

CAMERON UNIVERSITY

Staff Advisory Council Policy

Policy Statement

Hereby is created the Staff Advisory Council of Cameron University, whose charge is to represent the administrative, professional, classified, and permanent part-time staff of the University, and to make policy recommendations, communicate and share staff concerns, recommend changes to university practices, and provide support to the University.

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Who Should Know This Policy

President	Faculty
Vice Presidents	Other Accounting/Finance Personnel
Deans	Students
Department Chairs	Other Groups
Directors	All Employees

Responsibilities

Responsible for Policy

University Officer Responsible

Vice President for Business and Finance
Director of Human Resources

Mission

1.0 Whereas Cameron University is an institution with a clear mission and solid core values, and at the heart of its educational mission is its students. Faculty, administrative and professional staff, and classified staff have the responsibility for the quality of education and services students receive;

Whereas the staff of Cameron University has a sincere interest in and highest regard for the continuing goals, purposes, and functions of the university and seeks active representation and involvement in the affairs of the university;

Whereas a long-standing dedication to shared governance imbues all of the University's decisions and is specifically mentioned in its planning documents, emphasizing teamwork, facilitating open and effective communication, and providing opportunities for active participation by all constituencies;

Hereby is created the Staff Advisory Council of Cameron University, whose charge is to represent the administrative, professional, classified, and permanent part-time staff of the University and to submit University policy recommendations, communicate and share staff concerns, recommend changes to University practices, and provide support to the University until such a time as the Council dissolves itself or the Constitution is revoked by the Board of Regents; Here follows the Constitution of the Staff Advisory Council.

Constitution

2.0 Function and Responsibility

The Cameron University Staff Advisory Council is organized for the following functions:

- 2.1 To serve as an advisory representative body for staff employees of the University.
- 2.2 To participate in an advisory and referral capacity to the President of the University in such university policy matters which directly affect the staff employees.
- 2.3 To cooperate with and to assist other constituencies within the University community in the attainment of the University's general mission and stated goals.
- 2.4 To function for the welfare of the University and its Staff.

3.0 Composition

- 3.1 The Cameron University Staff Advisory Council shall consist of representatives to be elected from the classified and administrative/professional staff of Cameron University but excluding the President of the University, the Provost and Vice-Presidents of the University, members of the faculty, and student employees.

3.2 The Staff Advisory Council shall consist of no less than 13 members and no more than 31 members any given year. Members will have equal voting power. The membership shall reflect, as much as possible, the full diversity of the staff. This diversity is defined by, but not limited to, distinctions of campus location, job classification, or functional area. The exact number of members from each classification shall be determined once per year with up-to-date statistics about the number of employees in each classification. The classifications are as follows:

- Administrative Support
- General Professional
- Management
- Service Occupations
- Technical and Skilled

SAC classifications are determined by position title and EEO classification. For a detailed list, see Appendix A.

3.3 There shall be one (1) member appointed by the Director of the Cameron University Duncan campus to serve as a representative of that campus's staff. This representative shall be appointed annually and will have full voting power in the Council.

3.4 The Cameron University Staff Advisory Council neither supplants nor supersedes any duly-constituted organization or any approved policy or procedure currently in effect, and there shall be nothing contained or implied in this Constitution that shall infringe on the rights and privileges of an individual employee, nor shall it deny any employee the pursuit of individual action that such employee may deem to be necessary for his or her personal welfare.

4.0 Article I: Name

4.1 The name of the organization shall be the CAMERON UNIVERSITY STAFF ADVISORY COUNCIL, sometimes hereinafter referred to as the Council.

5.0 Article II: Bylaws

5.1 The Staff Advisory Council shall prepare bylaws for the conduct of its business for approval by the President. If a disagreement arises between this Constitution and the Council By-laws, the Constitution will be the controlling instrument.

6.0 Article III: Membership

6.1 Classified, Administrative, and Professional representation on the Council shall conform to the composition criteria of this document. Changes in the apportionment numbers may be accomplished by attrition at the end of the term for which a member was elected.

