

# CAMERON UNIVERSITY

## Staff Advisory Council

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### Policy Statement

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Hereby is created the Staff Advisory Council of Cameron University, whose charge is to represent the administrative, professional, classified, and permanent part-time staff of the University, and to make policy recommendations, communicate and share staff concerns, recommend changes to university practices, and provide administrative support to the University.

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### Who Should Know This Policy

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✓ President	✓ Faculty
✓ Vice Presidents	✓ Other Accounting/Finance Personnel
✓ Deans	Students
✓ Directors	Other Groups
✓ Department Chairs	✓ All Employees

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### Responsibilities

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<b>Responsible for Policy</b>	
University Officer Responsible:	
Glen P. Pinkston	Vice President for Business and Finance
Chase Massie	Director of Human Resources

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## Mission

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**1.0** Whereas Cameron University is an institution with a clear mission and solid core values, and at the heart of its educational mission is its students. Faculty, administrative and professional staff, and classified staff have the responsibility for the quality of education and services students receive;

Whereas the staff of Cameron University has a sincere interest in and highest regard for the continuing goals, purposes, and functions of the university and seeks active representation and involvement in the affairs of the university;

Whereas a long-standing dedication to shared governance imbues all of the University's decisions and is specifically mentioned in its planning documents, emphasizing teamwork, facilitating open and effective communication, and providing opportunities for active participation by all constituencies;

Hereby is created the Staff Advisory Council of Cameron University, whose charge is to represent the administrative, professional, classified, and permanent part-time staff of the University and to submit University policy recommendations, communicate and share staff concerns, recommend changes to University practices, and provide administrative support to the University until such a time as the Council dissolves itself or the Constitution is revoked by the Board of Regents;

Here follows the Constitution of the Staff Advisory Council.

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## Constitution

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### **2.0 Function and Responsibility**

The Cameron University Staff Advisory Council is organized for the following functions:

- 2.1 To serve as an advisory representative body for staff employees of the University.
- 2.2 To participate in an advisory and referral capacity to the President of the University in such university policy matters which directly affect the staff employees.
- 2.3 To cooperate with and to assist other constituencies within the University community in the attainment of the University's general mission and stated goals.
- 2.4 To function for the welfare of the University and its Staff.

### **3.0 Composition**

- 3.1 The Cameron University Staff Advisory Council shall consist of representatives to be elected from the classified and administrative/professional staff of Cameron University but excluding the President of the University, the Provost and Vice-Presidents of the University, members of the faculty, and student employees.

3.2 The Staff Advisory Council shall consist of no less than 21 members and no more than 31 members any given year. Members will have equal voting power. The membership shall reflect, as much as possible, the full diversity of the staff. This diversity is defined by, but not limited to, distinctions of campus location, job classification, or functional area. The exact number of members from each classification shall be determined once per year with up-to-date statistics about the number of employees in each classification. The classifications are as follows:

- Administrative Support
- General Professional
- Management
- Service Occupations
- Technical and Skilled

SAC classifications are determined by position title and EEO classification. For a detailed list, see appendix A.

3.3 There shall be one (1) member appointed by the Director of the Cameron University Duncan campus to serve as a representative of that campus's staff. This representative shall be appointed annually and will have full voting power in the Council.

3.4 The Cameron University Staff Advisory Council neither supplants nor supersedes any duly-constituted organization or any approved policy or procedure currently in effect, and there shall be nothing contained or implied in this Constitution that shall infringe on the rights and privileges of an individual employee, nor shall it deny any employee the pursuit of individual action that such employee may deem to be necessary for his or her personal welfare.

#### **4.0 Article I: Name**

4.1 The name of the organization shall be the CAMERON UNIVERSITY STAFF ADVISORY COUNCIL, sometimes hereinafter referred to as the Council.

#### **5.0 Article II: Bylaws**

5.1 The Staff Advisory Council shall prepare bylaws for the conduct of its business for approval by the President. If a disagreement arises between this Constitution and the Council By-laws, the Constitution will be the controlling instrument.

#### **6.0 Article III: Membership**

6.1 Classified, Administrative, and Professional representation on the Council shall conform to the composition criteria of this document. Changes in the apportionment numbers may be accomplished by attrition at the end of the term for which a member was elected.

