

# Columbus State Community College

## Staff Advisory Council Charter

### Organization Name:

The name of the organization shall be Columbus State Community College Staff Advisory Council (SAC) hereinafter referred to as SAC.

### Purpose and Objectives:

Staff Advisory Council has been given the charge by the President to work in partnership with the College Community on matters of institutional concern. Staff or the President can initiate discussions. Staff Advisory Council is not to be a substitute for the formal grievance or shared governance processes of the College.

In the process, SAC will take the necessary actions to accomplish the following objectives:

- Collaborate in the execution of the College's Strategic Priorities
- Actively participate in administrative committees, planning groups, task forces, and other institutional meetings
- Advise the President regarding staff enrichment and concerns
- Support, develop, and promote activities and voluntary services, which serve Columbus State Community College (CSCC) and the community
- Facilitate communication among staff, faculty, and administration
- Articulate and coordinate (and revise when necessary) the council's current mission and focus through the SAC Business Plan (accepted as an Addendum to the Charter)

### Article I: Membership Requirements

Section 1: Staff Advisory Council will consist of full-time staff in good standing. The Council will accept new members twice per year.

Section 2: The Staff Advisory Council year is July 1 through June 30, and they shall plan to every second Thursday of the month. The Chair may call additional special meetings as needed.

Section 3: Staff Advisory Council General Meetings are open to all CSCC employees.

Section 4: Parliamentary procedure shall follow the rules contained in the current edition of Robert's Rules of Order.

## Article II: Elected Officers

Section 1: Elected officers will begin their term at the beginning of the first regular meeting of the SAC year.

Section 2: Elected officers shall be elected prior to the annual retreat through anonymous surveys deployed by the Assistant Director of OIE.

Section 3: Elected officers must be current and active members of SAC.

Section 4: An elective officer is not eligible to serve more than two years in the same office, except the Chair, who cannot serve more than one council year. No officer can hold more than one executive position concurrently. However, the Chair may use their discretion to approve a current elective officer to run for the same office if there are certain circumstances involved or if no member wishes to run for that vacant office.

## Article III: Activities, Duties, and Responsibilities

Section 1: Council members shall serve a minimum of two years without a maximum. Each member is required to serve on at least one SAC Sub-committee for a one-year term.

Section 2: Council members whose job classification no longer meet stated requirements in this document, must notify, in writing, the SAC Chair before the next regular or special meeting.

Section 3: Council members must not be involved in behavior unbecoming of a College employee. Violation can result in removal from office.

## Article IV: Standard Committee Procedures

Section 1: The Chair shall read the name and purpose of each sub-committee at the first meeting of the new Council year.

Section 2: Sub-committees shall be: the Elections and Bylaws Committee, Communications Committee, Activities and Staff Enrichment Committee, 5K Scholarship Committee, and the Leadership Circles Committee.

Section 3: Various ad hoc committees can be established or disbanded whenever deemed necessary by the Chair.

Section 4: No committee, sub, or ad hoc shall take any action outside the scope of implied or expressed authority, nor shall act without the Consent of a majority of Council Members.

Section 5: All monies received by committees must be submitted to the Treasurer, their designee, or the CSCC cashier within three business days after collection.

Section 6: All Council budgets must be approved by a roll call vote at the Executive Team Meeting.

Section 7: The Treasurer shall verify budget availability before the Executive Sponsor approves individual expenditures.

Section 8: Incumbent Committee Chairs shall remain in their capacities until a new Chair is appointed for the next term.

#### Article V: Executive Sponsor Role

Section 1: The College President or designee may appoint a non-voting Executive Sponsor to SAC.

Section 2: The Executive Sponsor shall act as an Advisor to SAC and serve as a liaison between the Council, the President, and the Senior Vice President of Administration.

Section 3: The Executive Sponsor shall have no vote but may participate in Council functions and make recommendations.

#### Article VI: Governance

Section 1: Staff Advisory Council is affiliated with the Ohio Staff Council of Higher Education (OSCHE) and is governed by its bylaws.

Section 2: The Chair, with a second council member, shall represent the Council at OSCHE meetings and maintain full voting privileges by OSCHE's By-Laws.

Section 3: Two alternative Council Members can volunteer or be appointed by the Chair. They will serve as full voting members at OSCHE meetings in the event one or both primary Council members are unable to fulfill their duties.

## Article VII: Formalities

Section 1: The Charter of SAC shall be adopted and amended by a two-thirds majority vote of Council members during a special or regular SAC meeting.

Section 2: The Bylaws of SAC shall be adopted and amended by a simple majority vote of present Council Members during a special or regular SAC meeting. The Bylaws will operate in conjunction with this Charter.

Section 3: Adoption of this Charter replaces previous SAC governing documents.