

SEATTLEU

Staff Council Steering Committee

Presentation to Cabinet

November 13, 2018

Pre-Read

Background

- Staff voiced concern about being underrepresented on campus
 - Campus Climate Survey, Diversity Task Force Report, Mission Day, Colleagues, etc.
- Initial steering committee formed in 2017 at request of President
 - Additional committee members added in response to campus feedback – Spring 2018
- Research conducted among other AJCU schools
- Regular meetings, website launched, working groups formed
- Held 3 campus wide forums to solicit feedback – Summer/Fall 2018
 - Feedback from staff and campus has been incorporated

Steering Committee Members

- **Katie Bowler**, Advancement Services
- **Michelle Clements**, HR
- **Eric Guerra**, Athletics
- **Kent Koth**, CCE
- **Stephanie Lewis**, Core
- **Mary Lou Moffat**, Albers
- **Lilly Newell**, Arts & Sciences
- **Megan Otis**, Marcomm*
- **Melissa Schade**, Office of Fellowships
- **MK Smith**, ITS
- **John Teegarden**, Math
- **Dion Wade**, U-Rec
- **Leann Wagele**, School of Law*

Steering Committee Goal and Values

Goal:

- Lay a strong foundation so the staff council can succeed

Values:

- Shared governance
- Open and transparent communication
- Inclusion, equity, and diversity

Purpose Statement

The purpose of the Seattle University Staff Council (SUSC) is to serve as a formal representative voice of our diverse and intersectional staff community. The Staff Council will advocate on behalf of staff and make recommendations to University leadership, including the President's Cabinet, on all matters which impact staff including Seattle University culture. To ensure a positive environment and the personal and professional growth of all staff, SUSC will partner to develop opportunities for staff across all levels and departments.

Nondiscrimination Statement

The Staff Council shall not discriminate against any individuals for reasons of color, race, sex, gender, gender identity and expression, sexual orientation, age, religion, political ideology, national origin, marital and family status, veteran status, ability, genetic information or other categories routinely recognized by federal and local law.

Breakdown of Staff by Campus Area

Total Number of Staff: 783

1. Academic Focus

- Total # of Staff: 302
- 39%

2. Student Focus

- Total # of Staff: 223
- 28%

3. Administration/Operations Focus

- Total # of Staff: 258
- 33%

Staff Council Representation

- **Recommendation for size of the staff council**
 - 19: approximately one staff representative for every 40 staff members
- **Three campus areas**
 1. Academic, Student-Focus, Administrative/Operations
 2. Equitable representation for both Exempt/Non-Exempt Roles
 3. One seat reserved for staff represented by bargaining units

Recommended Council Composition

- 6 seats for Academic Focus Staff*
 - *3 seats for exempt; 3 seats for nonexempt*
- 4 seats for Student Focus Staff*
 - *2 seats for exempt; 2 seats for nonexempt*
- 5 seats for Administrative Operations Staff*
 - *2 seats for exempt; 2 seats for nonexempt; 1 for union represented staff*
- 4 seats for At-Large
 - *Allows Elections Committee to increase diversity on council and provide voice for underrepresented groups*
- **19 total seats**
 - *7 exempt, 7 non-exempt, 1 union representative, 4 at-large*

Eligibility for Nomination

Any full-time or regular part-time employee may be elected to the Staff Council if:

- Primary designation is staff rather than faculty or student
- Been employed by Seattle University for a least one (1) year
- In good employment standing (not on a formal PIP)

Staff Council Roles and Responsibilities

- Identify, partner, and propose programs and resources for staff development
- Regularly meet with SU leadership to exchange feedback on key initiatives and staff concerns
- Appoint delegates to campus committees to ensure staff voices are represented

Time Commitment

- **Term Limits: 1 or 2 years, staggered**
 - 1 year term for officers (after initial launch)
 - No more than 2 consecutive terms
- **Service on council supported by university**

Nomination Process

- Staff may self-nominate or nominate a colleague
- Online nomination form sent out via Official Communications (end of Fall Quarter)
- Nominees inform supervisors
- Nomination eligibility confirmed through HR

How Staff Will Vote

- Online platform for nominee information, election details, and voting process
- Each staff member has the option to cast one vote for all available seats in all areas (academic, student, admin/operations)

Proposed Timeline

- **Campus Forum/Kickoff (end of November)**
 - Steering committee shares approved plan to campus
- **Nominations launch (end of Fall Quarter)**
- **Elections (Winter Quarter)**
- **Staff Council begins meeting (end of Winter Quarter)**
 - Steering Committee disbands; transition team available