

Staff/Administrator Council  
By-laws  
adopted, June 2006

**Definitions**

1. All John Carroll University employees who are full-time, full-time with reduced hours, part-time, and those not under a faculty contract are automatic members of the Staff and Administrators group. This full body will be referred to as STAD.
2. The Staff and Administrator Council will be referred to as the STAD Council.

**Basic objectives of the STAD Council:**

1. To advance the mission of the university.
2. To make recommendations to the President, through the Director of Human Resources, on policy regarding STAD, and the student experience
3. To share in university decisions which shape the employee experience.
4. To provide a formal structure dedicated to clear communication and the general well being of STAD.

**Responsibilities of the STAD Council**

1. Report recommendations of STAD to the President through the Director of Human Resources.
2. Communicate to STAD decisions of the President on recommendations of the STAD Council.
3. Prepare agendas for meetings of STAD.
4. Generate and receive ideas/proposals from members of STAD and refer them to appropriate committees.
5. Review and confirm appointments of representatives of STAD to university committees.
6. Review and approve all STAD Council standing committee recommended processes, programs, and procedures.
7. Maintain a record of the status of each matter under consideration by the STAD Council and each of its committees.
8. Report three times yearly (August, January, and May) on its activities to STAD
9. Appoint such *ad hoc* committees as are deemed necessary. The composition of such *ad hoc* committees should be representative consistent with the purpose of the committee.

**Composition of the STAD Council**

1. The STAD Council will number thirteen and be comprised of at least six Staff and at least six Administrators. There will be two Council Co-chairs, one Council secretary and ten Committee Co-chairs for the five Standing Committees.

- a. Changing the number or composition of the STAD Council will require a vote of STAD.
2. The inaugural STAD Council will be formed in the following manner:
  - a. The Nominations Committee of the Staff/Administrator Planning Group will accept nominations, including self nominations, from STAD for consideration.
    - 1) Those nominated for a particular position will be asked to indicate if they desire to be considered for all other open positions if the particular position for which they were nominated is filled by another person.
  - b. The Nominations Committee of the Staff/Administrator Planning Group will present those nominated for the inaugural STAD Council to the Staff/Administrator Planning Group for selection.
    - 1) A two-thirds majority of those in attendance is required to seat someone on the STAD Council.
3. The inaugural STAD Council will serve a staggered term with three Staff and three Administrators serving an initial term of three years and with three or four Staff and three or four Administrators serving an initial term of two years. All successive terms will be two years. STAD Council members may serve two consecutive terms in the same position with no more than three total consecutive terms.
  - a. One STAD Council co-chair and one committee co-chair from each standing committee will serve an initial term of three years.
  - b. One STAD Council co-chair, the secretary, and one committee co-chair from each standing committee will serve an initial term of two years.
  - c. The newly seated inaugural STAD Council will be presented at the STAD open meeting in August.
4. Subsequent STAD Council members will be selected in the following manner:
  - a. The Nominations and Elections committee will announce which positions will be open at the January meeting of STAD, will post the openings on the STAD webpage, and through e-mail.
  - b. The Nominations and Elections committee will accept all nominations, including self nominations from STAD for consideration.
  - c. The Nominations and Elections committee will recommend a slate of candidates to the STAD Council for approval.
    - 1) In developing a slate of candidates, the Nominations and Elections committee will consider diversity in order to assist in preserving a representative group make-up on STAD Council.
  - d. The Nominations and Elections committee will send the approved slate of candidates to STAD for election.
  - e. The newly elected STAD Council members will be presented at the STAD open meeting in May.
5. In the event that a seat on the STAD Council cannot be filled due to lack of interest, the STAD Council can decide on one of the following:
  - a. The seat will remain open until it can be filled as an appointment by the STAD Council

- b. If there are no co-chairs for a standing committee, a sitting committee co-chair can be asked to serve in this new capacity leaving two committees with only one chair.
6. In the event that the STAD Council decides an *ad hoc* committee should become a standing committee, the STAD Council will decide which standing committees will use one chair instead of two co-chairs.

