# INTRODUCTORY STATEMENT

This proposal for a Staff Council is the result of several factors including a request from President Beverly Warren to establish a staff council for university employees, the university’s “Great Place Initiative”, and the results of the 2016 Climate Study.

The establishment of a Staff Council aligns with the university’s strategic road map, ULI 2.3. or to” Implement a “Great Place Initiative” that prioritizes attention to the diverse human element of the university.” It is intended to be congruent with initiatives being developed as a result of the 2016 Climate Study, particularly as it relates to communications between employees and managers/supervisors.

KSU-SC provides classified (unrepresented) and unclassified Kent State employees with opportunities to impact KSU workplace culture and support the goal of making Kent State University a great place to work. Employees impact on their workplace can manifest itself in the following ways:

1. Providing employees with additional opportunities to connect with the University’s mission, vision and Strategic Road Map.
2. Providing employees with opportunities to gain knowledge and develop professional skills which can enhance their ability to contribute to the success of the University.
3. Providing employees enhanced opportunities to innovate and collaborate to accomplish positive outcomes for the University and the University community.
4. Acknowledging and recognizing our employees’ outstanding work and unique contributions.
5. Creating an atmosphere of empowerment, developing leaders and creating a bridge between employees.

**MISSION**

The Kent State University Staff Council (KSU-SC) provides a formal framework for classified (unrepresented) and unclassified staff to share ideas, information, and communicate on issues and topics that affect staff and the broader University community. KSU-SC will serve as an advisory body to the President of Kent State University and the President’s Cabinet.

# Operating Regulations for the Kent State University Staff Council

# Article I- Name

* 1. The name of this organization is the Kent State University Staff Council or KSU-SC.

# Article II- Organizational Structure (to be determined by the Kent State University Staff Council)

# Article Ill- Purpose

The Kent State University Staff Council accepts the responsibility and challenge of

taking its place alongside faculty, administrators and students in working toward a

better University community. Through collaboration, the Kent State University Staff

Council will enable the administration to establish better channels of communication

and to draw upon the best ideas of Kent State staff and provide staff with leadership

experience. To that end, the purposes of the Kent State University Staff Council are as follows:

* + 1. To serve as the advisory group for classified (unrepresented) and unclassified staff, regardless of race, gender, and age
    2. To act in an advisory capacity to the University administration on existing and emerging policies, **not related to wages, benefits, and/or terms and conditions of employment**, that affect staff and the broader university community
    3. To appoint and/or recommend staff representation to other University committees, as appropriate
    4. Promote communication and engagement among staff, University administration, Faculty Senate and Student Government
    5. To provide a forum for the exchange of information between staff and other University groups
    6. To foster a spirit of respect, dignity, unity, and cooperation among staff
    7. Provide staff with an effective way to ask questions, express concerns, and provide suggestions to the university administration
    8. To provide referrals for individual concerns and problems to appropriate University resources.
    9. To share the responsibility with the administration, students and the University community in attaining the goals in Kent State Strategic Roadmap.

# Article IV- Membership

* + 1. All full and continuing part-time classified (unrepresented) and unclassified staff from all campuses. Members must have at least two years of service and have received at least "meets expectations" on their most recent performance evaluation. Classified (unrepresented) and unclassified staff in supervisory roles are limited to a managerial level of 6 or lower. When possible manager/supervisors should not serve on the Council at the same time as their direct reports.
    2. The Kent State University Staff Council shall consist of the following members:
       1. Thirty (30) members from across the university system, with the goal of having representation from each division and Regional Campus when possible. Divisional representation shall be proportionate to the number of eligible staff within each division. Regional Campus representation shall reflect the number of full-time equivalency employees for each Regional Campus. Assignment of membership between the various University divisions and campuses shall be re-evaluated every two years. The Executive Committee shall determine the proportions and present to the Council as a whole for approval. No more than 5 of the 30 members shall be made up of continuing part-time staff.
       2. Each Council member shall have an alternate.
       3. The Council will include two liaisons appointed by the President’s Office. The liaisons, one from the Division of Finance and Administration and one from the Division of Diversity, Equity, and Inclusion, will serve in an administrative designee role. The President liaisons shall not have the right to vote.
       4. Ad Hoc Council Members (prior Officers/Executive Committee of the Kent State University Staff Council) - Members of the Council can appoint Ad Hoc members in instances when their continued membership is deemed beneficial to the work of the Council. Ad Hoc members shall not have the right to vote and shall serve in a short-term capacity.
    3. A call for new members and alternates shall be conducted annually at the end of the outgoing session and prior to the election of Executive Committee. The Vice President and Deans lacking representation on the current Staff Council will be formally notified of such by the Council Chair. This allows the opportunity to encourage candidates from those areas to run for election.