6.2 Members voted into the Council shall be current Cameron employees who have been employed by the University on a permanent basis (50% or more) and shall have been employed by the University for at least six months in order to be eligible for election. Members shall be elected by EEO classification, by the greatest number of the total votes cast.

- 6.3 The term of office for Council members shall be staggered and shall be for two (2) year terms. Staggering may be accomplished by electing members to new positions for one (1) or two (2) years. Members shall serve no more than three (3) consecutive terms of office. Members of the Council whose employment is terminated or otherwise leave the University shall be removed and a vacancy declared. Those who change employment status which affects membership classification shall retain their Council seat only until the next regular election if the change was an elective decision made by the member.
- 6.4 The Vice-President of Business and Finance will be an ex-officio advisor to the Staff Council, who will attend meetings but does not have voting power and does not sit on the Council.
- 6.5 There shall be no alternates for members of the Council. Whenever a vacancy occurs, the Chairperson of the Council shall request from the Council a list of names of persons to be placed in nomination to fill the vacancy for that EEO group. After the names of the persons to be placed in nomination are received by the Chairperson, a new person will be appointed from that list to the vacant position on the Council by the Chairperson, subject to majority approval of the full Council membership. Under no circumstance may a member be appointed to serve an unexpired term on the Council unless that newly appointed member is from the same membership group from which the vacancy occurred.
- 6.6 Any member of the Council who is absent for four (4) regular meetings of the Council during a Council year (September through April) may have his or her seat on the Council declared vacant by the Chairperson of the Council. The council member so affected may be reinstated to his or her vacant seat by submitting a written request for reinstatement to Council, but such a request must be sustained by a three-fourths (3/4) vote of approval of the full Council at the next regularly scheduled Council meeting. If the affected Council member does not request reinstatement, the vacant seat will be filled in accordance with Section 5 of this Article.

7.0 Article IV: Nomination and Election

- 7.1 Nomination for election of Council members shall be made by those in each EEO classification to fill the correct number of seats as determined by the number of employees in each classification.
- 7.2 Nominations for candidates for election must be made in writing to the Secretary of the Council at least twenty-one (21) days prior to the date of the annual election. Only those persons employed on a permanent basis (50% time or more) may be elected to a seat on the Council. All nominations must have the consent of the nominee, and all nominations must be validated by the signature of the nominator and nominee. Those nominating themselves must still sign that they are a valid candidate.
- 7.3 Election of members to the Council shall be made annually by ballot prior to the regular meeting of the Council in March of each year. The results of the balloting shall be announced at that March meeting, with the installation of the new members and the organization of the Council to take place in April of each year.

8.0 Article V: Officers

- 8.1 The Officers of the Council shall be the Chairperson, the Chair-Elect, the Secretary, and, if necessary, the Chairperson Pro Tempore.
- 8.2 The Officers of the Council shall be elected from the membership of the Council at the regular April meeting of each year.
- 8.3 The terms of office for each elected Officer are as follows: The Secretary shall serve for one (1) year. The secretary may be elected to succeed him or herself in the same office for not more than one (1) additional term. The Chair and Chair-Elect may only serve 1 year. The Chair-Elect shall serve as the chair following his or her initial term.
- 8.4 The Chairperson of the Council shall preside at all meetings of the Council and shall enforce the obligations imposed upon the Council by the Constitution and by-laws as they relate to the administration of the work of the Council. The Chairperson shall be a non-voting member of the Council except in instances in which a tie vote occurs, at which time the Chairperson shall cast the deciding vote.
- 8.5 The Chairperson of the Council shall appoint all members of any committees of the Council and shall designate a member thereof to serve as committee chairperson. The Chairperson of the Council shall serve as a non-voting ex-officio member of any committees of the Council.
- 8.6 The Chairperson shall conduct official correspondence relating to the business of the Council as authorized and directed by the Council, including submitting recommendations in writing to the President of the University.
- 8.7 The duties of the Chair-Elect of the Council shall be to assist the Chairperson as directed; and in the absence of the Chairperson, the Chair-Elect shall assume all the powers and prerogatives of the Office during the remainder of the absence. The Chair-Elect shall ensure that the Staff Council website is up- to-date and will be the webmaster's point of contact when the website needs maintenance.
- 8.8 The duties of the Secretary of the Council shall be to record, maintain, and distribute all resolutions and proceedings of the meetings to all Council members. The Secretary of the Council shall keep roll of members of the Council and the attendance records of members at the meetings of the Council. The Secretary will certify that a quorum is present in order to conduct the official business of the Council.
- 8.9 The Secretary of the Council shall keep the minutes of the regular and special meetings of the Council and shall prepare normal correspondence of the council, excluding that correspondence that the Council directs the Chairperson to conduct. The Secretary shall issue notices of all meetings and shall perform other duties pertaining to the office of the Secretary as needed. The Secretary shall ensure that all minutes and other public notices are placed in the Staff Advisory Council share drive which is accessible by all staff members. The Secretary shall, at the expiration of the term of Office, turn over to his or her successor all records and pertinent data of the Council held in his or her possession.

