Minutes of the Provisional Staff Advisory Committee to the President
Thursday, February 16, 2012
Alumni Center, School of Education, Health, and Human Performance

Attending: Tom Casey (ex officio), Herbert Frasier, Stan Gray, Silvia Youssef Hanna, Enid Idelsohn, Aron Kuch, Cheryl McClary (ex officio), Brian McGee, Anne McNeal, Jake Stoudemire, Sheila Vanek, Marcia White, Marlene Williams

Not Attending: J.J. Corbett, John Inman, Marlene Navor, Robert Reese

Call to order

Marcia White called the meeting to order at 9:00 AM

Minutes of Last Meeting

The minutes of the February 2, 2012 meeting were distributed and unanimously approved as submitted.

Old Business

Bylaws

Marcia White reported that she received input on the final version of the bylaws from everyone except J.J. Corbett who is recovering from surgery. She will email them to Brian McGee today to be presented to President Benson for approval.

New Business

Elections Management

A copy of Article 2: Committee Membership, Sections 1-6, of the final draft of the bylaws was distributed. (Appendix A) The committee will proceed with plans for nominations and elections pending approval of the bylaws by President Benson.

The bylaws provide for four divisional representatives and six at-large representatives to be elected during this first election. The Provisional SAC will appoint the four divisional representatives that will henceforth be elected in odd years. The four appointees will serve one-year terms. The committee decided to appoint them after the elections take place. The committee wants to ensure that there is representation from the current Provisional SAC, either by election or appointment, to provide for continuity from the provisional committee to the first elected committee.

Aron Kuch reported that IT has said the online voting system will be available March 1. If it is not available then, we will set up the ballot as a survey in Qualtrics.

Brian recommended five days for voting to be open.
The committee decided on the following schedule:

**February 27 - March 9**  
Self-nominations for both the at-large and divisional elections

**March 12 – 23**  
Closed

**March 15**  
SAC meeting for certification of nominations

**March 16**  
Announcement of the nominees for the divisional election

**March 26 – 30**  
Divisional election

**April 5**  
SAC meeting to certify the results of the divisional election

**April 6**  
Announcement of results of the divisional election and the nominees for the at-large election

**April 16 – 20**  
At-large election

**Notification of elections and solicitation of nominations:**

1. HR can sort a list of employees by division and create labels for delivery of the notice by Mail Services. Tom will go ahead and request labels, including the pay band number on the label.
2. The notice will also be sent by email, posted to the Staff Forum, and distributed in hard copy to various departments for physical posting. Those departments, such as Physical Plant and Residence Life, have a number of employees who do not have regular access to emails or the forum.
3. Aron Kuch will have an announcement on MyCharleston.
4. Brian McGee said the President’s Office will fund the election expenses.

**Producing the notification:**

1. Marcia White, Aron Kuch and Anne McNeal will meet February 17 to design the notification and the nomination form and send them out to the other committee members for review and comment. They will be completed by February 21 and sent to the Copy Center by February 23 to print, fold and staple. There will be a “labeling party” to apply labels for delivery to Mail Services.
2. Enid Idelsohn suggested an organization chart showing which departments are in which divisions.
3. Silvia Youssef Hanna suggested a visual chart showing the total concept of divisional representatives, at-large representatives, and years of service for each. Aron will provide a rough sketch to Marcia to “prettify”.
4. Anne suggests telling people how to find their pay band: go to MyCharleston, Employee tab, Pay Information or call HR for help.
5. Nomination forms will be designed online and reproduced in hard copy. They will include job title, length of employment at C of C, and a brief statement of interest in serving on SAC. It will also have Yes and No check boxes to indicate interest in self nominating for a divisional seat and/or an at-large seat. Marcia White will ask Larry Stoudemire in Marketing and Communications to design the online form.
6. Instructions for submitting the nomination form: Nomination forms can be sent to \texttt{sac@cofc.edu} or via email or in person to any member of the Provisional SAC. Include the URL for the website page containing the list of members.

The committee will meet March 15 at 9:00 AM to receive the president’s feedback on the bylaws and certify the nominations. After the bylaws are fully approved, they will be posted to the SAC website for access by all employees.
Anne McNeal will get meeting rooms for the March 15 and April 5 meetings.

Silvia Youssef Hanna proposed pushing the entire schedule ahead by a week. The group discussed the proposal and decided the original schedule can be met.

The meeting was adjourned at 10:00 AM.

Respectfully submitted,

Anne McNeal
Secretary
Appendix A

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. Employees who are full time as non-instructional staff and are also adjunct faculty are 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.

Section 2. Composition
The committee shall consist of six at-large representatives and eight 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 the following shall be a non-voting, ex-officio member of the committee:
   a. The Chief of Staff or the President’s designee
   b. The Director of Human Resources or the director’s designee
   c. A full-time temporary employee appointed at the option of the SAC chair

Section 4. Terms
Each divisional representative 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 through 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 (Article 1, Section 3) within the represented division may vote for their divisional representative nominees.
a. 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.

b. 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.

c. For the first year of SAC, the positions in Section 6(b) will be appointed by a majority vote of the provisional committee.

Voting for at-large representatives shall occur within 10 working days of the conclusion of the divisional representative elections. The two persons who are employed in pay bands 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 (Article 1, Section 3) may vote for the at-large representatives nominees, regardless of their division.

Regarding all elections: In case of a tie, the employee with the longest term of service shall serve.