I. PURPOSES

- To provide input to the Dean on matters of concern to the staff of the College.
- To participate in the relevant decision making and planning processes of the College.
- To plan and implement development and in-service activities for College staff members.
- To nominate staff representatives for appointment to College committees or College-wide events and activities, when requested.

II. STRUCTURE

The Staff Advisory Committee will be composed of one member from each of the academic departments, the Office of Academic and Student Services, the Dean's Office/Business Office, and Information Technology/Instructional Support Services; representatives will serve a two-year term.

The staff of each department/area will elect from its members a representative who will serve as a voting member of the Committee.

The past SAC chairman will serve in an ex-officio capacity for the first 6 months of the new term to assist in the transition.

The Associate Dean for Administration and Finance will also serve as an ex-officio member of SAC.

The College's representative(s) on the Staff Senate will also be invited to attend SAC meetings to inform members of senate activities; this position(s) will also be ex-officio.

The elected representative will keep fellow staff members fully informed of the deliberations at Committee meetings during regularly scheduled department/area staff meetings.

The Chairman of the Committee will be appointed by the Dean to serve a two-year term.

The Secretary of the Committee will be selected/elected by the Committee in any manner it deems appropriate. The Secretary will keep a record of all decisions, recommendations and action steps of the Committee. The Secretary will develop and distribute the Minutes of SAC meetings to each staff member in the College and the Dean, and post approved minutes on the SAC web-site.
The Chairman will develop the agenda and preside at all meetings. In the absence of the Chairman, the Secretary will preside.

III. MEETINGS

The Committee will meet once a month, except in December, May, and August when there will be no meetings scheduled.

Meetings will be scheduled at the same day and time each month for one year and placed on the College calendar. Meetings must not interfere with the normal operations of the College or departments/areas.

The Committee may elect not to meet when another staff event is scheduled such as the annual Staff Development Seminar.

If there is no business for the Committee to consider, it is not necessary to convene a meeting.

IV. SUB-COMMITTEES

The following is a standing sub-committees:

- **CAS Superior Staff Award Selection Committee (SAS)**
  Committee membership is comprised of the past five award recipients. The most senior member will chair the committee. The sub-committee will be responsible for the nomination and selection process of the Carole A. Sullivan Superior Staff Award for Excellence in Performance. Its appointment will be consistent with established College policy on the Award.

Other ad hoc sub-committees may be established as deemed appropriate by the group.

July 2021