

“Be Staff Council”

Staff Council Committees (Effective June 1, 2022)

By-Laws:

The Loyola University Maryland Staff Council represents the interest and concerns of all levels of non-exempt personnel employed by the University in accordance with current regulations. It provides a forum for discussion, recommendations, and voting on matters involving staff and the welfare of the University. Staff Council supports the University with the knowledge, skills, and abilities of the staff, and participates in the review and implementation of the University’s policies which affect staff. In the interest of staff, the Council participates in the development of policies concerning the general operation of the University. The Council forms sub-committees to consider these and other matters raised by staff members. The committees convene to study challenges, propose, and pursue special projects, make recommendations on specific actions and present timely information to the Council. The term for service runs from June 1 through May 31 the following year.

Officer

Chair of Staff Council Leadership Team:

Lead and direct the Staff Council Leadership Team and all Staff Council, be the designated representative to speak on behalf of the Staff Council with the University community. The Leadership Team consists of: Strategic Communication Work Group (Marketing & Communication); Community Building & Event Planning Work Group; Staff Council Administrative Work Group. Each of these work groups has a Team Lead.

Maintain an open communication line with the University community. Maintain a list of all governance and other committees on campus with staff representation. Notify newly elected officers and committee representatives of their responsibilities including term elected. Maintain an open communication line with all committee representatives. Coordinate the business agenda of the Staff Council as approved by the Staff Council. Listen to the concerns of all staff and direct them to the appropriate source for further action and or resolution. Convene regularly scheduled Staff Council meetings following guidelines of Robert’s Rules of Order, Newly Revised; or guidelines that are acceptable by the Staff Council Leadership Team and attend the meetings. Prepare an agenda for all meetings and submit to corresponding secretary for distribution to all appropriate team members. Reserve rooms for all meetings. Maintain the Staff Council budget. Give leadership team members or appointed designee sufficient preparation time to report and update the Staff Council on committee work and projects. The Chair of the Staff Council Leadership Team was approved by the Staff Council on 9/19/2018.

Term: two-year consecutive term, unlimited.

_____ 1 Position Open for 2024 election

Committees Reporting to Loyola Conference

Loyola Conference Representative:

The mandate of this body is to address University-wide issues, especially those dealing with mission, planning, resource allocation (human, physical and monetary), and the monitoring of progress towards goals. This agency manifests the University's recognition of the need for a joint effort in certain crucial areas, such as those delineated in the AAUP-ACE-AGBUC's Joint Statement on Government of Colleges and Universities (Section II). All faculty, administrators, staff, and students have legitimate interest in how University-wide issues are addressed and can contribute to their constructive resolution. Thus, all have representatives in the Conference. This group meets 1x/month via Zoom.

Term: two-year consecutive term, unlimited. (This representative must also be the Budget Committee Rep)

2 Positions Open for 2024 election-also serves on the Budget Committee

1. _____ (+Budget Committee Rep + Benefits & Compensation Rep)
2. _____ (+Budget Committee Rep)

Note: Need representation from 2 different departments/working areas such as:

- Program Assistants/Office Personnel
- Environmental Health & Safety
- Facilities
- Parking & Transportation
- Public Safety

Budget Committee Representative:

This committee assumes responsibility for establishing the annual budget assumptions and priorities, reviewing these assumptions and priorities to the University's long-range strategic plan, and drafting the University's budget (including recommendations for tuition, employee compensation, and transfers to and from the endowment). The committee reports annually, in writing, to the Conference.

This group meets 2x/month via Zoom.