## **Officers**

1. The STAD Council will normally assume their duties at the beginning of June.

## **Officer Responsibilities**

1. The Council Co-Chairs will:
  - a. Prepare agendas for the STAD Council meetings.
  - b. Preside over meetings of the STAD Council and over meetings of STAD.
  - c. Serve as the STAD Council representatives to the President through the Director of Human Resources.
  - d. Schedule meetings of the STAD Council and of STAD as well as secure meeting rooms/locations.
  - e. Oversee the STAD Council budget.
2. The Council Secretary will:
  - a. Take minutes at meetings of the STAD Council and meetings of STAD
  - b. Distribute minutes of these meetings to the STAD Council for approval within two weeks of the meetings.
  - c. Distribute approved minutes of these meetings to STAD in a timely manner by posting them on the webpage.
  - d. Post STAD Council, and STAD meeting dates, times, and locations on the webpage and through e-mail.
  - e. Post STAD Council and STAD meeting agendas one week prior to meetings on the webpage and through e-mail.

## **Voting Rights**

1. All members of the STAD Council have voting rights at all STAD Council meetings.
2. Each member of the STAD Council will have one vote at STAD Council meetings. Proxy voting is not permitted.

## **Meetings of the STAD Council**

1. The STAD Council will meet at least once each month. The meetings in August, January, and May will be held two weeks before the full meetings of STAD where the agenda for the full meetings will be finalized.
2. A quorum for the STAD Council meeting will be two-thirds of its members.
3. Meetings of the STAD Council will be open to all university community members.
  - a. Meeting dates and times will be posted on the webpage and an e-mail reminder will go out announcing the meetings.
  - b. Agendas will be posted on the webpage and through e-mail one week prior to meetings.
4. Meetings of the STAD Council will be held in rooms large enough to accommodate all members of the university community who wish to attend.
5. A portion of each STAD Council meeting will be set aside for any member of STAD to present and discuss issues.
  - a. This portion will be the first order of business at each meeting and will usually be limited to 15 minutes. Lengthening this time is at the discretion of the Council Co-chairs who are responsible for the flow of all Council business.
  - b. It is not necessary for a member of STAD to have his/her idea registered or approved prior to a STAD Council meeting.
  - c. Each person will be limited to 5 minutes. If more time is necessary, the Council can put the issue on the next meeting's agenda.

### **Meetings of the STAD**

1. STAD will meet at least three times a year (August before the Fall term begins, January before the Spring term begins, and May after Commencement), with additional meetings scheduled by the STAD Council as business warrants.
  - a. The focus of these three meetings will be recognition of members, community building, and delivery of a brief State of the STAD Council report.
2. The STAD Council Co-Chairs will preside over the meetings of STAD.
3. Meetings in general will terminate after 90 minutes. If the agenda of a STAD meeting is not completed within this time, the meeting will automatically be terminated by the Co-Chairs, with the announcement of the time of continuance of the meeting.
4. In the event that a vote of STAD is appropriate, the following process will be followed:
  - a. Each member of STAD will have one vote. Proxy voting is not permitted.
  - b. A quorum will consist of twenty percent of the members of STAD.
  - c. If a quorum of STAD is present, STAD may vote on procedural issues, amendments to proposals and whether to advance substantive issues to a written vote of the full membership of STAD.

- d. If a quorum of STAD is not present, the other business of the meeting will proceed and the STAD Council will convene as soon as possible to vote on procedural issues, amendments to proposals and whether to advance substantive issues to a written vote of the full membership of STAD.
- e. Substantive issues and proposals will be decided by the written vote of the full membership of STAD.

## **Standing Committees of the STAD Council**

### **1. Communications**

- a. Composition
  - i. A minimum of four members of STAD will serve a minimum of one year and a maximum of three consecutive years.
  - ii. Co-chairs from the STAD Council with one member being Staff and one member being an Administrator.
  - iii. Each year there will be an open call for committee membership at the STAD open meeting in May. Co-chairs are responsible for establishing the four member minimum.
- b. Duties
  - i. Set up and maintain the STAD Council webpage.
    - 1. Maintain a historical record of the STAD Council's work.
  - ii. Produce a quarterly Newsletter in electronic form that is in a printable version.
    - 1. Announce the newsletter through an e-mail which includes the link to the STAD Council webpage where the newsletter can be found.
  - iii. Coordinate focus groups as needed for the STAD Council or other STAD Council committees.

