

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		DATE OF LAST REVISION		VERSION NO.	2

PREAMBLE

Through its governing documents, the Board of Trustees has delegated to the University President the responsibility of managing the administration of the university. 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

Staff Council will engage employees who are not classified as faculty in the university's governance structure by providing a pathway for communication and opportunities for leadership and professional development in support of the University's mission.

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 11 divisional representatives and four at-large representatives. The President will participate ex officio, and the Assistant Vice President for Human Relations and Risk Management will serve in an advisory capacity.

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 and Operations 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 should 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 should 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 Experience 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

Terms of service for newly elected Staff Council members begin on August 1 following their election. All terms will expire on July 31 of the designated year.

- **Divisional Members:**
 - Finance and Operations: 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 Experience: 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. 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. Staff Council members who consider resignation from Staff Council must first meet with the Chair and the AVP-HRRM. The Chair of Staff Council will consult with the AVP-HRRM to 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. Staff Council leadership shall be selected between the August and September meetings.

- **Chairperson.** The Chairperson will conduct each monthly meeting, maintaining appropriate decorum and operating in accordance with Robert's Rules. The Chairperson must 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.
- **Chair Emeritus.** At the end of a Chairperson's term, they will be named as Chair Emeritus and will hold that position for one year, whether they remain on Staff Council or no longer have a term. If the Chair Emeritus is holding a current term, they will retain their membership voting and committee rights. A Chair Emeritus who is no longer a member of Staff Council will not have voting rights. The Chair Emeritus will lead the August meeting and remain available for consultation with the Chairperson as needed.
- **Assistant Vice President for Human Relations & Risk Management.** The AVP-HRRM will serve in an advisory capacity to the Staff Council and will act on the Chairperson's behalf in the absence of both the Chairperson and Chair Emeritus.

Staff Council typically meets on the third Wednesday of each month at 11:00 a.m. from August through May. Staff Council may, as needed, modify its meeting schedule with advance notice and a majority vote of Staff Council.

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 may 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 Connections Committee may include at least one volunteer member of the faculty.

- **Nominations and Employee Recognition**

This 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. This committee will also assist the Human Resources Office with planning the annual Employee Recognition Luncheon, which is hosted each May.

- **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 may include at least one volunteer member of the faculty.

In addition to the committees identified above, the President may appoint Staff Council members to serve on institutional councils, committees, task forces, or other groups 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

VERSION	APPROVED BY	DATE	DESCRIPTION OF CHANGE	AUTHOR
2	President Hasseler	10/22/24	Revised Preamble and Mission; clarified Terms of Service; Created Chair Emeritus and revised AVP-HRRM role; Combined and renamed Nominations Committee with Employee Awards & Recognition Committee; Modified appointments to other committees, etc.	Holly Gleason, Josh Springer, Donny Purkey