8.10 In the absence of the Chairperson and the Chair Elect from any official meeting of the Council, the members of the Council shall elect a Chairperson Pro Tempore to preside at such meeting.

9.0 Article VI: Permanent and Special Committees

9.1 All permanent and special committees shall be established by Council action. Each committee shall have a committee chairperson appointed by the Chairperson of the Council, and the committee members shall select a secretary for the committee from its membership. All permanent and special committees shall be subject to the call of their respective chairperson.

9.2 Members of all permanent and special committees are appointed for a term not to exceed one (1) year. Members of committees may succeed themselves upon reappointment by the Chairperson of the Council to a new term.

9.3 No committee shall supersede any decisions or recommendations made by the Staff Council.

9.4 Three permanent committees of the Staff Advisory Council include: Nominations and Elections Committee, Fringe Benefits Committee and Employee Relations Committee. The Nominations and Elections Committee is responsible for making recommendations to the Staff Advisory Council regarding nominations of the chair, chair-elect, secretary and other members of the Staff Advisory Council as well as certifying the validity of election procedures and results. The Fringe Benefits Committee is responsible for reviewing, evaluating, and if appropriate, making recommendations concerning fringe benefits and retirement programs to the Staff Advisory Council. The Employee Relations Committee is responsible for studying existing policies and procedures and, if applicable, developing recommendations to the Staff Advisory Council for improvements in policies and procedures relating to matters of staff welfare, including policies relating to management affecting general staff morale.

10.0 Article VII: Meetings

10.1 Regular meetings of the Council will normally be held monthly. All agenda items should be submitted to the Chairperson of the Council, to be placed on the agenda for the next Council meeting. All such requests, to be placed on the agenda by subject, must be received by the Secretary at least five (5) working days prior to the Council meeting.

10.2 Special meetings of the Council may be called by the Chairperson of the Council or by any five (5) members of the Council.

10.3 All meetings of the Council shall be open to the public.

10.4 Any person who is not an elected or appointed member of the Council or one of the Council Committees shall be allowed to address the Council and to participate in the discussion of Council matters provided that the person submits a written request to the Chairperson of the Council to be placed on the agenda for the next Council meeting. All such requests, to be placed on the agenda by subject, must be received by the Secretary at least five (5) working days prior to the Council meeting.

- 10.5 Any person who is not an elected or appointed member of the Council or one of the Council Committees and who has not requested to be placed on the agenda shall be allowed to address the Council and to participate in the discussion of the Council upon a majority vote of the members of the Council who are present.
- 10.6 Non-members of the Council or of a Council's committee who are allowed to address the Council shall be limited to five (5) minutes to present their views or state their position on any matter under the Council's consideration. A request for an extension of time may be granted by a majority of the members of the Council who are present.
- 10.7 The Staff Advisory Council has the discretion to determine that any meeting shall not be held at any place, but may instead be held by remote communication. Participating in a meeting held by remote communication shall constitute presence in person at the meeting for all purposes, including quorum and voting.

