

STAFF SENATE CONSTITUTION AND ARTICLES

STAFF SENATE CONSTITUTION

ARTICLE I: NAME

The name of the organization is WESTERN NEW MEXICO UNIVERSITY Staff Senate.

ARTICLE II: STATEMENT OF PURPOSE

SECTION 1 PURPOSE. The purpose of the WESTERN NEW MEXICO UNIVERSITY Staff Senate is to represent all eligible non faculty staff as defined in Article III, and serve as a source of input into the issues and decisions of the University as they relate to the general welfare of the eligible non faculty staff of WESTERN NEW MEXICO UNIVERSITY. In addition, the Staff Senate shall promote the general well being of WESTERN NEW MEXICO UNIVERSITY in assisting the University in achieving its goals as stated in the WESTERN NEW MEXICO UNIVERSITY Board of Regents policy manual. The Staff Senate shall represent WESTERN NEW MEXICO UNIVERSITY eligible non faculty staff to the University Administration (President and Vice Presidents, *Associate Vice Presidents, and Internal Auditor*), and the Staff Senate shall have the Staff President serve as an advisory *ex-officio* member of the Board of Regents.

SECTION 2 AUTHORITY. The Staff Senate shall have the opportunity, as a matter of course, to make recommendations concerning the official WESTERN NEW MEXICO UNIVERSITY Staff Handbook. The Staff Senate shall make recommendations regarding conditions of employment for the eligible non faculty staff as defined in Article III. The Staff Senate shall also actively pursue and encourage opportunity for training. Eligible WESTERN NEW MEXICO UNIVERSITY non faculty staff may participate, as individuals, in the Staff Senate.

ARTICLE III: MEMBERSHIP

SECTION 1 THE UNIVERSITY STAFF

(A) Eligible Staff members, with the exception of faculty, staff members represented by a bargaining unit (See Article III (A.1) and (A.2) below) and University Administration (See Article II, Section 1), employed by WESTERN NEW MEXICO UNIVERSITY in a regular full time status **are** eligible to vote and/or run for membership on the Staff Senate and from here forward will be referred to as the “general assembly.” The senate encourages full and equal participation for reasons of race, nationality, sex, sexual preference, religion, political belief, age or handicap.

(A.1) Staff members, who are members of a bargaining unit that is represented by a labor organization that has been certified as the “exclusive representative” of those employees, are not eligible to participate in the Staff Senate and may not be represented by the Staff Senate. Such representation is considered a conflict with

the labor organization's legal status as "exclusive representative" of the employees in the bargaining unit.

(A.2) At such time as a group of employees covered by the Staff Senate Constitution submits a petition indicating a desire to be represented by a labor organization for the purpose of collective bargaining all participation in the Staff Senate shall cease. Such cessation shall ensure that there will be no actual or appearance of a conflict with the University's responsibility under the provisions of the University's Labor Management Relations Resolution to ensure there is no interference with the employees' selection of a labor organization. If the employees vote not to be represented by a labor organization they shall again be eligible to participate in the Staff Senate.

(B) The WESTERN NEW MEXICO UNIVERSITY Staff Senate shall be composed of 12 elected representatives from among eligible staff. Each grade of staff shall be represented. Currently there are four (4) classifications of personnel to be represented: Administrative, Professional, Clerical/Secretarial, and Technical. The Administrative classification will elect two (2) representatives, the Professional classification will elect four (4) representatives, the Clerical/Secretarial classification will elect four (4) representatives, and the Technical classification will elect one (1) representative. The Staff President will be elected at-large from the staff general assembly.

(C) A senator may be removed for cause by a two-thirds vote of the Staff Senate. Cause shall be defined to be inappropriate behavior (as defined by staff handbook) on the part of a senator or Staff President, or failure or inability to perform duties. Staff Senators and the Staff President may automatically be removed for non-attendance of three consecutive meetings.

ARTICLE IV: ELECTIONS, VACANCIES, & TERMS OF OFFICE

SECTION 1 (A) Nominations for the position of Staff President for the following year will be made by the voting membership of the *regular full-time* eligible staff at its general meeting the first Monday in March. Nominees will be from the eligible voters of the Staff (See Article II, Section 1).

(B) An election committee shall be appointed by the Staff President. The committee shall develop election procedures, make arrangements for the election, count the ballots *in closed session*, and report the results to the Staff Senate.

