MEMORANDUM

TO: All Staff
FROM: Annette Heileson, Chair
Staff Council

SUBJECT: Staff Participation in Shared Governance for 2016-2017

Staff Council encourages all staff members to consider serving on a university-wide committee. The following list of committees provides opportunities for University staff to participate in the shared governance process. Staff Council will recommend employees for service on these committees; the President makes final appointment. A brief description of the scope of each committee is given; the meeting dates and times are approximate and will be updated by the individual committee Chairs. In addition to committee participation, you will be expected to keep the Council informed, as appropriate, of committee activity. *We recommend you obtain supervisory approval prior to requesting an appointment.*

- **Committees with available appointments are bolded and have a check box.**
- **Complete this form and return by October 3rd, 2016, via Staff Council e-mail or campus zip 160,** if you are interested in serving on a committee.

  Academic Integrity (Council for Promoting): Meets frequently. Forward issues and concerns on academic honesty and integrity to the appropriate bodies; develop promotional programs and presentations on integrity issues. *(EM 04-36).*
  (One staff seat; two-year term ends 5/2017)

  Academic Senate: Meets two times per month. Recommends, reviews, and revises all academic, personnel, and professional policies. [http://www.csuchico.edu/fs/](http://www.csuchico.edu/fs/) (Staff Council Chair or designee).

  Academic Senate Standing Committees: (**staff member must be selected from department, school or college office selected by Chair of Staff Council**)
  - **Faculty & Student Policies:** addresses issues of concern facing faculty, students, staff; meets 2nd & 4th Thursday of each month. *(One staff seat; one-year term** ends 5/2017); appointee may also sit on Campus Equity Council-EM12-14.
  - **Educational Policies Committee:** addresses academic issues facing faculty, students, and staff; meets 2nd and 4th Thursday of each month. *(One staff seat; one-year term** ends 5/2017)

  **Americans with Disabilities Act (ADA) Committee:** The committee assists in assuring compliance with the ADA Act of 1990. *(EM 05-19, and EM 07-09)* *(One staff seat; two-year term-ends 5/2018)*

  Arboretum Committee: This committee is responsible for working with the Campus Planning Committee to facilitate long-term planning which is needed to maximize the use of the Arboretum as a unique educational resource, and enhance the natural beauty of the campus. *(One staff seat; two-year term) (Currently Restructuring)*

  Bell Memorial Union Committee (Associated Students): Usually meets one time per week. Reviews all policies governing the BMU. *(One staff seat; two-year term ends 5/2017)*

  **Campus Planning Committee:** Annual review & update of long-range plans for physical development of campus; provide information to President and communicate results to campus. Individual members are responsible for interacting with their divisions to provide and solicit information and to obtain approval for their recommendations. Standing or temporary subcommittees, i.e., Public Arts, added as needed. Meets quarterly. [http://www.csuchico.edu/fcp/committees/cpec.shtml](http://www.csuchico.edu/fcp/committees/cpec.shtml) *(Staff Council Chair or designee; one-year term ends 5/2017)*

  **Campus Sustainability Committee:** Serves in an advisory capacity to all campus departments, colleges, and other entities in an effort to advance environmental, social and economic sustainability at CSU, Chico. Provides leadership in identifying mechanisms to integrate sustainability concepts into all core functions of the university and provide recommendations for implementing sustainability in nine focus areas. *(EM11-017)* *(One staff seat; two-year term-ends 5/2017)*

  **Enrollment Management Advisory Committee:** review and develop policy, procedures, standards and criteria relative to all facets of enrollment management *(EM 02/109).* Meets as needed. *(Staff Council Chair or designee; three-year term ends 5/2019)*

  "(**staff member must be selected from department, school or college office selected by Chair of Staff Council**) - **Faculty & Student Policies:** addresses issues of concern facing faculty, students, staff; meets 2nd & 4th Thursday of each month. *(One staff seat; one-year term** ends 5/2017); appointee may also sit on Campus Equity Council-EM12-14.**
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  **Enrollment Management Advisory Committee:** review and develop policy, procedures, standards and criteria relative to all facets of enrollment management *(EM 02/109).* Meets as needed. *(Staff Council Chair or designee; three-year term ends 5/2019)*
Sustainability Affairs Council (Associated Students): Acts as an advocate for the general health of the Earth's physical and biological environment raises and addresses specific issues associated with the environment. (One staff seat; one-year term-ending 5/2017)

Executive Management Selection Committee: Makes recommendations for selection of VPAA, VPBA, VPSA, (Staff Council Chair) and college deans. (Appointee for dean selection committee is recommended from results of process established and conducted by Staff Council for the college). (One staff selected from college, as needed) (EM 04-43)

Executive Management Evaluation and Development: Makes recommendations for review of VPAA, VPBA, and VPSA. (Staff Council Chair) and college deans in accordance with (EM 03-10) (appointee for dean review committee is recommended from results of a process established and conducted by Staff Council for the college) (One staff selected from college, as needed)

Library Advisory Committee: Reviews and evaluates proposed and existing policy, procedures, and services concerning the role of the Library in the pursuit of the academic mission of the University. Will meet as needed or at least once per semester (EM 01-18). (One staff, one-year term-ending 5/2017)

Public Safety Advisory Committee (University): Meets as needed. Discusses campus policing needs, crime prevention, and critical public safety issues and promotes awareness among all members of the university campus. (One staff, two-year term-ending 5/2017) (EM 05-07)

Student Grievance Hearing Pool: 14 staff to be placed in a selection pool for a two-year rotating term. Should a formal grievance be filed by a student, a hearing panel is selected from a pool of 48 members (composed of staff, faculty and students), based on (a) availability of individuals and (b) the grievance that has been filed. The grievance panel will be composed of two faculty, or two staff (when appropriate) and two students. (EM 05-10) (Open: 10 staff, two-year term-ending 5/2018)

Transportation Committee: Promotes alternative methods of transportation. (One staff, one-year term-ending 5/2017)

University Budget Committee: Reviews the interrelation of academic programs and the campus budget; provides timely participation by students, staff and faculty in budget process. Meets as needed. (Staff Council Chair).

University Technology Advisory Committee (UTAC): Actively engage all areas of the campus community in planning and implementing information technology that supports the goals of the University and supports a technology environment that serves students, faculty, and staff. Meets monthly. (One staff, two-year term-ending 5/2017)

Return to the Staff Council Office, zip 160, by Monday, October 3rd, 2016 or respond via separate e-mail to stac@csuchico.edu.

If you have checked more than one committee, please list below in order of priority. Please check with your supervisor concerning the commitment of time.

1. ____________________________
2. ____________________________
3. ____________________________

Name: ___________________________ Department: ___________________________

Office Ext ________ Campus zip: ________ Supervisor Name ______________________

Optional: Statement why you are interested in serving on a particular committee (attach additional pages if needed)