Minutes of the Provisional Staff Advisory Committee to the President
Wednesday, December 7, 2011
Alumni Center, School of Education, Health and Human Performance

Attending: Tom Casey (ex officio), 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, Marcia White, Marlene Williams

Not attending: J. J. Corbett, Herbert Frasier, Robert Reese, Sheila Vanek

Call to Order

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

Minutes of Last Meeting

The minutes of the November 9, 2011 meeting were distributed and were unanimously approved.

Old Business

Temporary Staff

As requested by the committee, Enid Idelsohn provided a summary of temporary positions including the start date of each employee in those positions. Aron Kuch added a column giving time of service. The document is available on the committee’s Sharepoint site. There are 309 temporary employees. The median length of service is approximately four years.

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<tr>
<th>Years of Service</th>
<th>Number of Temporary Employees</th>
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<tr>
<td>&lt;1</td>
<td>99</td>
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<tr>
<td>1-1.99</td>
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<td>2-2.99</td>
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<td>3-3.99</td>
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<td>4-4.99</td>
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<td>20+</td>
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Staff Professional Development Program

Brian McGee explained that the President’s Office has reviewed similar programs at other schools and is ready to announce the procedure for staff members to apply for the professional development grants.

A committee will be appointed to meet three times a year to screen the applications and award the funds: two members appointed by President Benson and two appointed by the Provisional Staff.
Advisory Committee. Elizabeth Kassebaum has been appointed by the president to serve as one of his appointees and as chair.

The program will have a website within the President’s Office website with the application form and instructions.

The committee members discussed asking staff members to self-nominate to serve on the program committee, but decided to go ahead and make appointments from the list of employees who self-nominated to the Provisional Staff Advisory Committee but were not appointed. Four candidates were selected and voted on and will be asked to serve in the order of number of votes received until two have accepted: 1) Linda McClenaghan; 2) Clara Hodges; 3) Jolanda-Pieta van Arnhem; 4) Jeff Tomlinson. This procedure was adopted as being most expedient because the President’s Office is already receiving inquiries about the program and, as Anne McNeal pointed out, there are a number of professional conferences in January and February for which staff members would like to go ahead and apply for grants.

Stan Gray suggested that the two SAC appointees should be included as members of one of the standing committees after the permanent committee is elected and establishes its standing committees.

Partial funding of a professional development opportunity will be considered, but student travel will not be funded through this program.

Communication

An email from President Benson will go out today or tomorrow alerting staff members that communication from the Provisional Staff Advisory Committee will be conducted through the staff@cofc.edu listserv. After that email goes out, Marcia White will send an email to the listserv explaining our website and suggestion form.

Constituent Concerns

No one had any new constituent concerns to add to the list.

New Business

Committee Reports

Task Force on Membership

Aron Kuch distributed the draft of the Membership section of the by-laws (Appendix A). It is also on the committee’s Sharepoint site.

1. There will be six positions on the Staff Advisory Committee elected at-large for one-year terms.
2. There will be eight divisional positions elected by members of the specified divisions for two-year terms, four in even-numbered years and four in odd-numbered years.
3. The committee voted unanimously to elect four divisional representatives from the members of the provisional committee to serve one-year terms to provide continuity in the committee membership. These are the divisional seats that will later be elected in odd-numbered years.
The section on Removal of Members has not been completed. The group discussed options at length and decided to ask the Task Force on Membership to draft language to be submitted for a vote at the next committee meeting.

**Task Force on Committees**

Stan Gray has reviewed bylaws at other schools and drafted language which was sent to his committee members. He is also looking for a time for them to meet.

**Next Meeting**

The next two meetings were scheduled: January 12, 2012 at 9:00 am and February 2, 2012 at 9:00 am. Anne McNeal will reserve a meeting room.

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 [Month] 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.

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
(Additional discussion needed)
A Representative who no longer meets eligibility requirements (Article 2, Section 1) will automatically be removed from the committee.