(C) A ballot will be prepared with all nominations for Staff President and distributed among the voting membership the following Wednesday. Placement on the ballot will be listed by random drawing. Polling location

will be determined by (Wednesday). Ballots will be counted on the following Thursday. The ballot process must be completed within seven days.

- (D) If any candidate has a majority of the votes cast, that candidate shall be declared elected. If a majority is not indicated for a particular candidate, then a run off election shall be held with only the names of the top two candidates in the votes from the previous election appearing on the new ballot. The majority of the votes cast shall determine the winner. In the event of a tie vote in this second election, the determination of the winner shall rest with a majority vote of the Staff Senate in regular meeting.
- (E) The Staff President serves for a one-year term and may serve for a maximum of two (2) consecutive terms. The President-Elect shall meet with the Staff Senate as an ex-officio (non-voting, *if not already a senator*) member from the regular meeting in July until he/she takes office in October.

SECTION 2 Elections for Senators shall be held during the month of September each year. In the event of a vacancy in a seat on the senate, the #1 alternate from the group losing the senator shall be asked to serve the remainder of the term. The Staff President shall appoint at least one member of the Staff Senate to an election committee to serve along with the chosen representatives of each of the four staff classification groups. This committee shall send nomination ballots to all personnel of each respective group indicating the number of positions to be filled. These shall be sent by the first working day of September each year.

SECTION 3 All personnel of an eligible classification may vote once for each vacant position being filled from their group. The completed ballots should be received by the committee no later than the 7th calendar day after the ballots have been distributed. The ballots shall be counted by the election committee. Senators serve two year staggered terms and may serve for a maximum of two (2) consecutive terms.

SECTION 4 The election committee shall notify the Staff President of the number of votes received by each candidate. The Staff President shall keep this record for the two-year term in the event an alternate might need to be selected to fill an unfulfilled term.

SECTION 5 In the case of tie votes (after a second election) for Staff President, the Staff Senate shall vote by secret ballot to determine the winner. In case of tie votes within a classification, the group membership shall vote by secret ballot to determine the winner.

SECTION 6 The election committee shall notify each person who was nominated concerning the Election results. Those selected begin serving their term on the first regular meeting day in October.

SECTION 7 If a member is unable to complete the term of office, the election committee shall select the alternate with the most votes, representing the same group as the departing member, to fill out the term.

ARTICLE V: ELIGIBILITY FOR VOTING AND HOLDING OFFICE

Every regular full-time employee of the groups listed in Article III, shall be eligible to vote and to hold office. No person is eligible to vote in more than one of these groups.

ARTICLE VI: OFFICERS AND COMMITTEES

SECTION 1 The general assembly shall elect a president at-large. From its membership, the Staff Senate will elect a Vice President, a Secretary and a Parliamentarian.

SECTION 2 The Staff President shall preside at all the meetings of the Staff Senate and serve as the Staff Senate's external representative to the University community.

SECTION 3 The Vice President shall assist the President and shall automatically succeed to the office of President should there be a vacancy in the office.

SECTION 4 The Secretary shall develop and maintain all records with the approval of the Staff Senate.

SECTION 5 The Parliamentarian shall uphold the provisions of the Staff Senate Constitution and Bylaws and ensure Staff Senate business is conducted in accordance with Robert's Rules of Order, newly revised.

SECTION 6 Proxies shall be given to the Secretary to be filed with the minutes. Every effort should be made by Staff Senators to limit their use of proxies. Staff Senate member who's name appears on proxy must be present for proxy to be valid.

SECTION 7 The Staff Senate shall have the power to create committees as necessary. Membership of the standing committees will be elected or appointed. Any eligible regular full-time employee shall be qualified to serve on any of the committees created.

The Staff Senate President shall make appointments to Ad Hoc Committees and vacancies on Senate-appointed standing committees as necessary.

ARTICLE VII: MEETINGS

The Staff Senate shall hold an annual organizational meeting in the fall semester for the election of officers.

SECTION 1 Meetings of the Staff Senate shall take place at least once a month during the calendar year. The Staff President shall be responsible for the preparation of the agenda and for its timely distribution, at least five working days prior to each regular meeting. Staff should submit items for the agenda to the Staff President or their Staff Senator.

SECTION 2 Time and place of each meeting shall be determined by the Staff President.

SECTION 3 The Staff President may call special meetings at any time. Such meetings shall be limited to the consideration of the specific items of business designated in the call of the meeting.

