SECTION I – MISSION STATEMENT

The Staff Council’s Mission Statement is as follows:

Staff Council advises the President and administration of Colorado College. In that context, our mission is to advocate for and promote the interests of staff, help draft and establish policies that affect staff, and facilitate communication between staff and other constituencies. In doing so, we aim to advance the mission of Colorado College.

This is accomplished by:

- Providing an opportunity for staff to gather and share questions, concerns, and comments about general and specific college issues;
- Serving as an advocate for staff regarding issues of mutual concern;
- Facilitating and encouraging collegiality and cooperation among staff and with other constituencies on campus;
- Collecting and disseminating information pertinent to staff issues to increase awareness of college policies;
- Developing recommendations for new policies or changes in policies pertaining to staff and submitting them to appropriate offices on campus;
- Promoting professional development opportunities;
- Soliciting and nominating colleagues to campus committees.

To this end, the Staff Council also fully supports the achievement of the college’s mission and core values:

At Colorado College our goal is to provide the finest liberal arts education in the country. Drawing upon the adventurous spirit of the Rocky Mountain West, we challenge students, one course at a time, to develop those habits of intellect and imagination that will prepare them for learning and leadership throughout their lives.

As members of the Colorado College community, we share a commitment to:

- honor the life of the mind as the central focus of our common endeavor;
- value all persons and seek to learn from their diverse experiences and perspectives;
- practice intellectual honesty and live with integrity;
- serve as stewards of the traditions and resources of Colorado College;
- nurture a sense of place and an ethic of environmental sustainability;
- encourage engagement and social responsibility at local, national and global levels;
- seek excellence, constantly assessing our policies and programs.
SECTION II – MEMBERS AND TERMS

1. NUMBER

The Staff Council will consist of twelve (12) elected members, one from each of the representative areas on campus, and one (1) member appointed by the Minority Concerns and Women’s Concerns committees to represent issues of diversity and inclusion on campus.

2. ELIGIBILITY

Membership is open to all full-time and part-time staff in good standing with the college. Those on probation or written warning are not eligible.

3. ELECTION OF NEW MEMBERS

In March of each year, the Election Officer will take suggestions and nominations from the college staff at-large for new members to the committee. The representative openings as well as a brief description regarding service on the committee will be advertised through regular campus channels. The pool of names should be completed by the end of March. If not enough names are in the pool to fill all vacancies, this process will continue until enough names have been received. Voting times will then be adjusted accordingly. The Election Officer will at that time contact Human Resources to make sure those in the pool are eligible to be elected to the Staff Council (i.e., they are in good standing with the college, not on probation or written warning). The Election Officer will then call each eligible potential new member to discuss their nomination and any questions they may have before the April meeting. A copy of this Manual will be forwarded to those potential members for their review. Within a response time of three (3) days, each potential new member must respond to the Election Officer if they are still interested in becoming a member of the Staff Council. In the April meeting, the Election Officer will report to the Staff Council the names of the potential members eligible and willing to be elected. Each representative area will vote for its own Staff Council member only, if a vacancy exists. Before ballots are emailed or sent to each representative area, the nominees should be given the names of all other nominees in that area. The person with the largest number of votes wins the election for each representative area. The Election Officer will notify the new members of their approved status, as well as thank the non-approved members for their interest in the Staff Council.

a. REPRESENTATIVE AREAS

i. Academic Departments (anyone who works in an academic department, including Staff Assistants, Tech Directors, Paraprofs, etc.)

ii. Administrative Offices - Small (Dean’s Office/President’s Office/Registrar’s Office, Summer Programs, and any other programs or small houses including the Collaborative for Community Engagement, the Curator, Hulbert, International Programs, etc.)
iii. Admissions/Financial Aid  
iv. Advancement/Alumni Office  
v. Athletics  
vi. Communications/KRCC/Print Shop  
ii. Facilities  
ivii. Finance and Administration/Children’s Center/HR/Payroll/Purchasing  
ix. Information Management  
x. Library/Colket/Learning Commons  
xi. Residential Life/Campus Safety/Conferences/Boettcher  
ixii. Student Life/Worner Center Offices  

4. RESIGNATION OF MEMBERS  
Any member may resign at any time by giving written notice to a Co-Chair. Such resignation will be effective at a time that is agreed upon by the Co-Chair and the person submitting the request.  

5. REMOVAL OF MEMBERS  
Any member of the Staff Council may make a request to the Co-Chairs to remove another Staff Council member. Any member may be removed at any time by a vote of the majority of the other members then in office. A vote will be conducted at the next regularly scheduled meeting. Reasons for removal would include:  
   a. Excessive absences and/or lack of participation;  
   b. Not in good standing with the college; and  
   c. Failure to support the overall mission of the Staff Council and/or college in general.  

6. VACANCIES  
If a member leaves in mid-term, the Election Officer will then coordinate a special election with the representative area. The elected new member will serve the remainder of that year plus what remains of the old member’s term or a full three-year term, at the new representative’s discretion.  

7. TERMS  
Terms for Staff Council members are three (3) years and run from June 1 through May 31.  

8. CO-CHAIRS TERM  
The three Co-Chairs, elected by Staff Council, will consist of one exempt, one non-exempt, and one other staff member who can be exempt or non-exempt. Co-Chairs will serve in that capacity for a minimum of one year. Co-Chairs are encouraged to stagger their office terms over a two year period to provide for continuity to the Staff Council.  

9. SECRETARY TERM  
A member, elected at the end of their first or second year of service by the Staff Council, will serve in the position of Secretary for one year.  