If in a term year, a Representative accumulates a total of absences great than [percentage] of regularly scheduled meetings, the Representative may be removed by a majority of the remaining committee members.

A member that is consistently disruptive of committee operations may be removed by...

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.

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.
Appendix B

Committee Formation and Governance Bylaws

Provisional SAC members

JJ Corbett, Herbert Frasier, Stan Gray, Silvia Hanna, Enid Idelsohn, John Inman, Aron Kuch, Anne McNeal, Marlene Navor, Robert Reese, Jacob Stoudenmire, Sheila Vanek, Marcia White, Marlene Williams. Tom Casey (ex officio), Brian McGee (ex officio),

Committee process members

Sheila Vanek, Herbert Frasier, Cheryl McClary, Enid Idelsohn, J.J. Corbett and Jacob Stoudenmire, Stanfield Gray

SUGGESTED LANGUAGE REGARDING COMMITTEES:

All SAC representatives will serve on a Standing Committee. Representatives may rank their top three committee preferences; however the Executive Committee will make final committee assignments. Once Committee chairs are selected, (no later than the Executive Committee meeting in April?), committee meeting dates/times will be established and provided to the Representatives. Ex officio members shall serve in an advisory capacity as needed for each committee.

How many standing committees do we need? Based on SAC’s previous discussions, we have five standing committee recommendations as follows. Is this a manageable number? Are any committees missing? Are the committee names comprehensive enough?

STANDING COMMITTEES

1. Executive/Governance (Policy and Procedures)

   - Membership
     
     o The Executive Committee will consist of the President, Vice President, Secretary, the immediate Past President of the SAC and chairpersons from the standing committees. Guests may only attend if invited by the President and only for the meeting(s) their presence is requested.

   - Responsibilities
     
     o The Committee's purpose shall be to propose the annual agenda and to consider and possibly refer items, including items submitted by staff, to the appropriate committees for their review and subsequent recommendation to the SAC. The Executive Committee shall have general supervision of the affairs of the SAC between meetings, make
recommendations to the SAC, and perform other duties as specified in these bylaws. The Executive Committee shall be subject to the orders of the SAC, and none of its acts shall conflict with action taken by the SAC.

2. Membership Committee

The purpose of the Membership Committee is to conduct all SAC representative elections, officer elections, evaluate representation in each of the constituent areas, and implement new member orientation.

3. Communications Committee

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.

4. College Relations Committee

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. (Executive Team, BOT and other bodies?)
2. The College Relations committee will also coordinate external activities of the SAC and organize events as appropriate.

5. Staff Wellness Committee

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. The committee will formulate and recommend university-wide policies and procedures related to the general wellness of employees.

OTHER QUESTIONS

How should the committee chair be selected/appointed? What are this person’s duties?

How many members should be on each committee? And, how long should each member serve? There are currently 14 voting members of the SAC. Should we divide the number of voting members by the number of committees?
How should representation be apportioned?

Business Affairs
Student Affairs
Academic Affairs
Marketing and Communications
Institutional Advancement

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 President shall appoint a member of the SAC to represent the SAC on University 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 President may choose a replacement.

Committee Responsibilities

A. 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.

B. Maintain committee records containing: summary reports, current assignments and letters, completed assignments and letters, members’ attendance at meetings, and a committee members' list.

C. Work on letters and agenda items as assigned.

D. 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.
E. Hold a transition meeting with incoming and outgoing committee members before
the June? meeting.

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the SAC
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 Senate may adopt.

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the SAC by a simple 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

A. 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 President will then assign the issue to the proper standing committee or
establish an ad hoc committee if appropriate.

B. Communications: The committee chair will examine the issue with full disclosure to
the SAC member who introduced the issue and to the Executive Committee.

1. 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 Senate one month in advance of the vote.

2. 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.

3. Forwarding the Policy: If the SAC approves the new or revised policy, the proposed policy and a
supporting resolution shall be forwarded to President’s Chief of Staff? A copy of the resolution will also
be forwarded to the Chief Human Resources Officer? Anyone else?