6.2 Members voted into the Council shall be current Cameron employees who have been employed by the University on a permanent basis (50% or more) and shall have been employed by the University for at least two years in order to be eligible for election. Members shall be elected by EEO classification, by the greatest number of the total votes cast.

- 6.3 The term of office for Council members shall be staggered and shall be for three (3) year terms. Staggering may be accomplished by electing members to new positions for one (1) or two (2) years. Members shall serve no more than two (2) consecutive terms of office. Members of the Council whose employment is terminated or otherwise leave the University shall be removed and a vacancy declared. Those who change employment status which affects membership classification shall retain their Council seat only until the next regular election if the change was an elective decision made by the member.
- 6.4 The Vice-President of Business and Finance will be an ex-officio advisor to the Staff Council, who will attend meetings but does not have voting power and does not sit on the Council.
- 6.5 There shall be no alternates for members of the Council. Whenever a vacancy occurs, the Chairperson of the Council shall request from the Council's officers a list of names of persons to be placed in nomination to fill the vacancy for that EEO group. After the names of the persons to be placed in nomination are received by the Chairperson, a new person will be appointed from that list to the vacant position on the Council by the Chairperson, subject to majority approval of the full Council membership. Under no circumstance may a member be appointed to serve an unexpired term on the Council unless that newly appointed member is from the same membership group from which the vacancy occurred.
- 6.6 Any member of the Council who is absent for four (4) regular meetings of the Council during a Council year (September through April) may have his or her seat on the Council declared vacant by the Chairperson of the Council. The council member so affected may be reinstated to his or her vacant seat by submitting a written request for reinstatement to Council, but such a request must be sustained by a three-fourths (3/4) vote of approval of the full Council at the next regularly scheduled Council meeting. If the affected Council member does not request reinstatement, the vacant seat will be filled in accordance with Section 5 of this Article.

#### **7.0 Article IV: Nomination and Election**

- 7.1 Nomination for election of Council members shall be made by those in each EEO classification to fill the correct number of seats as determined by the number of employees in each classification.
- 7.2 Nominations for candidates for election must be made in writing to the Secretary of the Council at least twenty-one (21) days prior to the date of the annual election. Only those persons employed on a permanent basis (50% time or more) may be elected to a seat on the Council. All nominations must have the consent of the nominee, and all nominations must be validated by the signature of the nominator and nominee. Those nominating themselves must still sign that they are a valid candidate.
- 7.3 Election of members to the Council shall be made annually by ballot prior to the regular meeting of the Council in March of each year. The results of the balloting shall be announced at that March meeting, with the installation of the new members and the organization of the Council to take place in April of each year.

#### **8.0 Article V: Officers**

- 8.1 The Officers of the Council shall be the Chairperson, the Chair-Elect, the Secretary, and, if necessary, the Chairperson Pro Tempore.

- 8.2 The Officers of the Council shall be elected from the membership of the Council at the regular April meeting of each year.
- 8.3 The terms of office for each elected Officer are as follows: The Secretary shall serve for one (1) year. The secretary may be elected to succeed him or herself in the same office for not more than one (1) additional term. The Chair and Chair-Elect may only serve 1 year. The Chair-Elect shall serve as the chair following his or her initial term.
- 8.4 The Chairperson of the Council shall preside at all meetings of the Council and shall enforce the obligations imposed upon the Council by the Constitution and by-laws as they relate to the administration of the work of the Council. The Chairperson shall be a non-voting member of the Council except in instances in which a tie vote occurs, at which time the Chairperson shall cast the deciding vote.
- 8.5 The Chairperson of the Council shall appoint all members of any committees of the Council and shall designate a member thereof to serve as committee chairperson. The Chairperson of the Council shall serve as a non-voting ex-officio member of any committees of the Council.
- 8.6 The Chairperson shall conduct official correspondence relating to the business of the Council as authorized and directed by the Council, including submitting recommendations in writing to the President of the University.
- 8.7 The duties of the Chair-Elect of the Council shall be to assist the Chairperson as directed; and in the absence of the Chairperson, the Chair-Elect shall assume all the powers and prerogatives of the Office during the remainder of the absence. The Chair-Elect shall ensure that the Staff Council website is up-to-date and will be the webmaster's point of contact when the website needs maintenance.
- 8.8 The duties of the Secretary of the Council shall be to record, maintain, and distribute all resolutions and proceedings of the meetings to all Council members. The Secretary of the Council shall keep roll of members of the Council and the attendance records of members at the meetings of the Council. The Secretary will certify that a quorum is present in order to conduct the official business of the Council.
- 8.9 The Secretary of the Council shall keep the minutes of the regular and special meetings of the Council and shall prepare normal correspondence of the council, excluding that correspondence that the Council directs the Chairperson to conduct. The Secretary shall issue notices of all meetings and shall perform other duties pertaining to the office of the Secretary as needed. The Secretary shall ensure that all minutes and other public notices are placed on the Staff Council website, either by submitting such items to the webmaster or by adding the items as needed. The Secretary shall, at the expiration of the term of Office, turn over to his or her successor all records and pertinent data of the Council held in his or her possession.
- 8.10 In the absence of the Chairperson and the Chair Elect from any official meeting of the Council, the members of the Council shall elect a Chairperson Pro Tempore to preside at such meeting.

