Staff Advisory Council

Mission Statement

A guiding principle of sound governance among people of reason and goodwill is a mutual regard for one another. Such regard is manifested in the sharing of information and advice among representatives of the entire campus community on all matters of mutual concern.

In this spirit, the Staff Advisory Council, through its elected representatives, shall advise, consult with and make recommendations to the administrative officers of Texas A&M University-Corpus Christi.

EEO Categories

EEO Category 1: Executive, Administrative, and Managerial

Assignments that require the performance of work directly related to management policies or general business operations of the institution, department, division, etc. Requires incumbent to exercise discretion and independent judgment and to direct the work of others. People in this category include university officials holding titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators with titles such as associate dean, assistant dean, and managers and supervisors.

EEO Category 3: Other Professionals (support/service)

Persons employed for the primary purpose of performing academic support, student services, and institutional support activities, whose assignments would require either college graduation or experience of such kind in and amount as to provide a comparable background. Examples are librarians, accountants, systems analysts, and coaches.

EEO Category 4: Clerical and Secretarial

Persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Included are persons who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other administrative work required in an office, such as bookkeepers, stenographers, clerk-typists, payroll clerks, and library clerks who are not recognized as librarians.
EEO Category 5: Technical and Paraprofessionals

Persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work. Examples include computer programmers and operators, drafters, engineering aides, photographers, scientific assistants, and technicians (medical, dental, electronic, physical sciences).

EEO Category 6: Skilled Crafts

Persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the process involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Included are mechanics and repairers, electricians, skilled machinists, carpenters, etc.

EEO Category 7: Service/Maintenance

Persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience, protection and hygiene of personnel and the student body, or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Included are facilities maintenance workers and police and security officers.
SAC committees include Executive Committee, Nominations and Elections Committee, Bylaws and Constitution Committee, Benefits and Employee Development Committee, and University Relations Committee.

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<th>Name</th>
<th>Reason for Membership</th>
<th>Term, if applicable</th>
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<td>Thompson, Wendy</td>
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<td>Nelsen, Jody</td>
<td>Advisor – Executive VP for Finance and Administration</td>
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Committees for SAC 2008-2009

Nominations and Elections - Liz Benson-Landau, Chair

The Nominations and Elections Committee will plan and implement nomination and election of Council representatives, the nominations and election of Council officers, and all other elections and referendums concerning the membership.

Bylaws and Constitution - Kat Santrock, Chair
The Bylaws and Constitution Committee will review the constitution and bylaws and recommend amendments to the Council and the membership for approval.

Benefits and Employee Development - Liz Atkison, Chair
The Benefits and Employee Development Committee will review and make recommendations regarding the following:

1. employee classification, salaries and benefits packages as related to membership;
2. training and development opportunities as related to membership;
3. in-service training as related to membership;
4. performance evaluations as related to membership
5. University hiring and advancement as related to membership.

University Relations - Mary Canales and JoAnne Salinas, Co-chairs

The University Relations Committee will develop and implement programs to help increase the morale of the University staff; investigate avenues to enhance communication and relationships with all areas of the University and its activity. Morale and communication projects may include, but are not limited to, a staff newsletter, annual picnic, and awards programs to recognize outstanding service.

Other Committees

Calendar Committee – Robert Garcia
Dorothy Yeater Memorial Scholarship Committee - Bridgette Hardin (chair), Susan Mitchell, Jacque Hamilton, Dr. Richard Shepperd (Faculty advisor)
Diversity Committee – Matt Baysden, Laura Rosales
Employee Excellence Awards – Bea Blomquist
Momentum 2015 Committee – President
Environmental Health & Safety Committee – Victor Ioina
University Budget Committee – President & Vice President
Women’s Center Committee – Cindy Anderson, Kat Santrock, Christine Sanchez
Community Outreach – Roy Coons, Liz Atkinson
University Center & Student Activities Advisory Council – Lorena Cardona, Kim Miller
Constitution

Preamble

A guiding principle of sound governance among people of reason and goodwill is a mutual regard for one another. Such regard is manifested in the sharing of information and advice among representatives of the entire campus community on all matters of mutual concern.