### **2. Staff and Administrator Development and Training**

- a. Composition
  - i. A minimum of four members of STAD will serve a minimum of one year and a maximum of three consecutive years.
  - ii. Co-chairs from the STAD Council with one member being Staff and one member being an Administrator.
  - iii. Each year there will be an open call for committee membership at the STAD open meeting in May. Co-chairs are responsible for establishing the four member minimum.
- b. Duties
  - i. Develop an implementation plan for a comprehensive orientation program for new Staff members and Administrators.
    - 1. Essential elements will include the topics of the mission of the university; the organizational chart of the

university; the communication tools of the campus; ways to become involved in campus life; and a full campus tour.

- a. Work with Human Resources to ensure implementation.
- b. Evaluate the program annually and recommend changes to the STAD Council as needed.
- ii. Organize seminars that center around Staff and Administrator career life at John Carroll University.
  1. Seminars will be offered each semester.
- iii. Organize continuing education/training opportunities for STAD.
  1. At least one session will be offered each quarter.

### **3. Community Building and Recognition**

- a. Composition
  - i. A minimum of four members of STAD will serve a minimum of one year and a maximum of three consecutive years.
  - ii. Co-chairs from the STAD Council with one member being Staff and one member being an Administrator.
  - iii. Each year there will be an open call for committee membership at the STAD open meeting in May. Co-chairs are responsible for establishing the four member minimum.
- b. Duties
  - i. Develop methods for formal and informal recognition of STAD members.
    1. Plan the recognition segment of the three general meetings of STAD.
  - ii. Plan social events for STAD in order to facilitate ways of building community.
    1. Plan the community building activity of the three general meetings of STAD.
  - iii. Design and implement a mentor program for new members of STAD to address questions and ease the transition for the new members.

### **4. Handbook**

- a. Composition
  - i. A minimum of four members of STAD will serve a minimum of one year and a maximum of three consecutive years.
  - ii. Co-chairs from the STAD Council with one member being Staff and one member being an Administrator.
  - iii. Each year there will be an open call for committee membership at the STAD open meeting in May. Co-chairs are responsible for establishing the four member minimum.
- b. Duties

- i. Discuss, develop, and monitor the implementation of human resource policies and programs as they relate to the Employee Handbook.
  1. Initiate subjects to be addressed by John Carroll University and/or divisions of John Carroll University which affect employees of the University in the following areas: employment; benefits; training; compensation; quality of work life; or employee/management relations.
  2. Discuss and assist in the development of policies and programs that address the issues identified, in a manner which takes into consideration the needs and characteristics of the various groups of employees.
  3. Recommend a policy, program, study, or other course of action in regard to the above issues.
  4. Assess and evaluate existing and new policies and practices in terms of their effectiveness and compatibility with the mission of John Carroll University as a Catholic, Jesuit institution, and our goal to be the finest Catholic University in the United States.
  5. Continue the work in progress from the John Carroll University Staff & Administrator Employee Handbook Task Force.
  6. Work with Human Resources to ensure implementation.

## **5. Nominations and Elections**

### **a. Composition**

- i. A minimum of four members of STAD will serve a minimum of one year and a maximum of three consecutive years.
- ii. Co-chairs from the STAD Council with one member being Staff and one member being an Administrator.
- iii. Each year there will be an open call for committee membership at the STAD open meeting in May. Co-chairs are responsible for establishing the four member minimum

### **b. Duties**

- i. Review and recommend policies for elections.
- ii. Prepare a slate of nominations for positions on the STAD Council to be approved by STAD Council and elected by STAD.
- iii. Prepare a slate of nominations for Staff/Administrator positions on university committees to be elected by STAD each year.

N.B. The model for the format of this draft was "Proposal on Policies and Procedures for Faculty Governance" presented to the John Carroll University Faculty Forum on April 19, 2006. Permission was sought and granted to use this document as our model.