

MUSKINGUM

U N I V E R S I T Y

POLICY NAME	Staff Council			POLICY NO.	HR_A_3
RESPONSIBILITY					
RESPONSIBLE OFFICE	Human Resources	RESPONSIBLE ADMINISTRATOR	Assistant Vice President for Human Relations & Risk Management		
CONTACT INFORMATION	Montgomery Hall 16 740-826-8119 policy@muskingum.edu				
APPLIES TO					
FACULTY		ADMINISTRATORS	X	SUPPORT STAFF	X
STUDENTS		STUDENT EMPLOYEES		VISITORS / CONTRACTORS	
REVISIONS					
EFFECTIVE DATE	10/12/22	DATE OF LAST REVISION		VERSION NO.	1

PREAMBLE

Through its governing documents, the Board of Trustees has delegated to the University President the responsibility of managing the administration of the university. Likewise, the faculty, as a body, are charged with overseeing the university's academic program. This policy creates the Muskingum University Staff Council ("Staff Council") to ensure that non-faculty employees' knowledge, skills, and experiences contribute to Muskingum's governance structure.

MISSION

The mission of the Staff Council is to engage employees who are not classified as faculty in the university's governance structure.

PURPOSE

Staff Council will serve the following, major purposes:

- **Communication**

Staff Council will provide a regular structure to facilitate communication between employees and the university's Senior Leadership Team.

- **Advising**

Staff Council will provide opportunities to identify and discuss interests and concerns about employment and the university's operations, clarify information about policies, and suggest improvements in operations and the work environment.

- **Leadership**

By serving on Staff Council and its sub-committees, members have opportunities to expand and develop their own leadership portfolios. In addition, they will provide meaningful professional development opportunities to non-faculty employees.

MEMBERSHIP

The Staff Council is comprised of employees who are not members of the Senior Leadership Team and who are classified as administrators, administrators with faculty status, and support staff. To ensure adequate and equitable representation, Staff Council shall be comprised of 15 divisional representatives and four at-large representatives. The President and the Assistant Vice President for Human Relations and Risk Management (“AVP-HRRM”) will participate ex officio.

Divisional representatives are elected by a majority vote of those employees within the same division. The following distribution of divisional members ensures equitable representation for each division, with each divisional member representing the interests of approximately 16 employees.

- Finance, Operations, and Strategy shall elect three divisional members. Each of the divisional members should represent a different department within the division, and at least one of the three divisional members must be part-time or classified as support staff.
- Academic Affairs shall elect two divisional members. Each of the divisional members should represent a different department within the division, and at least one of the divisional members must be part-time or classified as support staff.
- Athletics shall elect two divisional members. Each of the divisional members should represent a different department within the division.
- Enrollment shall elect one divisional member
- Graduate & Continuing Studies shall elect one divisional member.
- Student Life shall elect one divisional member.
- The President’s Office, Advancement, and Strategic Marketing and Communications, shall be combined and shall elect one divisional member.

At-large members are elected by a majority vote of all non-faculty employees. At least one at-large member should represent Support Staff.

TERMS OF SERVICE and ELECTIONS

In fall 2022, elections will be held to select the inaugural Staff Council, with the first meeting to be held in January 2023. All inaugural terms of service will begin on January 1, 2023, with the following terms of service expiring on July 31 of the designated year.

- **Divisional Members:**
 - Finance, Operations, and Strategy: one inaugural member will serve through 2024; one inaugural member will serve through 2025, and the remaining inaugural member will serve through 2026.
 - Academic Affairs: one inaugural member will serve through 2024 and the other will serve through 2025.
 - Athletics: one inaugural member will serve through 2025 and the other will serve through 2026.

- Enrollment: the inaugural member will serve through 2025.
 - Graduate & Continuing Studies: the inaugural member will serve through 2026.
 - Student Life: the inaugural member will serve through 2024
 - The President's Office, Advancement, and Strategic Marketing and Communications: the inaugural member will serve through 2025.
- **At-Large Members:** one inaugural member will serve through 2024, one inaugural member will serve through 2025, and the remaining two inaugural members will serve through 2026.

In 2024, nominations to fill expiring terms will be accepted during a designated two-week time period in April, with elections to be held no later than the second Friday of May. Newly elected members will begin their terms effective August 1 and will serve a three-year term of service. Members of Staff Council may not serve more than two consecutive terms of service.

The AVP-HRRM will provide notice to each non-faculty employee indicating their personnel designations, such as division, department, classification, etc. The AVP-HRRM will develop and communicate, in writing, the nomination and election procedures to ensure equitable and anonymous elections.