In this spirit the Staff Advisory Council, through its elected representatives, shall advise, consult with and make recommendations to the executive officers of Texas A&M University-Corpus Christi.

I. Name and Authority

The name of this organization shall be the Texas A&M University-Corpus Christi Staff Advisory Council, hereafter referred to in this document as the Council. The Council shall function under this Constitution as approved by the President of Texas A&M University-Corpus Christi. The Council is empowered to organize itself, and establish its own bylaws, except as restricted by this Constitution.

The Council will be advisory to campus administration and will channel recommendations to the Executive Vice President for Finance and Administration, who is the advisor and the liaison to other executive officers.

II. Statement of Purpose

Texas A&M University-Corpus Christi is committed to fostering a sense of community among its faculty, staff and students. With this commitment in mind, the Staff Advisory Council is hereby established to allow for representation and participation of all regular benefits-eligible employees not represented by Faculty Senate or serving on President’s Cabinet, hereafter called the membership. The Council will fulfill the following purposes:

1. It will serve as a voice for the collective body it represents on matters that affect the welfare of the University and/or the membership.
2. It will foster and enhance communication between the membership it represents and others in the campus community.

3. It will serve as a resource through which representatives from the membership will be nominated to serve on University committees by the President of Staff Advisory Council and confirmed by the members of Staff Advisory Council.

4. It will be a forum for discussion of issues involving University rules and procedures.

5. It will serve as an advisory body to the University administration in matters relating to those represented by the Council, as defined in Section III, including the implementation of new policies, procedures and programs and a review of existing policies.

6. It will promote recognition of membership contributions to the mission of the University as well as excellence in service.

7. The Council will actively participate in developing and promoting processes and activities that maximize positive progress.

8. It will serve as a developmental tool, building loyalty and commitment through orientation of new employees, creating motivational projects to instill a sense of community on the TAMU-CC campus, and team building with others in the University.

III. Council Members

The Staff Advisory Council is hereby established to allow for representation and participation of all regular benefits-eligible employees not represented by Faculty Council or serving on President’s Cabinet, hereafter called the membership.

1. Council Eligibility: To be eligible to serve on the Council, prospective representatives must have completed one year of regular, benefits-eligible employment at TAMU-CC prior to the commencement of their elected term of office begins on the Council.

2. Terms: Council representatives will be elected to two-year terms defined by fiscal year: September 1 to August 31. Council representatives can serve a maximum of two (2) consecutive terms. Following a year off the Council, individuals from the membership are again eligible to run for office. For officer terms, please see section IV.

3. Council make-up: Council membership will be comprised of one representative for every 30 constituents in each of the 6 occupational categories with a cap of 10 representatives in any one category. A review of Occupational Categories will occur yearly before the elections. Adjustments to Council membership will be made.
accordingly before elections are held.

5. South Texas Institute for the Arts: There will be a single Council Representative appointed by the Director of the South Texas Institute of the Arts.

4. Membership categories descriptions (Occupational Categories)

Category 1. Executive, Administrative, and Managerial:

A primary function or occupational activity category used to classify persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Included in this category are employees holding titles such as: top executives; chief executives; general and operations managers; advertising, marketing, promotions, public relations, and sales managers; operations specialties managers; administrative services managers; computer and information systems managers; financial managers; human resources managers; purchasing managers; postsecondary education administrators such as: presidents, vice presidents (including assistants and associates), deans (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, directors (including assistants and associates), department heads (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, assistant and associate managers (including first-line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities); engineering managers; food service managers; lodging managers; and medical and health services managers.

