depending on the vacant position, and appoint via a majority vote of the remaining committee members, less the Committee Chair. Note: the exclusion of the Committee Chair is unique to voting for replacing vacancies.
   3. Should a tie result from option 2, the Committee Chair shall serve as tie-breaker.
When a vacancy is filled, the expiration of the term remains the same.

Section 10. Divisional Transfer
A Divisional Representative that is no longer employed in the represented division, but remains eligible for the committee, shall remain a Divisional Representative until the end of the term year. If another year remains until the expiration of the term, a Divisional Representative shall be elected to serve a one-year term.
GENERAL COMMITTEE RULES

1. All SAC representatives will serve on at least one Standing Committee per each term of one year. Representatives may rank their top three committee preferences; however the Executive Committee, minus standing committee chairs, will make final committee assignments. Committee chairs shall then be elected by their respective standing committee members. Once committee chairs are selected, (no later than the next Executive Committee meeting, committee meeting dates/times will be established and provided to the Representatives. Committee chairs must be current members of SAC. Ex officio members shall serve in a, non-voting advisory capacity as needed for each committee. The Executive Committee will determine the number of members to assign to each committee as needed each term.

2. SAC may create such committees as are determined to be necessary to the furtherance of SAC’s purposes. The Executive Committee shall make recommendations regarding committee formations, which are then subject to the approval of the full SAC.

3. Committee membership shall be open to all interested, full-time, non-instructional employees of the College of Charleston.

4. Each committee shall be composed of a chair and such additional members as are required to achieve its designated purpose.

5. In consultation with committee members, committee chairs shall be responsible for working within the budget designated annually for their respective committees.

6. Committees may act for or on behalf of SAC only with the prior consent of SAC or the Executive Committee.

7. Committees shall maintain records (written or otherwise) of their official activities. The Committee Chair shall transfer all committee records to the Secretary of SAC upon completion or termination of its purpose or activities as determined by SAC or the Executive Committee.

8. A quorum for each committee shall be 50% of voting committee members.

9. Committee Chairs shall provide to SAC and Executive Committee reports of their activities as requested.
10. Special meetings of any committee may be called by the Chair of that committee or by written request of three SAC members.

EXECUTIVE COMMITTEE

MEMBERSHIP

The Executive Committee shall consist of the Chair, Vice Chair, Secretary, the immediate Past Chair (ex officio) of the SAC and chairpersons from the standing committees. Guests may be invited to attend Executive Committee meetings by the SAC Chair as needed.

RESPONSIBILITIES

1. To the fullest extent of its authority, the Executive Committee shall have general supervision of the affairs of the SAC, make recommendations to the SAC, and execute the will of SAC as demonstrated by the votes of its membership and in accordance with these bylaws.

2. The Executive Committee shall propose the annual agenda and consider and possibly refer items, including items submitted by staff, to the appropriate committees for their review and subsequent recommendation to the SAC.

3. The Chair and/or a quorum of the Executive Committee shall have the authority to act on behalf of SAC in emergency or time-sensitive situations.

4. The Executive Committee shall recommend to the Office of the President administration changes to policies and procedures as requested by SAC.

5. The Executive Committee shall meet as necessary and may call special meetings of the SAC as required.

6. A written report of each Executive Council meeting shall be prepared and made available to SAC representatives at least one week before regularly scheduled meetings of the SAC.

7. Actions taken by the Executive Committee shall be subject to review and determination of the full SAC, and none of its acts shall conflict with action taken by the SAC.

APPOINTMENTS

1. The Executive Committee shall appoint a requisite number of committee members as are necessary to fulfill the purposes of SAC and will fill vacancies as they occur.

2. The Executive Committee shall appoint a requisite number of Delegates to serve on external institutional committees and councils as are necessary to fulfill the purposes of SAC and will fill vacancies as they occur.
3. Long-term inability to participate on SAC, or to perform the duties of an office, committee member, committee chair, or delegate means the failure to attend regular meetings, Executive Committee meetings, committee meetings, or the meetings of an external institutional committees and councils for a period of three months or more; unless such member, officer, committee member, committee Chair, or delegate has made prior arrangements with the Executive Committee for a replacement during his or her absence. Replacements shall have the term “Interim” designated before their respective titles within SAC.

DELEGATES

There shall be Delegates to represent SAC on administrative committees, working groups, task forces, and such other official bodies of the College, or external to the College. Delegates shall be appointed in accordance with these Bylaws. The organizations to which Delegates will be assigned will be determined by the Executive Committee, approved by the full SAC, and listed in the Operating Rules and Procedures.

Delegates shall carry out their respective duties as follows:

1. Attend and participate in all appropriate meetings and activities of the subject external constituency.
2. Report to SAC all relevant information from the subject external institutional committees and councils.
3. Represent the positions of SAC to the subject external constituency.
4. Other duties as assigned in accordance with the Operating Rules and Procedures.

