Minutes of the Provisional Staff Advisory Committee to the President  
Thursday, February 2, 2012  
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, Jake Stoudenmire, Robert Reese, Marcia White, Marlene Williams  

Not Attending: J.J. Corbett, Herbert Frasier, Marlene Navor, Sheila Vanek  

Call to order  
Marcia White called the meeting to order at 9:10 AM  

Minutes of Last Meeting  
The minutes of the January 12, 2012 meeting were distributed and unanimously approved as submitted.  

Old Business  

- Marcia reported that Linda McClenaghan said 6 to 8 applications have been submitted for the Staff Development Fund.  
- Several suggestions have been submitted on our suggestion form.  
- Finalize draft copy of bylaws (Appendix A)  
  - Aron Kuch reviewed Articles 1, 2, 3, 5 and 6.  
    - Article 1: Definition - is written directly from the charge given to SAC by President Benson with no significant changes.  
    - Article 2: Membership – has no significant changes since its presentation at the last meeting of SAC.  
      - John Inman suggested reordering the statements in Section 1.  
      - Section 6 will specify that elections will take place each year in March and will have “two weeks” replaced by “10 business days.”  
      - Silvia Youssef Hanna asked whether information about nominees will be provided, and whether they will campaign. The committee decided to leave those decisions to the Nominating Subcommittee.  
      - Aron pointed out that the duration of voting is not defined. It was decided to leave it undefined.  
      - Article 3: Officers – We will request a small budget from the president, so treasurer responsibilities were given to the secretary, now secretary/treasurer. The secretary/treasurer will disburse funds with approval of the chair.  
      - Article 5: Meetings  
        - In Section 2, add “by written petition of” three or more SAC members.
In Section 3, if the agenda is revised during the meeting, record the revisions in the minutes; do not revise the posted agenda.

- Article 6: Amending the Bylaws – there was no discussion.
  - Article 4: Committees – Stan Gray reported that there are few changes from the draft presented at the last meeting. The committee decided that there should be a process for input from staff before the chair prepares the annual committee agenda. This will be added to Communication Subcommittee responsibilities.
  - The naming protocol will be that SAC is a committee, not a council. Standing committees will be referred to as “subcommittees.” Ad hoc committees will be “working groups.” Staff members who are not members of SAC but represent SAC for institutional purposes will be called “staff appointees” instead of “delegates.”
  - Brian McGee stated that Robert’s Rules of Order is the authority for any procedure not covered in the bylaws.
  - Marcia White will proof and edit the complete final document and distribute it for review. Everyone is requested to respond, whether or not they have suggested changes. Then Marcia will give the document to Brian McGee to be presented to President Benson.

A motion to approve the bylaws as amended was unanimously approved.

**New Business**

Establishment of a timeline and procedures for election of permanent SAC members.

- SAC will meet Thursday, February 16 at 9:00 a.m. to begin planning the election. Anne McNeal will reserve a meeting room and send out the meeting invitation. Aron Kuch will work with IT to determine whether the election can be held online. If not, we will use the Qualtrics survey application this year. The entire Staff Advisory Committee will work on preparing for the election, not just a subcommittee.

The meeting was adjourned at 10:05 AM.

Respectfully submitted,

Anne McNeal
Secretary
Proposed Bylaws of the Staff Advisory Committee to the President

Article 1: Definition

Section 1. Name
The name of the committee is the Staff Advisory Committee to the President

Section 2. Purpose
The Staff Advisory Committee (SAC) has several purposes, including:

1. To advise the President about staff opinions concerning all issues and matters at the College that the committee considers of importance to the staff and to the institution.
2. To receive from the President requests for advice and counsel regarding matters relevant to the staff that may call for action by the President or other members of the administration.
3. To increase awareness of the contributions made by staff to the College of Charleston and to promote the recognition of outstanding staff.
4. The SAC will not serve as substitute for the formal grievance procedures of the College.

Section 3. Representation
The SAC is the designated representational body for all full-time, non-instructional staff members occupying numbered state lines.

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 (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 10 working days 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.

Article 3: Officers

Section 1. Nomination & Voting
Officers are elected from and by the 14 voting SAC members. Officers shall be elected by affirmative vote of a majority of the SAC. If a plurality results, the two individuals with the most votes shall be presented on a second ballot until a majority is attained. Voting shall occur in the following order: Chairperson, Vice Chairperson, and then Secretary/Treasurer. Election of these positions will occur during the first SAC meeting of the elected term.

Section 2. Term Duration
Officers are elected for a term of one year. Officers shall be eligible for re-election of the same office, but may not serve more than 24 months after which a 12 month waiting period is required before re-election.

Section 3. Chairperson
The Chair shall preside over the Executive Subcommittee and meetings of the SAC; meet with the President of the College; collaborate with representative members of the Faculty and Students; propose the annual agenda as well as prepare each meeting agenda; perform such other duties associated with this office.

Section 4. Vice Chairperson
The Vice Chair shall preside in absence of the Chair; serve as assistant to the Chair; complete term vacated by Chair; perform such other duties associated with this office.

