Staff Advisory Council

The Staff Advisory Council (SAC) serves as an advisory council to the University President and is hosted by the Office of Human Resources and Equal Opportunity.

Mission

The mission of the SAC is to facilitate an active and participatory line of communication and engagement among the University staff and to provide a forum through which staff can raise, discuss and make recommendations to the University President and the Administration in support of the University's mission. The SAC seeks to ensure that Coastal Carolina University offers a positive and productive learning and working environment where integrity, tolerance and respect are affirmed.

Scope

Activities within the scope of the SAC are:

1. hearing issues of general staff interest and concern and bringing such matters to the attention of the President to ensure that those issues and concerns are known, considered and addressed;
2. facilitating the sharing of information with staff members in order to improve their general knowledge and understanding of University activities;
3. referring staff issues or questions to the attention of other University individuals or committees whenever appropriate to ensure that the issues are known and addressed through appropriate channels;
4. offering suggestions and recommendations to the President on general issues of interest and concern to staff and generating ideas for organizational improvement; and
5. addressing agenda items or undertaking specific projects or activities at the request of the President on matters of general staff interest.

Activities **outside the scope** of the SAC include:

- addressing individual staff members' grievances;
- addressing issues more appropriately addressed through other offices or standing committees of the University, although the SAC may refer issues to such offices or committees; and
- serving as a formal governing or negotiating body for staff members because its role is advisory in nature.

Council Membership and Structure

Membership on the SAC shall be restricted to classified and unclassified non-teaching employees who have completed 12 months of employment with the University in a covered position. Staff members who meet eligibility criteria may be nominated by appropriate Vice Presidents for openings within their functional areas. Members are appointed by the President after recommendation from administrators of the major functional areas of the University and the Office of Human Resources and Equal Opportunity. Students and instructional faculty are not eligible for membership.

SAC membership will include a Chairman appointed by the President and members (one or two for a total of twelve) appointed from the major functional areas of the University. In addition, the President may appoint up to two at-large members. The major functional areas of the University are:

Provost/Academic Areas (2)
    Student Affairs (1)

University Communication (1)

Finance and Administration (2)
    Human Resources (1)
    Facilities Management (1)

Enrollment Management (2)

Athletics (1)

CEF/CAF/Philanthropy (1)

A (non-voting) member from Information Technology Services may be appointed by the SAC Chair to support any technology issues and to act as a web consultant for the Council. A (non-voting) note-taking recorder may be appointed by the SAC Chair to facilitate administrative activities for the Council.

A Chair-Elect will be appointed by the University President in January of the year in which the active Chair concludes his/her tenure. The Chair-Elect will become the active Chair of the SAC in July and will serve for 2 years.

Member Duties and Responsibilities:

The duties and responsibilities of the SAC members shall be to:

- attend SAC meetings;
- make informed statements and recommendations to the Council;
- vote on matters brought before the Council;
- serve on subcommittees as needed;
- communicate to his/her respective area regarding issues handled through the Council as appropriate, keeping confidentiality as required on each issue; and
- promote a positive and solution-oriented approach to University issues.

Removal of Area Representatives

Any SAC member with more than 4 unexcused regular meeting absences in a term year (July 1 – June 30) may be asked to relinquish his/ her seat on the Council.

Term of Office

Members will serve a two-year term with new members joining continuing members each year. The term of office for all members will be from July 1 through June 30. A Chair-Elect will be appointed in January of the year in which the Chair will step down from the Council.

Member Transferring to another Area of the University

If a Council member transfers to a position in a different functional area of the University, creating an imbalance in Council composition as noted above, the member shall have the choice to serve the remainder of his/her term or step down from the Council.

Resignations/Vacancies

If a vacancy occurs, the Director of Human Resources will submit a list of nominees to the Vice President of that functional area. A recommendation will be submitted to, and approved by the President. The newly appointed member(s) will serve the remainder of the predecessor's term.

Chair

The duties of the Chair shall be to:

- preside over meetings of the Council;
- call special meetings of the Council as needed;
- solicit agenda items for each meeting;
- provide reports and communication to the Director of Human Resources; and
- meet with the President on an as-needed basis, in response to suggestions from the staff.

Recorder

The duties of the Recorder shall be to:

- record attendance;
- record minutes of meetings;
- coordinate communication of minutes and other materials to all members;
- send Council approved minutes to webmaster for posting on SAC webpage;
- maintain the list of members with dates of terms;
- distribute agenda; and
- send notification of meeting dates and times prior to all meetings.

Web Master

The webmaster will assume the primary responsibility of updating the SAC webpage. The duties of the webmaster shall be to:

- make sure all information on the website is updated and accurate; and
- post approved minutes.

Meetings and Quorums

Regular meetings will be held every 3rd Tuesday throughout the year with dates, places and times published within Freedom of Information Act (FOIA) guidelines. SAC general staff meetings are posted on the SAC webpage at www.coastal.edu/staffadvisory and are open to all staff members and to the public.

Special meetings may be called on an as-needed basis. A quorum will consist of one-half of voting members. A quorum must be present to vote on issues before the Council.

Procedures for Handling Staff Concerns

Staff members are encouraged to submit their concerns to SAC members, through the Staff Advisory Council suggestion boxes located throughout the University campus or through an electronic suggestion box link at:
https://www.coastal.edu/staffadvisory/suggestion.html .

Under no circumstances will the name of the staff member submitting the question or issue be used when the Council transmits the concern, unless the staff member gives them written permission to do so. The Chair will prioritize the items and attempt to refer them to the appropriate office, Council or administrator.

The model for SAC activities and discussions will be based on consensus as a means of formulating collective ideas and recommendations. At the request of any individual member, the Chair may convene an executive session at which only appointed members are present. The expectation is that such sessions would be warranted only on rare occasions and would be announced in the agenda prior to the meeting. Individual members will not discuss matters under consideration in executive session by the Council. All discussions in executive session are strictly confidential and must stay within the Council structure.

The integrity of the Council is paramount to its effectiveness. An understanding of the roles and responsibilities of the Council within the context of Federal and State Laws, University Policies and Procedures, and the confidential nature of the information that may be presented to the Council must be respected.

Approved 2/13