Nominations may be made by non-faculty employees and may include self-nominations. When the nomination period closes, the Nomination Committee will review all nominations, confirm nominees' willingness to serve, and finalize the ballots.

In the event that an employee elected to serve on Staff Council separates from employment or resigns from Staff Council during their term of service, the AVP-HRRM shall accept nominations for a new member. The Chair of Staff Council and the AVP-HRRM will review the nominations and appoint a nominated employee to finish the un-expired term of the former member. The individual appointed to finish the un-expired term is eligible to be elected for a full three-year term following completion of the term of appointment.

STRUCTURE and MEETINGS

The Staff Council shall elect, by a majority vote, the following leaders each year. Inaugural leaders shall be selected during the January 2023 meeting; thereafter, leaders shall be selected during the August meeting.

- **Chairperson.** The Chairperson will conduct each monthly meeting, maintaining appropriate decorum and operating in accordance with Robert's Rules. The Chairperson and the Co-Chair must both approve the monthly agenda, as prepared by the Secretary. No Chairperson may serve more than two, consecutive terms as Chairperson.
- **Secretary.** The Secretary will draft each monthly agenda for approval. Following approval, the Secretary will distribute the agenda to all members of the Staff Council. The Secretary is responsible for recording minutes of each monthly meeting and maintaining accurate records of any proposal and the results of any vote held by Staff Council. Minutes must be approved by a majority vote of Staff Council and maintained in a location accessible to all non-faculty employees. No Secretary may serve more than two, consecutive terms as Secretary.
- **Co-Chair.** The AVP-HRRM will serve as a non-voting co-chair. The co-chair will assist the Chairperson and will act on the Chairperson's behalf in their absence.

Staff Council will meet at least once per month throughout the academic year at a regular date and time established by the inaugural Staff Council. All meetings will be open to any employee classified as an Administrator, Administrator with Faculty Status, and Support Staff, and meeting dates, times, and locations for the calendar year will be posted following the January 2023 meeting. Staff Council may choose to invite, as needed, any member of the Senior Leadership Team, or the Faculty Executive Secretary to attend any of its monthly meetings.

COMMITTEES

Staff Council may be organized into sub-committees, which may be modified, reduced, or expanded at the discretion of the President and based on the University's needs.

- **Education and Professional Development Committee**

This committee is responsible for planning, in conjunction with the Human Resources Office, educational opportunities that are available to all personnel, including faculty, at least once monthly. Educational offerings will be developed to advance technical or leadership skills to assist employees with meeting established Professional Development metrics. Members of this committee also may assist other University offices with the development and implementation of various awareness month activities or other programming as requested. The Education and Professional Development Committee should include at least one volunteer member of the faculty.

- **Connections Committee**

In conjunction with the Human Resources Office, this committee is responsible for welcoming new employees to campus and advancing their sense of belonging among the entire campus community. Also in conjunction with the Human Resources Office, this committee will plan and implement social and/or philanthropic activities for employees on a monthly basis. The Activities and Inclusion Committee should include at least one volunteer member of the faculty.

- **Employee Awards & Recognition**

This committee will assist the Human Resources Office with planning the annual Employee Recognition Luncheon, which is hosted at the end of each May. In addition, this committee will develop a proposal to implement a monthly or annual award program that recognizes non-faculty employees for their contributions and extraordinary achievements on behalf of the Muskingum community. This committee will develop measurable guidelines to ensure that each award is meaningful to employees and to the University as a whole and will work with the Office of Strategic Marketing and Communications to celebrate award winners.

- **Wellness Committee**

The Wellness Committee will organize regular opportunities for faculty and staff to participate in activities that advance their physical and overall wellbeing. The Wellness Committee should include at least one volunteer member of the faculty.

- **Nomination Committee**

The Nomination Committee will review all nominations received from the next election, confirm each nominee's willingness to serve as a member of Staff Council, and finalize the ballot.

In addition to the committees identified above, a member of Staff Council will be appointed by the President to serve on the university's **Benefits Council** and the **Inclusive Excellence Council**. The President may make appointments to other task forces, committees, or councils as needed.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Asst. VP for Human Relations & Risk Management	Review policy; present changes to Staff Council and the President.
President	Approval

VERSION HISTORY

VERSION	APPROVED BY	DATE	DESCRIPTION OF CHANGE	AUTHOR
1	President Hasseler	10/12/22	Creation of the Staff Council	Holly Gleason