Category 3. Other Professionals (support/service):

A primary function or occupational activity category used to classify persons employed for the primary purpose of performing academic support, student service, and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Included in this category are all employees holding titles such as business operations specialists; buyers and purchasing agents; human resources, training, and labor relations specialists; management analysts; meeting and convention planners; miscellaneous business operations specialists; financial specialists; accountants and auditors; budget analysts; financial analysts and advisors; financial examiners; loan counselors and officers; computer specialists; computer and information scientists, research; computer programmers; computer software engineers; computer support specialists;
computer systems analysts; database administrators; network and computer
systems administrators; network systems and data communication analysts;
counselors, social workers, and other community and social service specialists;
counselors; social workers; health educators; clergy; directors, religious activities
and education; lawyers; librarians, curators, and archivists; museum technicians
and conservators; librarians; artists and related workers; designers; athletes,
coaches, umpires; dancers and choreographers; music directors and composers;
chiropractors; dentists; dietitians and nutritionists; optometrists; pharmacists;
physicians and surgeons; podiatrists; registered nurses; therapists; and
veterinarians.

Category 4. Clerical and Secretarial:

A primary function or occupational activity category used to classify persons
whose assignments typically are associated with clerical activities or are
specifically of a secretarial nature. Includes personnel who are responsible for
internal and external communications, recording and retrieval of data (other than
computer programmer) and/or information and other paperwork required in an
office. Also includes such occupational titles such as switchboard operators,
including answering service; telephone operators; bill and account collectors;
billing and posting clerks and machine operators; bookkeeping, accounting, and
auditing clerks; payroll and timekeeping clerks; procurement clerks; file clerks;
clerical library assistants; human resources assistants, except payroll and
timekeeping; shipping, receiving, and traffic clerks; secretaries and administrative
assistants; computer operators; data entry and information processing workers;
desktop publishers; mail clerks and mail machine operators (except postal
service); office clerks (general); office machine operators (except computer); and
proofreaders and copy markers.

Category 5. Technical and Paraprofessionals:

A primary function or occupational activity category used to classify persons
whose assignments require specialized knowledge or skills which may be
acquired through experience, apprenticeship, on-the-job-training, or academic
work in occupationally specific programs that result in a 2-year degree or other
certificate or diploma. Includes persons who perform some of the duties of a
professional in a supportive role, which usually requires less formal training
and/or experience than normally required for professional status. Includes
mathematical technicians; life, physical, and social science technicians;
agricultural and food science technicians; chemical technicians; geological and
petroleum technicians; nuclear technicians; paralegals and legal assistants;
miscellaneous legal support workers; health technologists and technicians; dietetic
technicians; pharmacy technicians; licensed practical and licensed vocational
nurses; medical records and health information technicians; opticians, dispensing;
healthcare support occupations; nursing aides, orderlies, and attendants; physical
therapist assistants and aides; massage therapists; dental assistants; medical
assistants; and pharmacy aides.

Category 6. Skilled Crafts

A primary function or occupational activity category used to classify persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs. Includes occupational titles such as welders, cutters, solderers and brazers; bookbinders and bindery workers; printers; cabinetmakers and bench carpenters; plant and system operators; stationary engineers and boiler operators; water and liquid waste treatment plant and system operators; crushing, grinding, polishing, mixing, and blending workers; medical, dental, and ophthalmic laboratory technicians; painting workers; photographic process workers and processing machine operators; and etchers and engravers.

Category 7. Service/Maintenance

A primary function or occupational activity category used to classify persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Includes titles such as fire fighters; law enforcement workers; parking enforcement workers; police officers; security guards; lifeguards; ski patrol; cooks and food preparation workers; food and beverage serving workers; fast food and counter workers; waiters and waitresses; other food preparation and serving related workers; building cleaning and pest control workers; grounds maintenance workers; electrical and electronic equipment mechanics; installers and repairers; radio and telecommunications equipment installers and repairers; avionics technicians; electric motor, power tool, and related repairers; vehicle and mobile equipment mechanics, installers, and repairers; control and valve installers and repairers; heating, air conditioning, and refrigeration mechanics and installers; air transportation workers; motor vehicle operators; and parking lot attendants.