AD HOC COMMITTEES

Ad Hoc committees shall be created and disbanded as deemed necessary by the SAC President. The committee can consist of both current and former SAC members but must be chaired by a current member of the SAC.

UNIVERSITY COMMITTEES

The SAC Chair shall appoint a member of the SAC to represent the SAC on College of Charleston committees/councils when necessary, taking into account the expertise of the member and his/her area of representation. Outgoing members will be asked if they wish to remain part of a communications and resource network. Those wishing to participate will be considered as a potential resource for service on committees. If the appointee is unable to attend meetings and provide activity reports to the SAC, the SAC Chair may choose a replacement.

COMMITTEE RESPONSIBILITIES

1. A written copy of all formal resolutions and committee reports should be submitted to the Executive Committee prior to presentation at the full SAC meeting. Each committee should prepare a report to be presented at the full SAC meeting.

2. Maintain committee records containing: summary reports, current assignments and letters,
completed assignments and letters, members’ attendance at meetings, and a committee members’ list. Work on letters and agenda items as assigned.

3. Make recommendations to the SAC. Any material to be included in the agenda will be sent to the Secretary seven (7) calendar days before the scheduled meeting.

4. The Chair will call a transition meeting with incoming and outgoing committee members prior to the next election.

PARLIAMENTARY AUTHORITY

1. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern SAC committees in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the SAC may adopt.
2. In the event of a conflict between the Rules of Order and these Bylaws, the provisions of these Bylaws shall control.
3. These Bylaws shall be interpreted to provide the maximum flexibility for SSC to carryout its purpose.
4. Substantial compliance with the provisions of these Bylaws shall constitute proper execution of its requirements.

AMENDMENT OF COMMITTEE BYLAWS (OR, ALL BYLAWS?)

1. Committee bylaws may be amended at any regular meeting of the SAC by a 2/3s majority vote of the SAC members, provided that the amendment has been submitted in writing at the previous regular meeting and approved by the Executive Committee.

OPERATIONAL GUIDELINES FOR INTRODUCTION OF NEW OR REVISED POLICY

1. Introduction of Policy: Any SAC member may propose a new or revised policy by way of a motion to the floor during the discussion of New Business agenda items. Once a motion is made and approved by the SAC, the Chair will then assign the issue to the proper standing committee or establish an ad hoc committee if appropriate.
2. Communications: The committee chair will examine the issue with full disclosure to the SAC member who introduced the issue and to the Executive Committee.
3. Policy Revision: The committee chair will provide copies of the present policy along with copies of the proposed revised policy to each member of the SAC one month in advance of the vote.
4. New Policy: The committee chair will provide copies of the proposed policy to all members of the SAC one month in advance of the vote.
5. Forwarding the Policy: If the SAC approves the new or revised policy, the proposed policy and a supporting resolution shall be forwarded by the Secretary to President.
STANDING COMMITTEES

MEMBERSHIP COMMITTEE

The name of the committee shall be the “Membership Committee.” The membership of such committee shall designate from within its membership a chair whose duties may be established within the Operating Rules and Procedures.

The purpose of the Membership Committee is as follows:

1. Conduct all SAC representative elections and officer elections.
2. Evaluate representation in each of the constituent area
3. Implement new member orientation.

A sufficient number of disinterested members, who will be determined by a majority vote of SAC, shall administer elections for members and officers, in accordance with these Bylaws, and such other requirements as set forth in the Operating Rules and Procedures. Such members shall comprise a non-appointed committee whose terms shall be for a reasonable period of time within which to administer any given election.

COMMUNICATIONS COMMITTEE

The name of the committee shall be the “Communications Committee.” The membership of such committee shall designate from within its membership a chair whose duties may be established within the Operating Rules and Procedures.

The purpose of the Communications Committee is as follows:

1. Develop a systematic means for communicating to all staff employees existing SAC policy, specific actions and feedback concerning all matters considered by this SAC.
2. Develop, coordinate and distribute special recognition and awards to College staff.

COLLEGE RELATIONS COMMITTEE

The name of the committee shall be the “College Relations Committee.” The membership of such committee shall designate from within its membership a chair whose duties may be established within the Operating Rules and Procedures.
The purpose of the College Relations Committee is as follows:

1. Perform a SAC relations role, coordinating communications between SAC and faculty and student representation. (Office of the President, Executive Team, Faculty Senate, BOT, Foundation Board, SGA and other bodies.)
2. The College Relations committee will also coordinate external activities of the SAC and organize events as appropriate.

**STAFF WELLNESS COMMITTEE**

The name of the committee shall be the “Staff Wellness Committee.” The membership of such committee shall designate from within its membership a chair whose duties may be established within the Operating Rules and Procedures.

The purpose of the Staff Wellness Committee is as follows:

1. Consider the development of job and supervisory skills, compensation, benefits, and welfare of staff employees.
2. The committee will formulate and recommend university-wide policies and procedures related to the general wellness of employees.