

Staff Council Bylaws:

College of Nursing Staff Council Purposes

- Enhance communication among staff, faculty, students, and administration.
- Serve as a liaison to the Dean and Associate Dean for Administration regarding staff issues.
- Coordinate meetings and activities to promote a sense of community within the College of Nursing.
- Provide opportunities for professional development and growth for staff.

Membership

- There will be up to (10) members (minimum of 4), not including the Business Officer or Staff Senate ex-officio (non-voting) members. Each term will be 2 years in duration, beginning July 1. The terms will be staggered to allow for continuity on the council. If necessary, the Staff Council will conduct a special election to fill an unexpected vacant seat on the Council. The individual elected to fill the vacant seat will serve out the remaining term of the individual who has resigned.
- Elections shall be conducted in May of each year in which new representatives will be elected to the Council by a vote from the staff in the College of Nursing.
- Staff Council officers consist of a chair, vice-chair, and a past chair.
- The election of the Staff Council Chair and Vice-Chair will be done by members of the Staff Council once the May election is concluded.
- Should the Chair be unable to perform their elected duties, the Vice Chair will assume the Chair position. Should the Vice Chair be unable to assume the Chair position then the Past Chair will assume the Chair position, on an interim basis. If there is no Past Chair on the Staff Council, a special election will be run to select a new Chair.
- The Business Officer will not be eligible to run for Staff Council but will serve in an ex-official role.
- A College of Nursing Staff Senator can serve in an ex-officio role.
- The member(s) serving as Staff Senate ex-officio may choose to run for election as a voting Staff Council member when a position is vacated. The member would assume both roles as a voting member and the staff senate liaison.
- The chair will notify the CON staff of the election results.

Guidelines

- Employees must meet the following criteria to serve on the Staff Council
 - Be employed in a full-time, part-time, or temporary (STEPS) position.
 - This includes staff with adjunct faculty appointments, externally paid (i.e., contract) employees and employees whose primary assignment and work responsibilities are performed within an academic unit of the College of Nursing and are supervised/evaluated by CON faculty or staff. **Note:** STEPS employees may run for Staff Council at any time with the written permission of their supervisor or administrator.
 - No longer in their probationary period (i.e., the first 90 days of employment)
- The staff employees who are eligible to be voting members of the College of Nursing will be included in all staff meetings, are eligible to serve on the Staff Council, and are eligible for CON Staff Employee of the Year.

Functions

- Conduct a minimum of 4 (four) Staff Council meetings per year.
- Conduct a minimum of 2 (two) College of Nursing All-Staff meetings per year.
- Participate in the Year End Awards Ceremony of the CON to recognize Staff Service Awards. (This will involve working with the Business Office to identify those employees eligible for service awards and collaborating with the Dean's office to ensure recognition of staff at the final College meeting in the spring.)
- Provide a Staff Council Representative to work with the Faculty Council on CON events that include staff.
- Plan and conduct an Annual Staff Retreat. (This will involve soliciting information of interest from staff in formal surveys/questionnaires and informal conversation as to areas of interest or need for professional development, training, etc.)
- At the request of the Dean, coordinate staff representation for committees as needed.
- Represent issues of concern to college staff and bring them to the attention of the Dean and/or Administration.