SECTION 4 Any eligible member of the University staff as defined in Article III may attend any of the Staff Senate meetings under the following conditions:

1. All meetings are open.
2. Only members of the Staff Senate sit at the Senate table during meetings.
3. An open forum can be scheduled at the end of the meeting if deemed appropriate (if time allows) by the Staff Senate President for input by members of the general assembly as defined in Article III.
4. Guests, with their proposed topic, can be placed on the agenda by contacting the Staff Senate President a minimum of 24 hours prior to the meeting. Topics concerning certified bargaining unit(s) issues can not be placed on the agenda.

SECTION 5 A simple majority of the Staff Senate shall constitute a quorum (8).

SECTION 6 The Staff President shall notify Staff Senate members of meetings in advance and provide members with a copy of the agenda for such meetings.

SECTION 7 **Staff Senators are requested to attend the monthly meetings on a continuous basis.** If a Staff Senator does not attend three consecutive meetings or fails to submit to the Secretary a proxy vote, the Staff Senate may replace the member with an appropriate alternate (**originally Article IX: Amendments Section 1**).

ARTICLE VIII: CONSTITUTION AND AMENDMENTS

SECTION 1 Constitution. The Constitution shall become effective on the date of approval of the WESTERN NEW MEXICO UNIVERSITY Board of Regents. Ratification

requires two-thirds approval by Staff Senate members present at the Staff Senate meeting.

SECTION 2 Amendments. Amendments to this Constitution may be proposed in writing by eligible WESTERN NEW MEXICO UNIVERSITY staff at a regular Staff Senate meeting or general assembly the one exception being those changes necessitated to comply with state and or federal law. Ratification of an amendment requires approval by two-thirds of the Staff Senate members present at the ratification meeting, and majority approval by eligible staff voting in the ratification election, the one exception being those changes necessitated to comply with state and federal law - no vote is required, and approval by the WESTERN NEW MEXICO UNIVERSITY Board of Regents. Amendments shall become effective on the date of the ratification by the WESTERN NEW MEXICO UNIVERSITY Board of Regents.

SECTION 3 Authority. This Constitution, including all amendments, shall be subject to approval of the WESTERN NEW MEXICO UNIVERSITY Board of Regents.

STAFF SENATE BYLAWS AND ARTICLES

STAFF SENATE BYLAWS

ARTICLE I: STATEMENT OF PURPOSE

SECTION 1 GENERAL. The WESTERN NEW MEXICO UNIVERSITY Staff Senate, an elected representative body and a forum of all eligible non faculty staff, as defined in Article III of the Staff Senate Constitution shall be a source of input into the issues and decision-making processes of the University as they relate to the general welfare of the eligible staff of WESTERN NEW MEXICO UNIVERSITY. In addition, the Staff Senate shall promote the general well being of WESTERN NEW MEXICO UNIVERSITY in assisting the University in achieving its goals as stated in the WESTERN NEW MEXICO UNIVERSITY Board of Regents policy manual.

SECTION 2 SPECIFIC. Staff Senate shall:

- (A) Participate in the formulation of institutional long-range plans, goals and strategies.
- (B) Develop programs and activities promoting professional and personal growth and advancement.
- (C) Advise in decisions and resource allocations, salaries and benefits.
- (D) Represent eligible staff in the planning of improved workplace condition and other means of enhancing and promoting productivity.
- (E) Facilitate communication among eligible staff, faculty, students and administration.
- (F) Provide a forum for the discussion of the general eligible staff welfare.
- (G) Provide a resource for participation in major decisions of the University as they affect eligible University staff.
- (H) Maintain liaisons with officially recognized representative groups on campus with exception of certified bargaining unit(s).

ARTICLE II: FUNCTION

SECTION 1 GENERAL. The Staff Senate shall represent the eligible staff, as defined in Article III of the Staff Senate Constitution of WESTERN NEW MEXICO UNIVERSITY and shall operate on a year-round basis.

SECTION 2 SPECIFIC. Staff Senate shall:

- (A) Study the concerns, welfare and working conditions of the staff.
- (B) Call to the attention of the University President and other appropriate administrators, University organizations or individuals, matters concerning staff in any division or department that the Staff Senate believes should receive attention. This shall not include employees in a certified bargaining unit(s) or those pending an election for union representation. All items of concerns to be submitted to appropriate individuals shall be voted and approved of by the Staff Senate.
- (C) Cooperate with the Faculty Senate Operations Committee and the Faculty Senate in the formulation of recommendations concerning solutions to problems common to the staff and faculty.
- (D) Advise on salaries and promotions policies pertaining to eligible staff.
- (E) Form committees, as needed, to study special or continuing concerns.
- (F) Act as an umbrella organization to provide support and coordination among eligible staff employee organizations on campus.

