



COLLEGE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Administrative & Support Staff Advisory Committees	BG – I – b	2	TBD

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
B – Local Governance	Administrative Organization	BG	TBD

PURPOSE

The staff advisory committees act as the representative body for administrative and support staff and serve to advise and communicate with the President. The advisory committees support McLennan Community College in the achievement of the College's mission and recognize the input and value of the administrative and support staff.

The following procedures relate to the duties, operation, and election of the Committees.

Duties- These committees serve as advisors to the President. The committees represent the administrative and support staff, assist with communication across campus, provide staff with a campus voice, disseminate messages from the President, and act as an avenue to share campus concerns and recommendations for improvement.

Each committee will meet as a group throughout the year. The Chairs and Vice Chairs of each committee will meet with the President prior to the Board of Trustees meeting each month and attend the monthly Board of Trustees meeting. The Chairs of each committee will also attend the monthly President's Council meetings. If the Chair of the committee is unable to attend, the Vice Chair should attend.

ADMINISTRATIVE STAFF ADVISORY COMMITTEE

Composition- The Committee shall consist of nine members. Four staff members will be selected by the administrative staff from Instruction & Student Engagement, one from Strategic Planning and Enrollment, two from Finance & Administration, and two from the area of the President. Members of the President's Council will not be eligible to serve on this committee and will not be involved in the election process.

Selection Procedure- Each August, the President's Office shall send a ballot via email to all regular, full-time administrative staff. The ballot shall include the names of all eligible regular,



full-time administrative staff (levels PS-A through PS-E) excluding members of President's Council). The Institutional Research Office shall tabulate the votes, and the person(s) receiving the greatest number of votes, from a department different from current committee representatives, shall be invited to join the Committee.

After the elections, the President's Office shall call a meeting of the Committee members to elect a Vice-Chairperson from the newly elected members. The previous years' Vice-Chairperson will then become the new Chairperson of the committee.

Terms of Service- The members shall serve a two-year term. A committee member whose term has expired must not return to the committee for a period of two calendar years.

Filling Vacancies- Vacancies shall be filled from the latest balloting. The person having the next most votes in the category in which the vacancy occurs will be asked by the Committee Chairperson to complete the term.

SUPPORT STAFF ADVISORY COMMITTEE

Composition- The Committee shall consist of nine voting members. Four staff members will be selected by the Support Staff from Finance & Administration, three from Instruction & Student Engagement, one from the area of the President, and one from Strategic Planning and Enrollment.

Selection Procedure- Each year, the President's office shall send a ballot via email to all regular, full-time support staff. The ballot shall include the names of all eligible regular, full-time support staff (levels SS-A through SS-G). The Institutional Research Office shall tabulate the votes, and the person(s) receiving the greatest number of votes, from a department different from current committee representatives, shall be invited to join the Committee.

After the elections, the President's Office shall call a meeting of the Committee members to elect a Vice-Chairperson from the newly elected members. The previous years' Vice-Chairperson will then become the new Chairperson of the committee.

Terms of Service- The members shall typically serve two-year terms. A committee member whose term has expired must not return to the committee for a period of two calendar years.

Filling Vacancies- Vacancies shall be filled from the latest balloting. The person having the next most votes in the category in which the vacancy occurs will be asked by the Committee Chairperson to complete the term.