Section 5. Secretary/Treasurer
The Secretary/Treasurer shall prepare and distribute the minutes of meetings; maintain records of the SAC including mailing lists, minutes and budget records; publish the business conducted at each meeting in an appropriate publication/electronic forum to the Staff; record attendance at meetings; authorize disbursement of funds consistent with the approved budget; perform such other duties associated with this office. All agendas, records, distributions and disbursement of funds will be with the approval of the SAC chairperson.
Article 4: Committees

GENERAL SUB-COMMITTEE RULES

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

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

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

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

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

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

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

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

9. Special meetings of the SAC may be called by the SAC Chair or by written request of three SAC members.

10. Special meetings of a standing sub-committee be called by the SAC Chair, or the Chair of the sub-committee or by written request of three SAC members.
EXECUTIVE SUB-COMMITTEE

MEMBERSHIP

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

RESPONSIBILITIES

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

2. The Executive Sub-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 Sub-Committee shall have the authority to act on behalf of SAC in emergency or time-sensitive situations.

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

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

6. A written report of each Executive Sub-Committee 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 Sub-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 Sub-Committee shall appoint a requisite number of sub-committee members as are necessary to fulfill the purposes of SAC and will fill vacancies as they occur.

2. The Executive Sub-Committee shall assign a requisite number of Appointees 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, sub-committee member, sub-committee chair, or staff appointee means the failure to attend regular meetings, Executive Sub-Committee meetings, sub-committee meetings, or the meetings of an external institutional committees and councils for a period of three months or more; unless such member, officer, sub-committee member, sub-committee Chair, or Appointee has made prior arrangements with the Executive Sub-Committee for a replacement during his or her absence. Replacements shall have the term “Interim” designated before their respective titles within SAC.

STAFF APPOINTEES

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

Staff Appointees should 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 SUB-COMMITTEES

Ad Hoc sub-committees may be created and disbanded as deemed necessary by the SAC Chair. The sub-committee can consist of both current and former SAC members, and other eligible constituents but must be chaired by a current member of the SAC.

UNIVERSITY COMMITTEES

The SAC Chair may 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.

SUB-COMMITTEE RESPONSIBILITIES

1. A written copy of all formal resolutions and sub-committee reports should be submitted to the Executive Sub-Committee prior to presentation at the full SAC meeting. Each sub-committee should prepare a report to be presented at the full SAC meeting.
2. Maintain sub-committee records containing: summary reports, current assignments and letters, completed assignments and letters, members’ attendance at meetings, and a sub-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 Chairperson seven (7) calendar days before the scheduled meeting.

4. The Chair will call a transition meeting with incoming and outgoing sub-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 SAC to carryout its purpose.
4. Substantial compliance with the provisions of these Bylaws shall constitute proper execution of its requirements.

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 sub-committee or establish an ad hoc sub-committee if appropriate.
2. Communications: The sub-committee chair will examine the issue with full disclosure to the SAC member who introduced the issue and to the Executive Sub-Committee.
3. Policy Revision: The sub-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 sub-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 the President.

STANDING SUB-COMMITTEES
MEMBERSHIP SUB-COMMITTEE

The name of the sub-committee shall be the “Membership Sub-Committee.” The membership of such sub-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 Sub-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 sub-committee whose terms shall be for a reasonable period of time within which to administer any given election.

COMMUNICATIONS SUB-COMMITTEE

The name of the sub-committee shall be the “Communications Sub-Committee.” The membership of such sub-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 Sub-Committee is to:

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. Solicit input from staff employees at the end of each term to assist the Chair in setting the next annual agenda.
3. Develop, coordinate and distribute special recognition and awards to College staff employees.

COLLEGE RELATIONS SUB-COMMITTEE

The name of the sub-committee shall be the “College Relations Sub-Committee.” The membership of such sub-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 Sub-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 Sub-committee will also coordinate external activities of the SAC and organize events as appropriate.

**STAFF WELLNESS SUB-COMMITTEE**

The name of the sub-committee shall be the “Staff Wellness Sub-Committee.” The membership of such sub-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 Sub-Committee is as follows:

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

**Article 5: Meetings**

**Section 1. Frequency**
The SAC meets at least four times during an elected term.

**Section 2. Scheduling**
The SAC Chairperson can call, cancel or postpone any meeting. Additionally a meeting can be called by written petition of three or more SAC members.

**Section 3. Agenda**
Agendas should be posted 3 days before the meeting date. During the meeting, the agenda can be revised by a two-thirds majority vote.

**Section 4. Quorum**
A majority of regular SAC members, plus either the Chairperson or Vice Chairperson, shall constitute a quorum for the transaction of business.

**Article 6: Amending Bylaws**

**Section 1. Amending Bylaws**
These bylaws may be amended at any regular meeting of the SAC by a two-thirds majority vote of the SAC regular members, provided that the amendment has been submitted in writing at the previous regular meeting and approved by the Executive Subcommittee and the College President.