SECTION 3 LIAISON. Eligible staff, as defined in Article III of the Staff Senate Constitution, from each staff classification of WESTERN NEW MEXICO UNIVERSITY will be represented.

ARTICLE III: OFFICERS

SECTION 1 ELECTION AND APPOINTMENT OF OFFICERS. During the next regular meeting following the election and qualification of the Staff Senate members in the fall semester, the Staff Senate shall elect a Vice-President, a Secretary, and Parliamentarian.

SECTION 2 REMOVAL OF AN OFFICER/SENATOR. An executive officer and/or senator may be removed for cause by a two-thirds vote of the Senate. Cause shall be defined to be inappropriate behavior as defined by the Staff Handbook on the part of a senator or Staff President, or failure or inability to perform duties. Staff Senators and the Staff President may automatically be removed for non-attendance of three consecutive meetings.

SECTION 3 REPLACEMENT OF AN OFFICER/SENATOR. Whenever a vacancy shall occur among the officers of the Senate, the Senate shall at its next meeting elect a

replacement from current Staff Senate members. Whenever a vacancy shall occur among the Staff Senate members, the Staff Senate shall at its next regular meeting appoint the #1 alternate from the group in which the vacancy occurred. Should there be a vacancy in the office of Staff President; the Vice President shall automatically succeed to the office of Staff President.

SECTION 4 PRESIDENT. The Staff President shall serve for a one-year term; a maximum of two consecutive terms may be served. The functions of the Staff President are to:

- (A) Represent the eligible staff and advocate staff and staff senate positions to the WESTERN NEW MEXICO UNIVERSITY Board of Regents, the President of WESTERN NEW MEXICO UNIVERSITY, and the University *community*.
- (B) Represent the eligible staff at all regular meetings of the WESTERN NEW MEXICO UNIVERSITY Board of Regents.
- (C) Chair and set the agenda for the Staff Senate and have one vote (only in cases of ties).
- (D) Make nominations for staff representatives to University-level standing and search committees, in consultation with the Staff Senate and approval of the Senate.
- (E) Serve as an ex-officio, non-voting member of all Staff Senate committees, with exception of the ethics committee.
- (F) Facilitate open lines of communication between the Staff Senate and the University community with the exception of certified bargaining unit(s).
- (G) Serve as spokesperson for the Staff Senate.
- (H) Perform other duties as directed by the Staff Senate.

ARTICLE IV: STAFF SENATE MEETINGS

SECTION 1 Staff Senate meetings shall be open to the entire University community following the guidelines of Article VII, Section 4 of the Constitution.

SECTION 2 REGULAR MEETINGS. The staff senate shall meet monthly at a time and date approved by the Staff President.

SECTION 3 SPECIAL MEETINGS. The Staff President or the Executive Board may call a special meeting at any time. The call for a special meeting shall set forth-specific

items to be discussed at a special meeting. A twenty-four hour public notice is required for special meetings.

SECTION 4 QUORUM. A quorum shall be consistent with Robert's Rules of Order, newly revised.

SECTION 5 AGENDA. The Staff President shall be responsible for the preparation of the agenda and for its timely distribution, at least five working days before each regular meeting.

SECTION 6 RECORD OF ATTENDANCE. The minutes of each meeting shall show the names of the members present and of those absent.

SECTION 7 ATTENDANCE OF MEETINGS. Attendance by Staff Senate members and officers shall be required at all Staff Senate meetings. Unexcused absence from three consecutive meetings shall be considered failure to perform duties and therefore grounds for removal.

ARTICLE V: STAFF GENERAL ASSEMBLY MEETINGS

Quarterly meetings for all eligible staff shall be on the first Monday (that is not a holiday) in March (Staff President nominations), first Monday in June, first Monday in September (that is not a holiday), and the first Monday in December.

ARTICLE VI: PASSAGE OF BYLAWS BY STAFF SENATE

The Staff Senate shall be empowered to pass such bylaws as are necessary for the implementation of the constitution. And bylaws passed by the Staff Senate must be approved by the WESTERN NEW MEXICO UNIVERSITY Board of Regents before they become operational.