Term: two-year consecutive term, unlimited. (This representative must also be the Loyola Conference Rep)

2 Positions Open for 2024 election-also serves on the Loyola Conference

1. **Same person as Loyola Conference nominee (+ Benefits & Compensation Rep)**
2. **Same person as Loyola Conference nominee**

Note: Need representation from 2 different departments/working areas such as:

- Program Assistants/Office Personnel
- Environmental Health & Safety
- Facilities
- Parking & Transportation
- Public Safety

Compensation and Benefits Committee:

The committee advises the President’s Cabinet, the Associate Vice President for Human Resources, and the Loyola Conference about compensation (for staff and administration) and benefits (for all employees) goals, the allocation of resources to meet those goals, and the monitoring of progress toward the achievement of those goals from the constituents’ perspectives. The committee sends meeting agendas and minutes to the Executive Committee of Governance. The committee reports annually, in writing, to the Conference. The committee, in consultation with the Chair of the Budget Committee regarding appropriate timing for advancing a formal recommendation, will vote and issue recommendations regarding compensation and benefits to the Budget Committee for eventual consideration the Loyola Conference.

This group meets about 3x/semester for 1 hour, virtually. Two staff members serve, one of those members is the Budget Committee representative.

Term: two-year consecutive term, unlimited

2 Positions Open for 2024 election

1. Same person as Loyola Conference + Benefits & Compensation Rep

2. _____

Note: Need representation from 2 different departments/working areas such as:

- Program Assistants/Office Personnel
- Environmental Health & Safety
- Facilities
- Parking & Transportation
- Public Safety

Grievance Panel

The Panel reviews and seeks resolutions to complaints of violation, misinterpretation or misapplication of published University policies and regular practices. If a hearing does take place, members would be responsible for listening to each side’s point of view, reviewing evidence, and making a final determination on the case.

The term of members shall be three years and shall be staggered so that one member from each group is elected each year. If a seat becomes vacant, there shall be a special election to complete the unexpired part of the term.

This group meets in the fall to determine the Committee Chair and only meets thereafter when there is a grievance (not very often).

Term: Three Years staggered, unlimited.

1 Position Open for 2024 election

1. _____ (term 6/1/2024-5/31/2027)

2025 election for term 6/1/2025-5/31/2028

2026 election for term 6/1/2026-5/31/2029

Sustainability Committee

The Committee helps to set the University’s sustainability goals and evaluate the progress toward those goals. The committee reviews and advises the University on current and proposed projects and policies related to sustainability. The committee determines ways to increase environmental awareness and education by fostering a dialogue between operations, teaching, research and student engagement around the issue of sustainability and justice. The committee ensures that the sustainability efforts of the University are being appropriately publicized.

This committee meets 1x/month when school is in session. 3-5 hours max spent on projects with others.

Term: Two years, unlimited.

2 Positions Open for 2024 election

1. _____
2. _____

Technology Services Committee

Faculty on this committee are appointed by the membership Committee of the Faculty Council. Students are appointed by the Student Government Association and staff is elected by Staff Council. Its function is to consider ways to encourage and facilitate use of technology for instruction, research, and administration, as well as informing the University community of the capabilities, limitations and changes in information technology.

This group meets 1x/month, typically the 2nd Monday, at 9:00 am via Teams.

Term: two-year consecutive term, unlimited.

1 Position Open for 2024 election

1. _____

Advisory Committees

Education for Life Committee

The committee reviews requests and allocates funds in support of educational initiatives designed to promote student learning outside the classroom.

Term: two-year consecutive term, unlimited

1 Position Open for 2024 election

1. _____

Appointed Positions – no elections for these positions (appointed by the Chair)

Recording Secretary:

Attend all Staff Council meetings. Take and transcribe the minutes of Staff Council meetings and forward the minutes to the chair and vice chair within one week after the meeting for review and comments. Verify reports from the committee representatives for additions or corrections before being documented in the Staff Council minutes. Record names of attendees at all meetings.

Position reports to Chair of the Staff Council Leadership Team.

Term: two-year consecutive term, unlimited

Technology Coordinator:

Attend all Staff Council meetings. Coordinate technology requirements for Staff Council meetings with Technology Services on all campuses and assist guest speakers with presentations and technology needs as requested.

Position reports to Chair of the Staff Council Leadership Team.

Term: two-year consecutive term, unlimited