IV. Officers

Officers of the Council will consist of a President, the Immediate Past President (Ex-Officio), the President-Elect and Vice President (one position), the Treasurer, the Parliamentarian, and the Secretary. All officers, except an Immediate Past President who has already completed two consecutive terms, will retain full voting privileges.

Officers will be elected by the Council at the first meeting for the new fiscal year from representatives of the Council and serve one (1) year terms. No officer may serve more
than two (2) consecutive terms in any one office. A person who is nominated for President-Elect must be willing and eligible to serve at least 3 years on the Council in all three presidential roles. Officers shall be elected in the following order: President-Elect and Vice President, Parliamentarian, Secretary, and Treasurer.

When a Representative is elected President-Elect and Vice President, their term will automatically be extended for three years from that point in time. Once a person has served in all three presidential roles, their seat will become available in the next general election.

Should a vacancy occur in the Office of the Immediate Past President, that role will remain vacant until the next election cycle when the current President will become the Immediate Past President.

Should a vacancy occur in the Office of the President-Elect and Vice President, a special election will take place and the Council will vote a new representative into that role.

No Council Representative shall occupy more than one office at any one given time.

V. Human Resource Representative

A designated representative of the Department of Human Resources will serve as a resource to the Council. The Human Resource representative will attend regular meetings of the Council and Executive Board meetings as deemed necessary by the Council/Executive Board. The Human Resources representative will serve in an ex-officio role on the Council.

VI. Executive Board

The Executive Board will consist of Council Officers and the Chairs of each of the Standing Committees. The Executive Board is responsible for setting meeting agendas, with input from the Council representatives and the membership, and making decisions on behalf of the Council between general Council meetings, and reporting such actions to the Council at the next scheduled meeting. The Immediate Past President does not have voting privileges on the Executive Board.
II. Committees

There will be Standing Committees of the Council as outlined and defined in the Bylaws.

The Chair of each committee will be appointed by the President of the Council subject to approval by the Council. Committee Chairs must be elected Council members. All council members will serve on a minimum of one (1) committee. Council committee membership is not restricted to Council members. Committee members can be recruited from the membership at large. Council Committee Chairs will be responsible for the preparation and presentation of committee reports to the Council.

VIII. Meetings

Council members will meet once each month on a schedule determined by the Council. All regularly scheduled Council meetings are open to all regular benefits-eligible staff. A special meeting may be called with 48-hour notice by the Executive Board or by petition of one-third (1/3) of the Council. A regularly scheduled meeting may be canceled by a 2/3 vote of the Council.

IX. Amendments, Review and Revision

All changes to the Council Constitution shall be passed and approved in accordance with provisions stated in this section.

1. Amendments of this constitution may be proposed by: (a) the Council by its own initiative upon a majority vote of Council, (b) petition of 25 members of the membership to the Council subject to a favorable majority vote of the Council.

2. Proposed amendments and revisions must be presented in writing to the Council Secretary for distribution to the Council at the next regularly scheduled meeting.

3. The Council shall not vote on the proposed amendments or revisions until at least two weeks after the meeting at which the amendments or revisions are submitted.

4. Amendments will then be initially accepted on approval by two-thirds (2/3) of the entire Council and will then be presented to the Staff Advisory Council Advisor who will seek ratification by the President of the University.

5. Amendments approved by a two-thirds (2/3) majority vote of the Council and the President of the University shall be submitted to a campus-wide membership referendum.
conducted by the appropriate Council committee.

6. Passage of amendments and revisions on a campus-wide referendum of the membership shall require a majority of the votes cast.

7. A campus-wide referendum of the membership for the purpose of amending or revising the Constitution will be limited to one (1) per academic year.

X. Nondiscrimination

The Council, in all its activities, is committed to providing a climate that is conducive to the personal and professional development of each individual. The Council subscribes to the concept of equal opportunity and affirmative action, and does not discriminate on the basis of race, color, religion, sex, age, disabilities, national origin, veteran status, or sexual orientation.