11.0 Article VIII: Quorum and Voting

- 11.1 A majority of the members of the Council shall constitute a quorum authorized to transact business at any regular or special meeting of the Council. A lack of quorum will require the meeting to be rescheduled for another day during the same month; if this is not possible, agenda items will roll over into the next regularly scheduled meeting during the next month.
- 11.2 Voting by Council membership shall be by voice except when voting by ballot is deemed necessary by the Chairperson of the Council.
- 11.3 A majority vote of the Council members present and voting shall carry a motion except to alter, amend, annul, or suspend the Constitution of the Council. In cases such as these, voting shall be in accordance with Article X of the Constitution.

12.0 Article IX: Rules of Order

- 12.1 The rules of parliamentary procedure, as laid down in Robert's Rules of Order, shall govern all meetings of the Council and meetings of any permanent and special Council committees.

13.0 Article X: Amendments, Alterations, Annulments, and Suspension

- 13.1 Proposals of amendments, alteration, annulments or suspension of the Constitution of the Council shall be submitted in writing to the Secretary of the Council, who shall send copies of such proposal(s) to each member of the Council prior to the next regularly scheduled meeting. The Council, by a majority vote, shall determine if the proposal(s) will be submitted to the general membership of the Cameron University Staff for action. This determination shall be made prior to the adjournment of the third consecutive regular meeting of the Council following the original presentation of the proposal(s) to the Council.
- 13.2 Proposal(s) for amendments, alternation, annulments, or suspension of the Constitution that have been approved by the majority of the full Council shall be submitted to the Staff for vote and to the President of the University for approval. Passage or failure of such amendments, annulments or suspensions shall be determined by a majority of votes cast and Presidential approval.

Contacts

Policy Questions: Director of Human Resources, 580-281-2245

Policy History

Policy

Issue Date:	January 25, 2013
Reviewed, no revision:	October 2013
Revised:	March 2014
Revised:	March 2021
Revised:	September 2022
Revised:	May 2024

Appendix A: Staff Advisory Council (SAC) Classifications by Position Title and EEO Category

SAC Category	Position Title	EEO Category
Administrative Support	Administrative Assistant I	Office & Admin Support
Administrative Support	Administrative Assistant II	Office & Admin Support
Administrative Support	Administrative Assistant III	Office & Admin Support
Administrative Support	Assistant to the President	Office & Admin Support
Administrative Support	Asst to the VP for EMSS	Office & Admin Support
Administrative Support	Asst to the VP for Univ. Advan	Office & Admin Support
Administrative Support	Asst to the VP of Bus & Fin	Office & Admin Support
SAC Category	Position Title	EEO Category
General Professional	Academic & Financial Assistance Advisor	Comm Svc, Legal, Arts, Media
General Professional	Academic Advisor	Comm Svc, Legal, Arts, Media
General Professional	Academic Affairs Coordinator	Student and Academic Services
General Professional	Academic Success Coordinator	Student and Academic Services
General Professional	Accountant	Business & Financial Operation
General Professional	Accounting Specialist	Office & Admin Support
General Professional	Accounts Receivable Supervisor	Business & Financial Operation
General Professional	Admissions Coordinator	Student and Academic Services
General Professional	Admissions Counselor	Student and Academic Services
General Professional	Admissions/Academic Svcs Coord	Student and Academic Services
General Professional	Advisement Specialist	Comm Svc, Legal, Arts, Media
General Professional	Assistant Athletic Director	Management Occupations