10. TREASURER TERM  
A member, elected at the end of their first or second year of service by the Staff Council, will serve in the position of Treasurer for one year.
11. **Election Officer Term**
A member, elected at the end of their first or second year of service by the Staff Council, will serve in the position of Election Officer for one year.

12. **Committee Liaison Term**
A member, elected at the end of their first or second year of service by the Staff Council, will serve in the position of Committee Liaison for one year.

13. **Member Term**
A member will serve a three year term.

**SECTION III – POSITIONS AND RESPONSIBILITIES**

1. **Co-Chairs**
   - Preside over and facilitate all regular meetings of the Staff Council
   - Serve as liaison to college committees not represented by the staff or Staff Council and other college constituencies as necessary
   - Respond to inquiries from staff as needed

2. **Secretary**
   - Take minutes of all Staff Council meetings
   - Distribute the minutes to all Staff Council members and other staff as needed and requested
   - Maintain past minutes for a historical perspective of the Staff Council
   - Distribute the Staff Council Annual Report
   - Distribute Staff Council approved information to selected campus constituencies
   - Forward kudos and other information of interest to the Office of Communications
   - Distribute this Manual to all members and distribute committee/subcommittee books to the appropriate people at the beginning of the term. Collect committee/subcommittee books at the end of the term.

3. **Treasurer**
   - Reconcile the Staff Council budget
   - Report budget information to the Staff Council at regular meetings
   - Work with Staff Council committees to determine if additional funds should be requested for the budget (i.e., for special projects) – October/November timeline

4. **Election Officer**
   - Coordinate new Staff Council member elections
   - Work in conjunction with the Co-Chairs to fill mid-year vacancies by bringing names of potential new members before the Staff Council for approval
5. COMMITTEE LIAISON

- Coordinate committee appointments
- Advertise committee openings to all campus staff during March of each year
- Organize a time and location for at-large committee members of the campus to meet in order to express expectations and priorities to committees of all-campus concern
- Organize reports to Staff Council from staff representatives throughout the year
- Fill any committee vacancies throughout the year

6. EVENTS SUBCOMMITTEE

- Plan all staff council events, with the assistance of members
- Collaborate with HR on staff recognition and other staff-related events
- Coordinate the advertising of events to the campus

7. IT COORDINATOR

- Maintain and update Staff Council website
- Maintain listserv membership
- Monitor Staff Council email box (or forward to co-chairs)

8. MEMBER

- Attend all regular Staff Council meetings
- Actively participate in the mission of the Staff Council
- Contribute to the workings of the Staff Council by contributing time, resources, or both

SECTION IV – MEETINGS AND VOTING

1. REGULARLY SCHEDULED MEETINGS

The members of the Staff Council will meet a minimum of once per block. Meetings may be held over the summer months. Advanced notice of the summer meetings will be given by the Co-Chairs to those who work a nine or ten month schedule. Regular meetings are open to the staff of the college. A quorum shall consist of eight members. If a quorum is not met, a regular meeting may still be held but no voting may occur.

2. SPECIAL MEETINGS

Special meetings of the Staff Council may be held upon call of the Co-Chairs or any five members of the Staff Council. Notice of the special meeting will be provided on a timely basis to all Staff Council members.

3. ELECTRONIC MEETINGS

Members of Staff Council may participate in regularly scheduled or special meetings by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time.
4. **VOTING**

Official actions and motions by Staff Council shall be voted on by a quorum of members. A simple majority of votes in favor shall be required for the action or motion to pass. All votes shall be initiated and tallied by a Co-chair. Alternate voting on any action or motion by Staff Council may be performed in writing, via email, or other forms of communication.

**SECTION V – COMMITTEES AND EVENTS**

1. **COMMITTEES**

Staff Council will select representatives from the staff at large to serve on the following campus committees. The Committee Liaison and the Election Officer will coordinate the nominations and appointments of the potential committee members. Those committee members will report back to the Staff Council via the Committee Liaison. Reference the Faculty Handbook for a list of committees, terms, and requirements (exempt versus non-exempt, etc.).

- If not specified in the Faculty Handbook, staff are appointed to three year-terms on committees.
- Staff are appointed to campus committees by a quorum of Staff Council meeting in executive session.
- If a staff member resigns before her/his term expires, the Committee Liaison will first try to find a replacement from the list of nominees who were not selected to serve on a committee. If a replacement is not found there, the Committee Liaison will solicit nominations from Staff Council and/or the staff as a whole, and then the replacement will be appointed by a quorum of Staff Council meeting in executive session. Replacements will serve out the remainder of the resigned member’s term but are eligible to be re-appointed to a full term.
- Nominations to committee memberships are normally solicited in March and April of each year, with nominees being notified of their appointments before nine-month employees leave for the summer.

2. **STAFF RECOGNITION PROGRAM**

**Purpose:** Recognize individuals or teams campus-wide who, through their achievements and outstanding performance, make significant contributions towards Colorado College’s goals, priorities, and successful operations. Duties and responsibilities of the Staff Recognition Program members are as follows:

- Work with Human Resources in the coordinating and organizing of recognition events
- Coordinate staff recognition opportunities

3. **AD HOC COMMITTEES**

*Ad hoc* committees may be appointed by Staff Council as needed.
SECTION VI – MISCELLANEOUS

1. REVISIONS TO MANUAL

This Manual, in whole or in part, may be altered, amended, supplemented or rescinded by submitting any proposed change to the Staff Council in writing in advance of or at any regular meeting of the Staff Council. The majority of the Staff Council members then in office shall vote to adopt the proposed change. This Manual shall be reviewed annually by an ad hoc committee including at least one staff council co-chair, posted to the Staff Council website, and distributed to new members.

(END)