Last Updated: 6/24/2008 6:43:51 PM
Bylaws

ARTICLE I: Name

The name of this organization shall be the Texas A&M University-Corpus Christi Staff Advisory Council, hereafter referred to in this document as the Council.

ARTICLE II: Purpose

Texas A&M University-Corpus Christi is committed to fostering a sense of community among its faculty, staff and students. With this commitment in mind, the Staff Advisory Council is hereby established to allow for representation and participation of all regular benefits-eligible employees not represented by Faculty Senate or serving on President’s Cabinet, hereafter called the membership.

ARTICLE III: Meetings

Section 1. Regular meetings. The Council shall meet once per month or on a schedule determined by the Council. The first meeting of a Session will be called by the President no earlier than September 1 and no later than September 30. Elections for Council Officers will take place at the first meeting and a regular meeting schedule will be discussed and voted on.

Section 2. Special meetings. A special meeting may be called by the Council Executive Board or by one-third (1/3) vote of the Council. Council representatives shall be notified at least 48 hours in advance of a special meeting.

Section 3. Quorum. A quorum is necessary to conduct official business of the Council and shall consist of a majority of the Council. A written authorization of proxy shall count toward a quorum and must be given to an employee in the same employment category not on the Council. Only one proxy may be given to a person. Without a quorum, Council Representatives present may discuss actions, make recommendations and submit for approval at the next regular meeting as long as a quorum exists. Proxy should have the power to vote or may abstain from vote due to lack of knowledge on voting subject.
Section 4. Agenda. The agenda will be prepared by the Executive Board and final approval granted by the President. Agenda items may be submitted by any member of the campus community. Items for the agenda must be submitted in writing to the Council Secretary no later than seven (7) business days prior to the next scheduled meeting. The agenda for all scheduled meetings shall be posted on the Staff Advisory Council website no later than two (2) business days prior to the meeting.

Section 5. Robert's Rules of Order, newly revised, shall be the parliamentary authority that will govern all meetings of the Council and its committees.

Section 6. Attendance. Attendance at regular meetings is required of all Council Representatives except those submitting to the Secretary, in advance of the meeting, valid reasons for absence. Representatives missing more than 4 (4) meetings during a fiscal year, other than University approved absences, will forfeit their position on the Council and the vacancy will be filled in the manner set forth in the Bylaws (Article IV, Section 4. Attendance). The use of proxy will not constitute attendance.

Section 7. Open meetings. Staff Advisory Council meetings will be open to all interested parties. The Council reserves the right, upon majority vote of those in attendance, to go into closed session, but no final action may be taken in closed session.

Section 8. Voting. Decisions of the Council will be passed by a majority vote of the Council in attendance. Voting on motions and issues brought before the Council will be by voice or show of hands, unless a roll call or vote by written ballot is requested by a Council Representative. Roll call votes will be recorded in the minutes of the meeting.

Section 9. Minutes. Unapproved minutes of a meeting shall be submitted to Council Representatives by the Council Secretary at least five (5) business days prior to the next regularly scheduled meeting. Approved minutes of the Council meetings will be recorded and made available in the Council Office and on the Staff Advisory Council website.

ARTICLE IV: Elections

Section 1. Elections. Elections for expired and vacant positions on the Council will be held annually, conducted through balloting and carried out by the Election Committee. Elected Council Representatives will be determined by candidates receiving the most votes within their classification. Election results will be tabulated and verified by the Elections Committee and presented to the Council at the first regularly scheduled meeting that takes place after the election. The Nominations and Elections Chair will also notify each Representative that they have been elected to the Council. Election results and any matters related to the election must be kept on file in the Staff Advisory Committee Office in accordance with the State of Texas Records Retention policies. Additionally, election results will be posted to the Staff Advisory Council website.
Section 2. Officer Ballots. Once all elected Representatives have been identified, the Nominations and Elections Committee will invite all eligible Council Representatives to apply for inclusion on the Officer Election Ballot. The confirmation of eligibility will be coordinated among the Nominations and Elections Committee, Human Resources, and the currently elected Officers of the Council. Upon confirmation of eligibility, the Nominations and Elections Committee will prepare an officer ballot and provide the ballot to the President-Elect. The President-Elect will call the first meeting in September, at a time of their own discretion, and as the first order of business, they will conduct the officer elections.