General Professional	Assistant Athletic Trainer	Healthcare & Technical
General Professional	Assistant Baseball Coach	Comm Svc, Legal, Arts, Media
General Professional	Assistant Director	Comm Svc, Legal, Arts, Media
General Professional	Assistant Director	Librarians
General Professional	Assistant Director	Student and Academic Services
General Professional	Assistant Director/Coord of VA	Student and Academic Services
General Professional	Asst Director/Academic Advisor	Student and Academic Services
General Professional	Asst Women's Basketball Coach	Comm Svc, Legal, Arts, Media
General Professional	Athletic Trainer	Healthcare & Technical
General Professional	CADD Technician	Computer, Engineering, & Science
General Professional	Circulation Supervisor	Office & Admin Support
General Professional	College Preparation Advisor	Comm Svc, Legal, Arts, Media
General Professional	Community Resource Coordinator	Student and Academic Services
General Professional	Concession Mgr.	Service Occupations
General Professional	Coord. for Student Housing	Service Occupations
General Professional	Coord. of Fin Asst & Debt Mgmt.	Student and Academic Services
General Professional	Coordinator for Residence Life	Service Occupations
General Professional	Coordinator of Student Success	Comm Svc, Legal, Arts, Media
General Professional	Courier	Office & Admin Support
General Professional	Director of Media Relations	Comm Svc, Legal, Arts, Media
General Professional	Director, Early Settlement Med	Comm Svc, Legal, Arts, Media
General Professional	Employment Coordinator	Business & Financial Operation

General Professional	Enrollment Specialist	Office & Admin Support
General Professional	EOO Officer/Title IX Co-Coord.	Business & Financial Operation
General Professional	eSports Coach	Comm Svc, Legal, Arts, Media
General Professional	Events and Activities Coordinator	Office & Admin Support
General Professional	Finance Asst. Specialist	Student and Academic Services
General Professional	Financial Asst. Specialist	Student and Academic Services
General Professional	Financial Resource Specialist	Student and Academic Services
General Professional	Freshman Guidance Specialist	Comm Svc, Legal, Arts, Media
General Professional	GEAR UP College Coach	Student and Academic Services
General Professional	Graduate & Transfer Admissions Counselor	Student and Academic Services
General Professional	Head Baseball Coach	Comm Svc, Legal, Arts, Media
General Professional	Head Men's Basketball Coach	Comm Svc, Legal, Arts, Media
General Professional	Head Men's Golf Coach/Event Co	Comm Svc, Legal, Arts, Media
General Professional	Head Men's/Women's TF/XC Coach	Comm Svc, Legal, Arts, Media
General Professional	Head Softball Coach	Comm Svc, Legal, Arts, Media
General Professional	Head Tennis Coach	Comm Svc, Legal, Arts, Media
General Professional	Head Volleyball Coach	Comm Svc, Legal, Arts, Media
General Professional	Head Women's Basketball Coach	Comm Svc, Legal, Arts, Media
General Professional	High School Liaison	Comm Svc, Legal, Arts, Media
General Professional	Information Services Spec.	Office & Admin Support
General Professional	Information Svcs. Coordinator	Office & Admin Support
General Professional	Intl Student Admissions Coord	Student and Academic Services

General Professional	Lead Admissions Counselor	Student and Academic Services
General Professional	Library Senior Associate	Office & Admin Support
General Professional	Library Senior Associate	Office & Admin Support
General Professional	Manager	Student and Academic Services
General Professional	News Director	Comm Svc, Legal, Arts, Media
General Professional	Payroll Administrator	Business & Financial Operation
General Professional	Payroll/Benefits Coordinator	Business & Financial Operation
General Professional	Purchasing Agent	Business & Financial Operation
General Professional	Records Manager	Student and Academic Services
General Professional	Records Specialist	Office & Admin Support
General Professional	Recruitment Comm. Coordinator	Student and Academic Services
General Professional	Senior Accountant	Business & Financial Operation
General Professional	Sports Information Director	Comm Svc, Legal, Arts, Media
General Professional	Station Mgr./Operations Dir	Comm Svc, Legal, Arts, Media
General Professional	Student Accounts Specialist	Sales & Related Occupations
General Professional	Student Accounts Supervisor	Business & Financial Operation
General Professional	Student Success Coach	Student and Academic Services
General Professional	Teacher Cert. Specialist	Student and Academic Services
General Professional	Technician	Computer, Engineering, & Science
General Professional	Testing Coordinator	Student and Academic Services
General Professional	Testing Specialist	Student and Academic Services
General Professional	Theatre Facility Manager	Comm Svc, Legal, Arts, Media