## **9.0 Article VI: Permanent and Special Committees**

- 9.1 All permanent and special committees shall be established by Council action. Each committee shall have a committee chairperson appointed by the Chairperson of the Council, and the committee members

shall select a secretary for the committee from its membership. All permanent and special committees shall be subject to the call of their respective chairperson.

9.2 Members of all permanent and special committees are appointed for a term not to exceed one (1) year. Members of committees may succeed themselves upon reappointment by the Chairperson of the Council to a new term.

9.3 No committee shall supersede any decisions or recommendations made by the Staff Council.

## **10.0 Article VII: Meetings**

10.1 Regular meetings of the Council will normally be held monthly. All agenda items should be submitted to the Chairperson of the Council, to be placed on the agenda for the next Council meeting. All such requests, to be placed on the agenda by subject, must be received by the Secretary at least five (5) working days prior to the Council meeting.

10.2 Special meetings of the Council may be called by the Chairperson of the Council or by any five (5) members of the Council.

10.3 All meetings of the Council shall be open to the public.

10.4 Any person who is not an elected or appointed member of the Council or one of the Council Committees shall be allowed to address the Council and to participate in the discussion of Council matters provided that the person submits a written request to the Chairperson of the Council to be placed on the agenda for the next Council meeting. All such requests, to be placed on the agenda by subject, must be received by the Secretary at least five (5) working days prior to the Council meeting.

10.5 Any person who is not an elected or appointed member of the Council or one of the Council Committees and who has not requested to be placed on the agenda shall be allowed to address the Council and to participate in the discussion of the Council upon a majority vote of the members of the Council who are present.

10.6 Non-members of the Council or of a Council's committee who are allowed to address the Council shall be limited to five (5) minutes to present their views or state their position on any matter under the Council's consideration. A request for an extension of time may be granted by a majority of the members of the Council who are present.

## **11.0 Article VIII: Quorum and Voting**

11.1 A majority of the members of the Council shall constitute a quorum authorized to transact business at any regular or special meeting of the Council. A lack of quorum will require the meeting to be rescheduled for another day during the same month; if this is not possible, agenda items will roll over into the next regularly scheduled meeting during the next month.

11.2 Voting by Council membership shall be by voice except when voting by ballot is deemed necessary by the Chairperson of the Council.

11.3 A majority vote of the Council members present and voting shall carry a motion except to alter, amend, annul, or suspend the Constitution of the Council. In cases such as these, voting shall be in accordance with Article X of the Constitution.

## **12.0 Article IX: Rules of Order**

12.1 The rules of parliamentary procedure, as laid down in Robert's Rules of Order, shall govern all meetings of the Council and meetings of any permanent and special Council committees.

## **13.0 Article X: Amendments, Alterations, Annulments, and Suspension**

13.1 Proposals of amendments, alteration, annulments or suspension of the Constitution of the Council shall be submitted in writing to the Secretary of the Council, who shall send copies of such proposal(s) to each member of the Council prior to the next regularly scheduled meeting. The Council, by a majority vote, shall determine if the proposal(s) will be submitted to the general membership of the Cameron University Staff for action. This determination shall be made prior to the adjournment of the third consecutive regular meeting of the Council following the original presentation of the proposal(s) to the Council.

13.2 Proposal(s) for amendments, alternation, annulments, or suspension of the Constitution that have been approved by the majority of the full Council shall be submitted to the Staff for vote and to the President of the University for approval. Passage or failure of such amendments, annulments or suspensions shall be determined by a majority of votes cast and Presidential approval.