ARTICLE VII: RULES OF ORDER

Robert's Rules of Order Newly Revised, shall govern all meetings of the Staff Senate in all cases to which they are applicable, and may govern all internals standing committees in which they are not in conflict with these bylaws, or with the standing rules, or any other rules that have been adopted by the Staff Senate for the conduct of their meetings.

ARTICLE VIII: STANDING COMMITTEES

- (A) The Staff President shall appoint a Staff Senator(s) to chair each of the Staff Senate's standing committees. Each standing committee shall attempt to have at least one member chosen from each of the current eligible classification groups. Each standing committee should be composed of six members with a representative from all of the eligible classification groups.
- (B) The Standing committee members shall serve for a one-year term, not to exceed a two-year term.
- (C) Resignations of committee members shall be submitted in writing, to the Staff Senate Secretary. In the case of the resignation of a chairperson, the Staff President shall appoint a new chairperson from the Staff Senate membership. Other vacancies shall be filled by appointment from the committee chair from the appropriate classification group.
- (D) Each chair shall submit a written report to the Secretary within ten working days of each meeting. If this report contains information, which the Secretary considers vital, or it is an action item for Senate action, the Secretary will include it in the agenda for the next meeting. Reports with action items must be in writing and presented to the Senate by the committee. Standing Committees must present an annual report to the Senate. Standing Committees shall establish their own rules specific to their responsibility: however, no committee shall involve the Senate in any way in any public action or statement, nor incur any debt unless given such authority by the Senate. Meeting minutes shall include date, time, attendance, agenda topics, decisions reached, and handouts for future Senate discussion and/or action.
- (E) Initial committee charges (duties and responsibilities) are in the bylaws: any additional charges need approval of the Senate.
- (F) Standing Committees shall have no fewer than four members; at least one of who is a Staff Senator.
- (G) Quorum for each Standing Committee shall be a simple majority of the members of that committee.

SECTION 2 SALARY, CLASSIFICATION and BENEFITS COMMITTEE.

The Salary, Classification and Benefits Committee shall be responsible for creating documents and recommendations generated by their study of

current salary, classification, and benefits issues that affect the eligible University staff.

SECTION 3 RULES & ETHICS COMMITTEE. The committee shall draft amendments to the Staff Senate Constitution, bylaws, General Rules and Special Rules of the Senate.

- (A) Rules shall be presented to the Staff Senate for consideration prior to being placed on the agenda for Staff Assembly consideration.
- (B) The committee shall function as a resource to the Senate on issues of ethical importance relative to the determination of policy.
- (C) The committee shall develop programs and materials that promote integration among staff while respecting the values of the individual.

SECTION 4 CAREER DEVELOPMENT & TRAINING COMMITTEE. The committee shall monitor the availability of career opportunities for eligible staff, prepare and post news articles, and keep the staff informed of workshops and other training which will improve the ability of the eligible staff to be promoted within the University. The committee shall identify components in existing programs, which act as barriers to career development and suggest possibilities for improving programs.

SECTION 5 ELECTIONS COMMITTEE. This committee shall develop election procedures, make arrangements for the election and voting on the Senate constitution or amendments there to, and shall count the ballots.

- (A) The chair shall report the election results to the Staff Senate Secretary.
- (B) The committee shall determine campaign guidelines, which shall be approved by the Senate.
- (C) The committee shall prepare ballots and determine results of elections.
- (D) The committee will be responsible for annual review of the numbers of eligible staff at the beginning of each fiscal year, and make recommendations to the Senate for any necessary reapportionment.
- (E) General election voting may be conducted via an electronic balloting system as deemed appropriate by the Elections Committee.

SECTION 6 REWARDS AND RECOGNITION COMMITTEE. The committee shall be responsible for the development and implementation of a Staff Recognition Day

at WESTERN NEW MEXICO UNIVERSITY for eligible staff as defined in Article III of the Staff Senate Constitution.

- (A) The committee shall also monitor other University actions, which recognize outstanding contributions to WESTERN NEW MEXICO UNIVERSITY and recommend to the Staff Senate whether the Senate should also commend the person or entity receiving such recognition.
- (B) The committee shall establish a procedure for recognizing and rewarding outstanding eligible staff members as defined in Article III of the Staff Senate Constitution.

Western New Mexico University
EMPLOYEE OF THE MONTH/YEAR
Procedure

1.0 PURPOSE

- 1.1 To recognize eligible employees on a monthly basis for their work performance, reliability, and contribution to the university exceeding their responsibilities.

