



COLORADO COLLEGE STAFF COUNCIL MANUAL

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SECTION I- MISSION, VISION, VALUES

Mission: To advocate and promote staff interests so that they remain engaged and involved stewards of the College's mission.

Vision: We are committed to advocating for justice and access for all staff members, ensuring fair opportunities to succeed, grow, and thrive in their experiences at Colorado College.

Values:

- Cultivating Relationships
- Community Connection and Employee Experience
- Engagement and Involvement
- Equity and Access
- Increasing staff voice, visibility, and Influence
- Communication, Cooperation, and Collaboration
- Building a welcoming, inclusive, and hospitable environment
- Leadership through role modeling social and community standards

To this end, the Staff Council also fully supports the achievement of the college's mission and core values:

At Colorado College, our goal is to provide the finest liberal arts education in the country. Drawing upon the adventurous spirit of the Rocky Mountain West, we challenge students, one course at a time, to develop those habits of intellect and imagination that will prepare them for learning and leadership throughout their lives.

As members of the Colorado College community, we share a commitment to

- *honor the life of the mind as the central focus of our common endeavor;*
- *value all persons and seek to learn from their diverse experiences and perspectives;*
- *practice intellectual honesty and live with integrity;*
- *serve as stewards of the traditions and resources of Colorado College;*
- *nurture a sense of place and an ethic of environmental sustainability;*
- *encourage engagement and social responsibility at local, national and global levels;*
- *seek excellence, constantly assessing our policies and programs;*
- *create a campus community that is broadly accessible and welcoming to individuals of diverse identities, experiences, and aspirations;*
- *foster an equitable intellectual and social climate that is inclusive and respectful of human dignity.*

SECTION II—MEMBERS AND TERMS

1. NUMBER OF REPRESENTATIVES

The Staff Council will consist of a total of 16 members:

- a. 15 elected members: one from each of the representative areas on campus
- b. 1 member appointed by the Diversity and Equity Advisory Board (DEAB)

2. ELIGIBILITY

Membership is open to all full-time and part-time staff in good standing with the college.

Those on probation or written warning are not eligible.

3. ELECTION OF NEW MEMBERS

In Block 5 of each year, the Election Officer will take suggestions and nominations from the college staff at-large for new members to the committee. The representative openings as well as a brief description regarding service on the committee will be advertised through regular campus channels. The pool of names should be completed by the end of Block 6. If there are not enough names in the pool to fill all vacancies, this process will continue until enough names have been received.

Voting times will then be adjusted accordingly. The Election Officer will, at that time, contact Human Resources to make sure those in the pool are eligible to be elected to the Staff Council (i.e., they are in good standing with the college, not on probation or written warning). The Election Officer will then contact each eligible potential new member to discuss their nomination, provide a copy of the Staff Council Manual and offer to answer any questions they may have before the Block 7 meeting, new members will be finalized by Block 8.

At such time as candidates are determined, the Election Officer will report to the Staff Council the names of the potential members eligible and willing to be elected. In areas of vacancy, each representative area will vote for its own Staff Council member only. It is suggested that the voting period be open for 14 calendar days, and that reminders be sent to the division with pending elections. The person with the largest number of votes wins the election for each representative area.

The Election Officer will notify the new members of their approved status, as well as thank the non-approved members for their interest in the Staff Council. The Election Officer will request to have the new members added to the email distribution list, inform the new members of our next meetings, and provide initial onboarding.

- a. REPRESENTATIVE AREAS based on organizational structure of the college identified here: <https://www.coloradocollege.edu/offices/ipe/documents/Current%20Org%20Chart.pdf>
 - i. **Academic I** – Ideally representing the Dean of Faculty/Humanities/ID. This follows the organizational chart entitled Humanities & ID and Dean of the Faculty, but not limited to this area of Academics.
 - ii. **Academic II** – Ideally representing the Social/Natural Sciences. This follows the organizational chart entitled Sciences, but not limited to this area of Academics.
 - iii. **Dean of the College.** This mostly follows the Dean of the College organizational chart.
 - iv. **Office of Admission/Office of Financial Aid.** Follows the Enrollment organizational chart.
 - v. **Advancement/Alumni and Family Relations.** Follows the Advancement organizational chart.
 - vi. **Athletics.** Follows the Athletics organizational chart.
 - vii. **Communications/President's Office/People & Workplace Culture.**

Includes the organizational chart for Communications, the President's Office and the human resources department/People and Workplace Culture.