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## **Contacts**

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Policy Questions: Chase Massie, Director of Human Resources, 580-581-2245.

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## **Policy History**

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### **Policy**

Issue Date: January 25, 2013  
Reviewed: October 2013  
Revised: 3/27/14

Appendix A

SAC Category	POSITION_TITLE	EEO_CATEGORY_DESC
<b>Administrative Support</b>	Administrative Assistant I	Office & Admin Support
	Administrative Assistant II	Office & Admin Support
	Administrative Assistant III	Office & Admin Support
	Cashier	Sales & Related Occupations
	Exec. Assistant to President	Office & Admin Support
	Scholarship Clerk	Office & Admin Support
	Sr Executive Asst To President	Office & Admin Support
	Travel Clerk	Office & Admin Support
<b>General Professional</b>	Academic Advisor	Comm Svc, Legal, Arts, Media
	Academic Advisor/Tutor Coord	Comm Svc, Legal, Arts, Media
	Academic Coordinator/ Counselor	Comm Svc, Legal, Arts, Media
	Academic Services Coordinator	Office & Admin Support
	Academic/Fin. Asst Advisor	Comm Svc, Legal, Arts, Media
	Accountant	Business & Financial Operation
	Accounting Specialist	Office & Admin Support
	Accounts Receivable Supervisor	Business & Financial Operation
	Admissions Coordinator	Office & Admin Support
	Admissions Counselor	Comm Svc, Legal, Arts, Media
	Admissions Specialist	Office & Admin Support
	Advisement Specialist	Comm Svc, Legal, Arts, Media
	Advisement Specialist - RSU	Comm Svc, Legal, Arts, Media
	Assistant Director	Office & Admin Support
	Assistant Director/Coord of VA	Office & Admin Support
	Associate Controller	Business & Financial Operation
	Asst Director/Academic Advisor	Comm Svc, Legal, Arts, Media
	Asst. Director Ctr for Writers	Other Teaching & Instr Support
	Asst. Director Language Lab	Other Teaching & Instr Support
	CADD Technician	Computer,Engineering,& Science
	Cashier Supervisor	Business & Financial Operation
	Circulation Supervisor	Office & Admin Support
	Computer/Archives Specialist	Computer,Engineering,& Science
	Coord. of Tran/Grad Admissions	Comm Svc, Legal, Arts, Media
	Coordinator	Office & Admin Support
	Coordinator, Academic Affairs	Office & Admin Support
	Courier	Office & Admin Support
	Development Director	Comm Svc, Legal, Arts, Media
	Director of Math Lab	Other Teaching & Instr Support

SAC Category	POSITION_TITLE	EEO_CATEGORY_DESC
	Director of Media Relations	Comm Svc, Legal, Arts, Media
	Director, Center for Writers	Other Teaching & Instr Support
	Diversity Services Coordinator	Comm Svc, Legal, Arts, Media
	Educational Project Specialist	Office & Admin Support
	Employer Relations Coordinator	Comm Svc, Legal, Arts, Media
	Enrollment Specialist	Office & Admin Support
	Event Specialist	Office & Admin Support
	Financial Assistance Counselor	Office & Admin Support
	Financial Asst. Specialist	Office & Admin Support
	Fine Arts Computer Lab Supvsr	Office & Admin Support
	Graduate Advisor	Comm Svc, Legal, Arts, Media
	Information Svcs. Coordinator	Office & Admin Support
	Intl Student Admissions Coord	Comm Svc, Legal, Arts, Media
	Librarian	Librarians
	Library Assistant	Office & Admin Support
	Library Senior Associate	Office & Admin Support
	MBA Graduate Coordinator	Comm Svc, Legal, Arts, Media
	Men's Hall Director	Service Occupations
	Mental Health Counselor	Comm Svc, Legal, Arts, Media
	News Director	Comm Svc, Legal, Arts, Media
	Payroll Administrator	Business & Financial Operation
	Payroll/Benefits Coordinator	Business & Financial Operation
	Production Director	Comm Svc, Legal, Arts, Media
	Program Coordinator	Comm Svc, Legal, Arts, Media
	Purchasing Agent	Business & Financial Operation
	Records Manager	Office & Admin Support
	Records Specialist	Office & Admin Support
	Research Assistant	Office & Admin Support
	Residence Hall Monitor	Service Occupations
	Retention Counselor	Comm Svc, Legal, Arts, Media
	Shepler Desk Supervisor	Service Occupations
	Sports Information Director	Comm Svc, Legal, Arts, Media
	Stage Technician	Comm Svc, Legal, Arts, Media
	Station Mgr./Operations Dir	Comm Svc, Legal, Arts, Media
	Student Activities Specialist	Comm Svc, Legal, Arts, Media
	Student Employment Coordinator	Business & Financial Operation
	Teacher Cert. Specialist	Other Teaching & Instr Support
	Technician	Computer,Engineering,& Science
	Temp Desk Clerk	Office & Admin Support