# Article V - Duties of Members (to be determined by the Kent State University Staff Council)

# Article VI - Term of Office

* + 1. Members and Alternates shall serve two years. Terms shall begin on June 1 and end on May 31.
       1. In the first year of Council, half the membership will serve a (2)-year term and the other half a (3)-year term.
    2. Members and alternates shall be elected by Council members. The election of Council members shall be made using either a paper or electronic ballot (i.e. remotely). Should there be more applicants running for office than open seats in Council for the following year, the applicant(s) with the greatest number of votes will become a Member. In the event of a tie, a coin will be flipped by the Council Chair.
    3. A Member may be appointed to serve no more than two consecutive terms and shall have full voting privileges.
    4. If a Member vacancy should occur during a term, the outgoing member’s alternate shall fill the vacant seat for the remainder of the member’s term.
       1. A transfer or change of position or duties shall not affect an unexpired term on the Staff Council.
    5. An Ad Hoc Member may be appointed annually, is eligible for reappointment without restrictions, and shall not have voting rights. Term should be short-term to not exceed one additional year.
    6. The outgoing Chair of the Kent State University Staff Council shall serve as an advisor to, and as a non-voting member of, the Executive Committee for a one-year term.
    7. In the event that a Member cannot continue to fulfill the Member’s duties, the Member may resign in writing to the Council Chair. In the event of a resignation, the vacancy shall be filled in accordance with Article VI (D).
    8. In the event that a Member is absent for three (3) consecutive meetings or four (4) regularly scheduled meetings and does not notify the Council of their absences, the Member will be notified and replaced by an alternate.

# Article VII- Appointments and Elections

* + 1. Supervisors, Vice Presidents, and Deans of the University will be notified and must approve participation of the members and alternates elected as indicated in Article IV (Membership). Notification of election to Council will provide general guidelines such as meeting times, committee structure, and other relevant information to indicate employee commitment. Employees attending pre-scheduled Council meeting will be considered performing university business.
    2. Elections of officers within the Kent State University Staff Council shall be conducted in accordance with the Kent State University Staff Council Operating Regulations.
    3. Appointment of Standing Committee chairs shall be conducted in accordance with the KSU Staff Council Operating Regulations.

# Article VIII- Officers/Executive Committee (Duties of Officers/Executive Committee to be defined by Kent State University Staff Council)

* + 1. Elected officers of the Kent State University Staff Council shall consist of:
       1. Council Chair. The council chair provides leadership to the committee, sets the committee’s agenda, and makes sure that all relevant matters are discussed.
       2. Vice Chair/Chair Elect. The vice chair assists in carrying out the functions of the committee. The vice chairman works in conjunction with other members of the executive committee to ensure the committee functions efficiently.
       3. Secretary. The Secretary will ensure that meetings are effectively organized and keep an electronic record of minutes, as well as maintain effective records and administration of the committee.
       4. Two (2) At-Large Members. The at-large members serve as liaisons to the general membership.
    2. Officers shall be elected biannually by Kent State University Staff Council during the regular April meeting and installed at the last regular meeting in May. Each term shall begin at the first regular Executive Committee meeting in June.
    3. Supervisors are expected to reasonably cooperate in scheduling elected officers with time to attend pre-scheduled staff council meetings. Elected officers attending pre-scheduled council meetings will be considered performing university business
    4. Officers shall be eligible for re-election, but may not serve more than two consecutive terms in the same office.
    5. The Kent State University Staff Council may remove, with cause, any officer by two-thirds vote of the Kent State University Staff Council membership.
    6. In the event the Chair is unable to complete their unexpired term of office, the Vice Chair/Chair-Elect shall complete the term. In the event any other officer is unable to complete their unexpired term of office, the Chair shall appoint a member of the Executive Committee to complete the term.

# Article IX- Committees

1. Executive Committee
   1. Executive Committee represents and acts on behalf of the KSU-SC by preparing meeting agendas, appointing members to serve on University committees, or creating ad hoc committees.
   2. The committee shall not have more than one representative from each division and/or Regional Campus
   3. Executive Committee consists of the following officers:
      1. Council Chair
      2. Vice Chair/Chair Elect
      3. Secretary
      4. Two (2) At-Large Member
2. Membership Committee
   1. The committee shall have one representative from each division of the university and one from Regional Campuses.
   2. Reviews application process annually and proposes changes as necessary.
   3. Provides communication message to Secretary to recruit new membership
   4. Provides information to Secretary of any areas lacking representation for notification to Vice Presidents and Deans.
   5. Oversees the nomination and voting process for the selection of officers.

# Article X- Amendments

Any amendments to Operating Regulations must be adopted by a two-thirds majority vote of members present provided a quorum exists.

# Article XI- Adoption of this Operating Regulations (to be determined by the Kent State University Staff Council)

The Operating Regulations shall be ratified by a simple majority vote of the quorum.

# GLOSSARY

* + 1. University - all campuses, colleges, schools, divisions and departments of Kent State University
    2. Staff - full-time classified (unrepresented) and unclassified continuing staff employed by Kent State University
    3. Quorum - the minimum number of members who must be present at the meetings as a deliberative assembly for business to be legally transacted; a majority of the entire membership
    4. Chair - the Kent State University Staff Council Chairperson.
    5. University President- the Kent State University President.
    6. Standard Operating Procedures - procedures and guidelines for carrying out the day-to-day operations of the Kent State University Staff Council.
    7. Majority Vote - is one more than one-half of the total eligible Kent State University Staff Council membership present and voting.
    8. Two-Thirds Vote - the expressed approval of at least two-thirds of those present and voting.

Notes: