



**COLORADO COLLEGE
STAFF COUNCIL MANUAL**

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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;*
- *Ensuring that any information, whether oral, written, or electronic is maintained in a manner that ensures its confidentiality;*
- *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;*
- *create a campus community that is broadly accessible and welcoming to individuals of diverse identities, experiences, and aspirations;*
- *foster an equitable intellectual and social climate that is inclusive and respectful of human dignity.*

SECTION II – MEMBERS AND TERMS

1. NUMBER OF REPRESENTATIVES

The Staff Council will consist of a total of 14 members:

- a. 13 elected members: one from each of the representative areas on campus
- b. 1 member appointed by the Diversity and Equity Advisory Board (DEAB)

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 there are not enough names 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. 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, Paraprofessionals, etc.)
- ii. Administrative Offices - Small (Dean's Office/President's Office/Registrar's Office, Summer Session, and any other programs or small houses including the Collaborative for Community Engagement, the Curator, Hulbert, International Programs, etc.)
- iii. Office of Admission/Office of Financial Aid
 - iv. Advancement/Alumni and Family Relations
 - v. Athletics
 - vi. Communications/KRCC/Print Shop
 - vii. Facilities
 - viii. Finance and Administration/Children's Center/HR/Payroll/Purchasing/Mail Services
 - ix. Fine Arts Center
 - x. Information Technology (ITS)
 - xi. Library/Colket/Learning Commons
 - xii. Student Life (2 representatives):
 - 1. **Student Life: Residential** (7 departments, 56 staff) → Sr. Assoc. Dean of Students, Campus Activities, Community Standards Specialist, Chaplain Office, Campus Safety, Residential Experience, and Housing & Conferences.
 - 2. **Student Life: Administrative** (7 departments, 37 staff) → Dean Edmond's office admin assistants or the special projects coordinator, Outdoor Education, Career Center, the Butler Center, Wellness Resource Center, Honnen, Counseling & Psychological Service, and Student Opportunities and Advising Hub.
 - xiii. Staff Council also has a 14th member appointed by the Diversity and Equity Advisory Board (**DEAB**)

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;
- c. Failure to uphold the integrity of staff concerns and information provided to the council in anonymity or confidence; and/or

- d. 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.

If a staff member had previously served on Staff Council and would like to serve again, they must wait a full term off, in this case three years, before rejoining Staff Council. This allows for more staff representation.

7. TERMS

Terms for Staff Council members are three (3) years and run from June 1 through May 31. Specific terms included below:

a. CO-CHAIRS

The three Co-Chairs, as elected by Staff Council, are encouraged to include one exempt and one non-exempt staff member. 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.

b. KEEPER OF THE MINUTES

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

c. TREASURER

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.

d. ELECTION OFFICER

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.

e. COMMITTEE LIAISON

Two members, 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. They are encouraged to stagger their office terms to provide continuity.

f. DEAB REPRESENTATIVE

A member will serve a three-year term.

g. MEMBER

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. KEEPER OF THE MINUTES

- Take minutes of all Staff Council meetings
- Distribute the minutes to all Staff Council members and other staff as needed and requested
 - Minutes from the closed door session shall be redacted prior to distribution.
- Maintain past minutes for a historical perspective of the Staff Council
- 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.

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 COORDINATOR

- 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. DIVERSITY EQUITY ADVISORY BOARD (DEAB) REPRESENTATIVE

- Serve as liaison to staff council at all regular council meetings.
- Provide updates to council from DEAB committee and vice versa.
- Appoint DEAB rep to staff council when position becomes vacant.

9. 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.

- a. REGULAR MEETINGS shall consist of a closed door session followed by an open door session for the CC community.
 - i. Closed door will run the first 30 minutes of the designated meeting time.
 - ii. Open door will run for 55 minutes following the closed door session.
 - iii. Staff council may decide to complete any closed door business after the open door session on the approval of the members in attendance.
- b. MINUTES OF THE MEETING: The Keeper of the Minutes shall record the official business conducted during both the closed door and open door sessions of all staff council meetings. Minutes shall include but are not limited to persons in attendance, decisions made by the council, and all agreed upon action to be taken. Meetings will be approved by a quorum of members at the next regular meeting.
- c. SPECIAL REPORTS: Co-Chairs will invite members of the President’s office, the Provost’s Office, and HR to attend the open door session of regular meetings to share college community updates. The meeting invite should go out at least one week ahead of the regular meeting.
- d. COMMITTEE BRIEFS: Co-Chairs will invite members from special committees to attend the open door session of regular meetings to share committee updates. The

meeting invite should go out at least one week ahead of the regular meeting.

- e. 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. **IN THE LOOP**
Staff Council works with the President's office to host the In The Loop (ITL), a campus-wide, community update meeting. ITLs are hosted during Blocks 1, 3, 5 and 7.
 3. **LUNCH WITH STAFF COUNCIL**
Blockly lunches with members of the campus community may be hosted to invite feedback from the campus community. Co-Chairs should work with the communications team to send out invitations or utilize the CC Today digest. Attendance should be kept to a minimum number of participants (10-12) to ensure a robust and focused conversation.
 4. **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.
 5. **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.
 6. **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 several 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.

- If a staff member would like to rejoin a committee that they had previously served on, they must wait a full term off before being nominated or nominating themselves to join. However, there is no wait time for staff who are either serving on a campus committee or coming off of one and would like to join a different campus committee. In other words, staff can serve on multiple campus committees at the same time.
- 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, 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 across campus 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 – REVISIONS AND UPDATES

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.
- The Keeper of the Minutes is responsible for distributing this manual to all members.

ANNUAL UPDATES

- 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.