- viii. **Facilities I** - Ideally representing Landscape & Grounds, Transportation, Central Plant, Campus Operations & Plant, and those with direct reporting under the AVP Facilities Services, but not limited to this area of Facilities.
- ix. **Facilities II** - Ideally representing Director of Facilities Services and all who report to include Maintenance, Trades Shop, HVAC, Locksmith, Electrical, Support Services and Events Staff, but not limited to this area of Facilities.
- x. **Finance & Administration/Children's Center**. Includes the Finance & Administration organizational chart, less the Human Resources division and the Children's Center organizational chart.
- xi. **Fine Arts Center**. Follows the Fine Arts Center organizational chart.
- xii. **Information Technology (ITS)**. Follows the Information Technology organizational chart.
- xiii. **Library**. Includes: Tutt Library, Seay Library, and Colket Center.
- xiv. **Student Life Administrative**. This follows the organizational chart listed as Student Life, Dean of Student's office, Wellness Center, Butler Center, Outdoor Education, Arts & Crafts, Community Standards and Competitive Communications departments.
- xv. **Student Life-Residential**. This follows the organizational chart listed as Student Life II including everyone who reports to the AVP for the Residential Experience, Housing and Conference Manager, Residential Experience Director, and Campus Safety.
- xvi. Staff Council also has a 16th member appointed by the **Diversity and Equity Advisory Board (DEAB)**.

4. MEMBER BENEFITS

- Enhanced campus visibility
- Increased access to information
- A sense of pride as an active contributor
- A sense of belonging
- Ability to increase engagement and involvement around campus
- Opportunity to be a CC community influencer
- Ability to foster connection and community
- Institutional and systems view
- Opportunity to serve as a representative and liaison
- Ability to acquire transferable skills: Collaboration, negotiation, coordination, facilitation, implementation, project planning, interpersonal and cross-cultural communication

5. RESIGNATION OF MEMBERS

Any member may resign at any time by giving written notice to a Co-Chair. Such resignation will be effective at a time that is agreed upon by the Co-Chair and the person submitting the request.

6. REMOVAL OF MEMBERS

Any member of the Staff Council may make a request to the Co-Chairs to remove another Staff Council member. Any member may be removed at any time by a vote of the majority

of the other members in office. A vote will be conducted at the next regularly scheduled meeting. Reasons for removal would include:

- a. Excessive absences and/or lack of participation;
- b. Not in good standing with the college;
- c. Failure to uphold the integrity of staff concerns and information provided to the council in anonymity or confidence; and/or
- d. Failure to support the overall mission of the Staff Council and/or college in general.

7. VACANCIES

If a member leaves in mid-term, the Election Officer will then coordinate a special election with the representative area. If the vacancy occurs in the fall semester, the current school year will serve as their first year of a three-year term. If the vacancy occurs in the spring semester, the new representative will complete the current school year, plus three additional full years as their term.

If a staff member has previously served on Staff Council and would like to serve again, they must wait a full term off, in this case three years, before rejoining Staff Council.

This allows for more staff representation.

8. TERMS

Terms for Staff Council members are three (3) years and run from July 1 through June 30. Specific terms included below:

a. CO-CHAIRS

The three Co-Chairs, as elected by Staff Council, are encouraged to include one exempt and one non-exempt staff member. Co-Chairs will serve in that capacity for a minimum of one year. Co-Chairs are encouraged to stagger their office terms over a two-year period to provide for continuity for the Staff Council.

b. KEEPER OF THE MINUTES

A member, elected at the end of their first or second year of service by the Staff Council, will serve in the position of Keeper of the Minutes for one year.

c. TREASURER

A member, elected at the end of their first or second year of service by the Staff Council, will serve in the position of Treasurer for one year.

d. ELECTION OFFICER

A member, preferably elected at the end of their first or second year of service by the Staff Council, will serve in the position of Election Officer for one year.

e. COMMITTEE LIAISON

Two members, elected at the end of their first or second year of service by the Staff Council, will serve in the position of Committee Liaison for one year. They are encouraged to stagger their office terms to provide continuity.

f. DEAB REPRESENTATIVE

A member will serve a three-year term.

g. MEMBER

A member will serve a three-year term.

9. AT-LARGE MEMBERSHIP

- a. If a member of Staff Council changes representative areas during their term, they are automatically moved to an “At-Large” member status to complete their original term of service. The representative area is then asked to nominate another person to Staff Council for the representative vacancy.

