Updated November 18, 2011

Description of the CEHD Staff Council (CSC)

The civil service/bargaining unit staff constituency shall consist of all civil service/bargaining unit staff budgeted through units of the college

a. **Purpose:** The CSC shall have general responsibility in areas of concern regarding civil service/bargaining unit employees. It shall serve in an advisory role to the Dean on matters concerning CS/BU staff, which come under the jurisdiction of the college. The committee shall foster collaboration and communication among CS/BU staff of the college. CSC members will serve on college committees allowing information discussed at the college level to be disseminated to individual units.

b. **Membership:** Membership shall be made up of CS/BU volunteers from across units in the college. Each spring, the CSC shall evaluate current committee membership and invite new members to join at the Spring Event. Throughout the year, any CEHD CS/BU employee who is interested in being on the committee should contact either the CSC Chair or one of the current committee reps. All staff members are encouraged to participate on the CSC; a two-year commitment is encouraged.

c. **Leadership:** The CSC chair will be chosen by the members. If needed, Vice Chair and Treasurer will also be chosen by the members.

d. **Frequency of Meeting:** The committee shall meet monthly. A standard time and date shall be decided by CSC members at the beginning of the academic year and published on the intranet. Meetings with the Dean’s liaison shall occur at least twice per year. Meetings are open to all CEHD CS/BU staff.

Approved by Dean Jean K. Quam

Jean K. Quam, Ph.D.