General Professional	Transfer Coordinator	Student and Academic Services
General Professional	Tutor/Testing Coordinator	Student and Academic Services
General Professional	Underwriting Director	Sales & Related Occupations
General Professional	Veterans Certification Specialist	Student and Academic Services
General Professional	Women's Golf Coach/Coord Spe	Comm Svc, Legal, Arts, Media
General Professional	Work-Based Learning Exp Coord.	Student and Academic Services
SAC Category	Position Title	EEO Category
Management	Assistant Director	Management Occupations
Management	Assistant Registrar	Management Occupations
Management	Associate Athletic Director	Management Occupations
Management	Controller	Management Occupations
Management	Director	Management Occupations
Management	Registrar	Management Occupations
Management	Senior Director	Management Occupations
SAC Category	Position Title	EEO Category
Service Occupations	Automotive Mechanic	Nat Rsrc, Construct, Maintenance
Service Occupations	Building Engineer I	Nat Rsrc, Construct, Maintenance
Service Occupations	Building Engineer II	Nat Rsrc, Construct, Maintenance
Service Occupations	Building Engineer III	Nat Rsrc, Construct, Maintenance
Service Occupations	Carpenter	Nat Rsrc, Construct, Maintenance
Service Occupations	Carpenter Foreman	Nat Rsrc, Construct, Maintenance
Service Occupations	Farm Operator	Nat Rsrc, Construct, Maintenance

Service Occupations	Grounds Foreman	Service Occupations
Service Occupations	Groundskeeper	Service Occupations
Service Occupations	Heavy Equipment Operator	Nat Rsrc, Construct, Maintenance
Service Occupations	Institutional Locksmith	Nat Rsrc, Construct, Maintenance
Service Occupations	Maint. /Cust Services Coord.	Service Occupations
Service Occupations	Painter	Nat Rsrc, Construct, Maintenance
Service Occupations	Physical Plant Engineer	Nat Rsrc, Construct, Maintenance
Service Occupations	Police Captain	Service Occupations
Service Occupations	Police Officer	Service Occupations
Service Occupations	Police Officer - Night Shift	Service Occupations
Service Occupations	Senior Building Engineer	Nat Rsrc, Construct, Maintenance
Service Occupations	Senior Carpenter	Nat Rsrc, Construct, Maintenance
Service Occupations	Transportation Foreman	Prod, Transport, Material Moving
SAC Category	Position Title	EEO Category
Technical Skilled	Analyst/Programmer	Computer, Engineering, & Science
Technical Skilled	Assistant Network Administrator	Computer, Engineering, & Science
Technical Skilled	Assistant Systems Administrator	Computer, Engineering, & Science
Technical Skilled	Asst Windows Server Admin	Computer, Engineering, & Science
Technical Skilled	Database Administrator	Computer, Engineering, & Science
Technical Skilled	Digital Access Coordinator	Computer, Engineering, & Science
Technical Skilled	Distance Learning Coord-Duncan	Computer, Engineering, & Science
Technical Skilled	Graphic Designer	Computer, Engineering, & Science

Technical Skilled	Help Desk Coordinator	Computer, Engineering, & Science
Technical Skilled	Information Systems Specialist	Computer, Engineering, & Science
Technical Skilled	Network Administrator	Computer, Engineering, & Science
Technical Skilled	Operator/Printer	Prod, Transport, Material Moving
Technical Skilled	Research and Data Analyst	Computer, Engineering, & Science
Technical Skilled	Storeroom/Waste Coordinator	Computer, Engineering, & Science
Technical Skilled	Systems Administrator	Computer, Engineering, & Science
Technical Skilled	Web Manager	Computer, Engineering, & Science
Technical Skilled	Windows Server Administrator	Computer, Engineering, & Science