

MEMORANDUM

TO: All Staff May 18, 2021

FROM: Tawnie Peterson
Staff Council

SUBJECT: **Staff Participation in Shared Governance for 2021-2022**

Staff Council encourages all staff members to consider serving on a university-wide committee. The following list of committees with open seats 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.

In the event that there are more candidates for a given committee than there are staff seats available, such candidates names and statements will be presented to Staff Council for a vote. The candidate or candidates winning a plurality of votes will be recommended by Staff Council to the University President.

➤ **Complete this form and return by Tuesday, June 1, 2021 by 5:00 p.m., via [Staff Council e-mail](#) (electronic signature as well as electronic submission will be the only form of submission for the 2021 period, if you are interested in serving on a committee.)** Applicants must have appropriate Administrative Approval of service.

- 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. [\(EM 05-10\)](#) **(Eleven staff seats, two-year term-ending 5/2023)**
- Sustainability Affairs Council - AS:** Meets at least twice a month during the academic year. Shall facilitate and make policy recommendations to the AS and the University concerning issues of sustainability, the environment and social justice. [\(Sustainability Affairs Council Code\)](#) **(One staff, one-year term-ends 5/2022)**
- University Public Safety Advisory:** The purpose of the University Public Safety Advisory Committee is to promote the cause of safety throughout the University campus and to increase awareness of safety conditions and programs among all members of the University community. [\(EM 89-007\)](#) **(One staff, two-year term-ends 5/2023)**
- University Technology Advisory Committee (UTAC):** Meets monthly. The University Technology Advisory Committee (UTAC) is a standing committee that reports to the Chief Information Officer and provides a forum for broad-based advice and assistance in implementing Chico's Information Technology Strategic Plan. [\(EM 06-084\)](#) **(One staff, two-year term-ends 5/2023)**

Return to Staff Council via email stac@csuchico.edu, (electronic signature will be the only form of submission for the 2021 period) by **Tuesday June 1, 2021 @ 5:00 p.m.** If you are interested in more than one committee, please submit A separate request for each committee.

Name: _____ Department: _____

Office Ext _____ Campus Zip: _____

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

Department Supervisor Approval

In May of 2017, President Hutchinson, and leaders of the Associated Student Senate, Academic Senate, and Staff Council signed the [Statement on Shared Governance and Consultation at CSU, Chico](#). In the statement, staff participation on university-wide committees was encouraged. Participation of your staff member will involve regularly attending meetings as they are scheduled by the various campus committees. The number of meetings per academic year varies depending on the committee. Some committees meet infrequently, while still others meet on a regular basis. The responsibilities as a university committee staff representative include making reports at the monthly Staff Council meeting as requested by Staff Council, or as necessary. Participation on a university-wide committee is a good way to stay informed, to get to know your campus colleagues, and to become a more involved member of our campus community.

Appropriate Administrative Approval of Service:

Appropriate Administrator retains the rights to cancel the Approval of Service if an employees' attendance interferes with department programs or operations. If an employee transfers to another department during the term of the appointment, the new appropriate Administrator retains the ability to reassess the Approval Service.

Supervisor Name: _____

Supervisor Signature: _____

Supervisor Office Phone Number: _____