SAC Category	POSITION_TITLE	EEO_CATEGORY_DESC
	Tutor/Testing Coordinator	Other Teaching & Instr Support
	Underwriting Director	Sales & Related Occupations
	Veterans Certification Spec	Office & Admin Support
	Video Production Manager	Comm Svc, Legal, Arts, Media
	Women's Hall Director	Service Occupations
<b>Management</b>	Assistant Registrar	Management Occupations
	Assistant to the Dean	Management Occupations
	Assistant Vice President	Management Occupations
	Associate Athletic Director	Management Occupations
	Associate Director	Management Occupations
	Associate Vice President	Management Occupations
	Controller	Management Occupations
	Director	Management Occupations
	Director of Development	Management Occupations
	Director of Student Life	Management Occupations
	Manager	Office & Admin Support
	Registrar	Management Occupations
	Senior Director	Management Occupations
<b>Service Occupations</b>	Automotive Mechanic	Nat Rsrc,Construct,Maintenance
	Building Engineer I	Nat Rsrc,Construct,Maintenance
	Building Engineer II	Nat Rsrc,Construct,Maintenance
	Building Engineer III	Nat Rsrc,Construct,Maintenance
	Carpenter Foreman	Nat Rsrc,Construct,Maintenance
	Carpenter I	Nat Rsrc,Construct,Maintenance
	Carpenter II	Nat Rsrc,Construct,Maintenance
	Custodial/Maint Foreman	Service Occupations
	Custodian	Service Occupations
	Farm Operator	Nat Rsrc,Construct,Maintenance
	Garage Foreman	Prod,Transport,Material Moving
	General Services Foreman	Service Occupations
	Grounds Foreman	Service Occupations
	Groundskeeper	Service Occupations
	Heavy Equipment Operator	Nat Rsrc,Construct,Maintenance
	Institutional Locksmith	Nat Rsrc,Construct,Maintenance
	Lead Custodian	Service Occupations
	Lead Groundskeeper	Service Occupations
	Livestock Judging Coordinator	Nat Rsrc,Construct,Maintenance
	Night Foreman	Service Occupations
	Painter I	Nat Rsrc,Construct,Maintenance

SAC Category	POSITION_TITLE	EEO_CATEGORY_DESC
	Painter II	Nat Rsrc,Construct,Maintenance
	Physical Plant Engineer	Nat Rsrc,Construct,Maintenance
	Police Lieutenant	Service Occupations
	Police Officer	Service Occupations
	Senior Building Engineer	Nat Rsrc,Construct,Maintenance
	Shift Supervisor	Service Occupations
	Small Engine Repairman	Nat Rsrc,Construct,Maintenance
<b>Technical Skilled</b>	Accounting Clerk/Typesetter	Prod,Transport,Material Moving
	Analyst/Programmer	Computer,Engineering,& Science
	Asst Network Administrator	Computer,Engineering,& Science
	Asst Systems Administrator	Computer,Engineering,& Science
	Asst Windows Server Admin	Computer,Engineering,& Science
	Distance Learning Tech. Coord	Computer,Engineering,& Science
	Graphics Designer	Computer,Engineering,& Science
	Help Desk Coordinator	Computer,Engineering,& Science
	Information Designer	Computer,Engineering,& Science
	ITS Technician	Computer,Engineering,& Science
	Network Administrator	Computer,Engineering,& Science
	Operator/Printer	Prod,Transport,Material Moving
	Program Assistant II	Office & Admin Support
	Storeroom/Waste Coordinator	Computer,Engineering,& Science
	Student Help Desk Manager	Computer,Engineering,& Science
	Systems Analyst/Programmer	Computer,Engineering,& Science
	Web Manager	Computer,Engineering,& Science
	Windows Server Administrator	Computer,Engineering,& Science