2.0 CRITERIA

- 2.1 To be nominated, an eligible employee must have the equivalent of one year of employment.
- 2.2 Any member of the General Staff Assembly, as defined in Article III of the Staff Senate Constitution, is eligible for the award.
- 2.3 Any eligible employee can be selected for “Employee of the Month” once within a calendar year.
- 2.4 The eligible employee demonstrates ethical integrity and encourages relationships with people of diverse backgrounds.
- 2.5 The eligible employee is committed to his/her professional growth and personal enrichment.
- 2.6 The eligible employee encourages the exchange of ideas with others.
- 2.7 The eligible employee promotes the cultural, emotional, intellectual, physical, and social growth for him/herself and those he/she serves.
- 2.8 Consistent attendance and dependability will be considered separately from the overall evaluation.*
*This criterion will be utilized in the event of a tie.

3.0 PROCEDURE

- 3.1 Nominations will be obtained through the General Staff Assembly, as defined in Article III of the Staff Senate Constitution, Faculty, or Students. All members of the General Staff Assembly, as defined in Article III of the Staff Senate Constitution, are encouraged to nominate an employee from within or outside your department.
- 3.2 Two options are available when nominating an eligible individual for Employee of the Month.
 - Option 1. The Employee of the Month criteria and application can be found on the Mustang Express homepage. The application can be filled out electronically and submitted to the Employee of the Month email EOM@wnmu.edu. The Employee of the Month chair (or one of the co-chairs decided in advance) will print the electronic nominations posted by 4:30pm on the 15th of the month and sealed until the committee meets.
 - Option 2. Nominations can be turned into the designated locked box outside of the Human Resources Office in the Juan Chacon Building, Room 103. The locked box will be opened by one committee member (decided in advance) and a representative from Human Resources at 4:30pm on the 15th of the month or on the following workday. Paper ballots will be sealed and not opened until the committee meets.

All nominations must be received either electronically or paper ballot by the 15th of the month prior to recognition (i.e. by June 15th for July Employee of the Month). The nominees will be voted on the morning of the 16th or on the following workday. The nomination forms of nominees not selected will be destroyed immediately following the selection for that month. All e-mail nominations will be deleted.
- 3.3 Upon completion of the screening process, the Employee of the Month will be selected by vote of the Staff Recognition Committee members. Criteria in 2.8 will be utilized in the event of a tie.
- 3.4 In case of a Staff Recognition Committee member being nominated or making a nomination, that committee member will be excluded from the screening or voting process.
- 3.5 Employee of the Month recognition:
 - 3.5.1 Day off with pay within the month selected (or an agreed upon date between the supervisor and employee if that month is inconvenient).
 - 3.5.2 Employee of the Month framed certificate.

- 3.5.3 Employee meal ticket donated by Sodexo.
- 3.5.4 News release in the local papers and campus publications.
- 3.5.5 Name on campus marquees.
- 3.5.6 Picture on the wall in Castorena Hall.
- 3.5.7 Automatic nomination for Staff Employee of the Year.

3.6 Employee of the Year recognition:

- 3.6.1 Recognition at the Spring Graduation Ceremony
- 3.6.2 Employee choice of one of the following:
 - a. \$1500 spread throughout the year
 - b. \$1500 worth of Professional Development
 - c. \$1500 worth of equipment to be retained by the University if/when employee terminates.
- 3.6.3 Employee of the Year plaque
- 3.6.4 Employee of the Year picture on the wall in Castorena Hall
- 3.6.5 Name on campus marquees.

SECTION 7 STAFF HANDBOOK COMMITTEE. The committee shall be responsible for recommending any changes to upgrade the Staff Handbook. Example: A change in employee benefits, classification system, etc.

SECTION 8 NEW EMPLOYEE ORIENTATION AND SUPPORT COMMITTEE. The responsibility of this committee is to provide helpful orientation and continual support to each new employee

SECTION 9 ASSESSMENT COMMITTEE. The Assessment Committee is responsible for providing leadership and review to the process of student outcomes assessment. The committee will consist of one elected member from each of the academic departments and a maximum of six members appointed by the staff senate. The Vice President for Academic Affairs, the Vice President for Student Affairs and Community Relations, and the Director of Multicultural Affairs, and the Facilitator for Outcomes Assessment will serve as ex-officio, non-voting members.