SECTION III – POSITIONS AND RESPONSIBILITIES

1. CO-CHAIRS

Preside over and facilitate all regular meetings of the Staff Council

- a. At the onset of each academic year Staff Council Co-chair(s) shall discuss the establishment and/or change to shared norms using the 10 Steps for Establishing Team Norms Guide
- b. Staff Council chair(s) shall lead a discussion to establish Role Assignment and Clarification using this Charter Manual as a guide.
- c. Staff Council Co-chair(s) shall circulate an agreement statement to the terms and conditions within this manual as a formal agreement to the mission, vision, values, and work required of all Staff Council members. The record of this agreement will be kept in an accessible storage area.
- d. At the onset of each academic year, Staff Council Co-chair(s) garner consensus about communication practices and any other protocol requiring address so that all members have access and clarity concerning Staff Council communications.
- e. At the onset of each academic year, Staff Council Co-chair(s) shall initiate a conversation and establish consensus and ensure inclusion of member preferences related to meeting schedules (still adhering to the minimum expectation) to include but not limited to length, frequency, and review of attendance expectations.
- f. At the onset of each academic year, Staff Council Co-chair(s) shall solicit ideas from members to determine goals for the year using the SMARTIE GOALS WORKSHEET
- g. After the establishment of goals, the Staff Council Co-chair(s) shall lead a discussion about goal ownership (who is responsible for goal oversight and progress monitoring) and the use of potential sub-committees to execute and delegate goal tasks and develop consensus among members about this structure.
- h. In addition:
 - Staff Council Co-chair(s) shall regularly review and implement strategies to enhance member participation and voice to ensure equal weight is given during voting, discussions, and decision items.
 - Staff Council might consider using Inclusive Facilitation Strategies provided by ADEI Team.
 - At least 3 days prior to a scheduled meeting, Staff Council Co-chair(s) shall develop and share out a meeting agenda and invite contributions from Staff Council members.
 - Respond to inquiries from staff as needed.

2. KEEPER OF THE MINUTES

- Take minutes of all Staff Council meetings

- Distribute the minutes to all Staff Council members and other staff as needed and requested.
 - o Minutes from the executive session shall be redacted to protect sensitive information prior to distribution.
- Maintain past minutes for historical preservation of Staff Council work
- Distribute Staff Council approved information to selected campus constituencies.
- Forward kudos and other information of interest to the Office of Communications
- Distribute this manual to all members and collect signatures of agreement.

3. **TREASURER**

- Reconcile the Staff Council budget
- Report budget information to the Staff Council at regular meetings
- Work with Staff Council committees to determine if additional funds should be requested for the budget (i.e., for special projects) – October/November timeline

4. **ELECTION OFFICER**

- Coordinate new Staff Council member elections
- Work in conjunction with the Co-Chairs to fill mid-year vacancies by bringing names of potential new members before the Staff Council for approval

5. **COMMITTEE LIAISON**

- Coordinate committee appointments
- Advertise committee openings to all campus staff during March of each year
- Organize a time and location for at-large committee members of the campus to meet in order to express expectations and priorities to committees of all-campus concern
- Organize reports to Staff Council from staff representatives throughout the year
- Fill any committee vacancies throughout the year
- Organize Staff Council sub-committees

6. **EVENTS COORDINATOR**

- Plan all staff council events, with the assistance of members
- Collaborate with HR on staff recognition and other staff-related events
- Coordinate the advertising of events to the campus
- Responsible for the execution of the recommended communication plan goal.

7. **IT COORDINATOR**

- Maintain and update Staff Council website
- Maintain listserv membership
- Monitor Staff Council email box (or forward to co-chairs)

8. **DIVERSITY, EQUITY, INCLUSION, ADVISORY BOARD**

- One staff member appointed to DEAB by Staff Council will be DEAB co-chair with a partner co-chair from the faculty. Once that Staff Co-Chair is selected by DEAB, they will also be appointed to Staff Council without an election.
- Provide updates to council from DEAB committee and vice versa.

9. **ALL MEMBERS**

- Attend all regular Staff Council meetings
- In the case of absence, notify Staff Council Chairs as soon as possible; prolonged absence (3 or more with no communication) may result in termination of membership and replacement as necessary
- Actively participate and be accountable to the mission, vision, values and goals of staff council to include but not limited to activities, subcommittee work, assignments, decision items, voting, and representation of staff council as needed; lack of involvement and engagement can result in termination of membership
- Be thoughtful and mindful of work distribution by stepping up for assignments, stepping back so other voices have a chance to be heard, and stepping alongside fellow Council Members in solidarity and in allegiance to CC community standards.

SECTION IV—MEETINGS AND VOTING

1. REGULARLY SCHEDULED MEETINGS

The members of the Staff Council will meet a minimum of once per block. Meetings may be held over the summer months. Advanced notice of the summer meetings will be given by the Co-Chairs to those who work a nine or ten-month schedule.

- a. REGULAR MEETINGS shall consist of an executive session followed by an open-door session for the CC community.
 - i. Closed door will run the first 30 minutes of the designated meeting time.
 - ii. Open door will run for 55 minutes following the executive session.
 - iii. Staff council may decide to complete any executive business after the open-door session on the approval of the members in attendance.
- b. MINUTES OF THE MEETING: The Keeper of the Minutes shall record the official business conducted during both the executive and open-door sessions of all staff council meetings. Minutes shall include (but are not limited to): persons in attendance, decisions made by the council, and all agreed upon action to be taken. Meetings will be approved by a quorum of members at the next regular meeting.
- c. SPECIAL REPORTS: Co-Chairs will invite members of the President’s office, HR or any other member of the campus community (or their designees) to attend the open-door session of regular meetings to share college community updates. The meeting invite should go out at least one week ahead of the regular meeting.
- d. COMMITTEE BRIEFS: Co-Chairs will invite members from special committees to attend the open-door session of regular meetings to share committee updates. The meeting invite should go out at least one week ahead of the regular meeting.
- e. A QUORUM shall consist of eight members. If a quorum is not met, a regular meeting may still be held but no voting may occur.

2. IN THE LOOP

Staff Council works with the President’s office to host the In the Loop (ITL), a campus-wide, community update meeting. ITLs are hosted during Blocks 1, 3, 5 and 7.

3. LUNCH WITH STAFF COUNCIL

Blockly lunches with members of the campus community may be hosted to invite feedback from the campus community. Co-Chairs should work with the communications team to send out invitations or utilize the CC Today digest. Attendance should be kept to a minimum number of participants (10-12) to ensure a robust and focused conversation.

4. SPECIAL MEETINGS

Special meetings of the Staff Council may be held upon call of the Co-Chairs or any five members of the Staff Council. Notice of the special meeting will be provided on a timely basis to all Staff Council members.

5. VIRTUAL/ELECTRONIC MEETINGS

Members of Staff Council may participate in regularly scheduled or special meetings by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time.

6. VOTING

Official actions and motions by Staff Council shall be voted on by a quorum of members. A simple majority of votes in favor shall be required for the action or motion to pass. All votes shall be initiated and tallied by a Co-chair. Alternate voting on any action or motion by Staff Council may be performed in writing, via email, or other forms of communication.

SECTION V—COMMITTEES AND EVENTS

1. COMMITTEE

Staff Council will select representatives from the staff at large to serve on several campus committees. The COMMITTEE LIAISON will coordinate the nominations and appointments of the potential committee members. Those committee members will report back to the Staff Council via the Committee Liaison. Reference the [FACULTY HANDBOOK](#) for a list of committees, terms, and requirements (exempt versus non-exempt, etc.).

- If not specified in the Faculty Handbook, staff are appointed to three year-terms on committees.
- Staff may not serve consecutive terms on the same campus committee and must wait three years if they wish to serve on that committee again. There is no such waiting period for a staff member who wants to serve on a different committee, and staff may serve on multiple campus committees at the same time. Staff are appointed to campus committees by a quorum of Staff Council meeting in executive session.
- If a staff member resigns before their term expires, the Committee Liaison will first try to find a replacement from the list of nominees who were not selected to serve on a committee. If a replacement is not found, the Committee Liaison will solicit nominations from Staff Council and/or the staff as a whole, and then the replacement will be appointed by a quorum of Staff Council meeting in the executive session. Replacements will serve out the remainder of the resigned member's term but are eligible to be re-appointed to a full term.

- Nominations to committee memberships are normally solicited in March and April of each year, with nominees being notified of their appointments before nine-month employees leave for the summer.

2. STAFF RECOGNITION PROGRAM

Purpose: Recognize individuals or teams across campus who, through their achievements and outstanding performance, make significant contributions towards Colorado College's goals, priorities, and successful operations. Duties and responsibilities of the Staff Recognition Program members are as follows:

- Work with Human Resources in the coordinating and organizing of recognition events
- Coordinate staff recognition opportunities

3. AD HOC COMMITTEES

Ad hoc committees may be appointed by Staff Council as needed.

SECTION VI – REVISIONS AND UPDATES

1. REVISIONS TO MANUAL

- a. This Manual, in whole or in part, may be altered, amended, supplemented, or rescinded by submitting any proposed change to the Staff Council in writing in advance of or at any regular meeting of the Staff Council. The majority of the Staff Council members then in office shall vote to adopt the proposed change.
- b. The Keeper of the Minutes is responsible for distributing this manual to all members.

2. ANNUAL UPDATES

- a. This Manual shall be reviewed annually by an ad hoc committee including at least one staff council co-chair, posted to the Staff Council website, and distributed to new members.