Section 3. Council Eligibility: To be eligible to serve on the Council, prospective representatives must have completed one year of regular, benefits-eligible employment at TAMU-CC prior to the commencement of their elected term of office begins on the Council.

Section 4. Council make-up: Council membership will be comprised of one representative for every 30 constituents in each of the 6 occupational categories with a cap of 10 Representatives in any one category and a minimum of 2 Representatives in any one category. A review of Occupational Categories will occur yearly before the elections. Adjustments to Council membership will be made accordingly before elections are held.

Section 5. South Texas Institute for the Arts: There will be a single Council Representative appointed by the Director of the South Texas Institute of the Arts.

Section 6. Membership categories descriptions (Occupational Categories)

Category 1. Executive, Administrative, and Managerial:

A primary function or occupational activity category used to classify persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Included in this category are employees holding titles such as: top executives; chief executives; general and operations managers; advertising, marketing, promotions, public relations, and sales managers; operations specialties managers; administrative services managers; computer and information systems managers; financial managers; human resources managers; purchasing managers; postsecondary education administrators such as: presidents, vice presidents (including assistants and associates), deans (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, directors (including assistants and
associates), department heads (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, assistant and associate managers (including first-line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities); engineering managers; food service managers; lodging managers; and medical and health services managers.

Category 3. Other Professionals (support/service):

A primary function or occupational activity category used to classify persons employed for the primary purpose of performing academic support, student service, and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Included in this category are all employees holding titles such as business operations specialists; buyers and purchasing agents; human resources, training, and labor relations specialists; management analysts; meeting and convention planners; miscellaneous business operations specialists; financial specialists; accountants and auditors; budget analysts; financial analysts and advisors; financial examiners; loan counselors and officers; computer specialists; computer and information scientists, research; computer programmers; computer software engineers; computer support specialists; computer systems analysts; database administrators; network and computer systems administrators; network systems and data communication analysts; counselors, social workers, and other community and social service specialists; counselors; social workers; health educators; clergy; directors, religious activities and education; lawyers; librarians, curators, and archivists; museum technicians and conservators; librarians; artists and related workers; designers; athletes, coaches, umpires; dancers and choreographers; music directors and composers; chiropractors; dentists; dietitians and nutritionists; optometrists; pharmacists; physicians and surgeons; podiatrists; registered nurses; therapists; and veterinarians.

Category 4. Clerical and Secretarial:

A primary function or occupational activity category used to classify persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmer) and/or information and other paperwork required in an office. Also includes such occupational titles such as switchboard operators, including answering service; telephone operators; bill and account collectors; billing and posting clerks and machine operators; bookkeeping, accounting, and auditing clerks; payroll and timekeeping clerks; procurement clerks; file clerks; clerical library assistants; human resources assistants, except payroll and timekeeping; shipping, receiving, and traffic clerks; secretaries and administrative assistants; computer operators; data entry and information processing workers;
desktop publishers; mail clerks and mail machine operators (except postal service); office clerks (general); office machine operators (except computer); and proofreaders and copy markers.

Category 5. Technical and Paraprofessionals:

A primary function or occupational activity category used to classify persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job-training, or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Includes persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Includes mathematical technicians; life, physical, and social science technicians; agricultural and food science technicians; chemical technicians; geological and petroleum technicians; nuclear technicians; paralegals and legal assistants; miscellaneous legal support workers; health technologists and technicians; dietetic technicians; pharmacy technicians; licensed practical and licensed vocational nurses; medical records and health information technicians; opticians, dispensing; healthcare support occupations; nursing aides, orderlies, and attendants; physical therapist assistants and aides; massage therapists; dental assistants; medical assistants; and pharmacy aides.

Category 6. Skilled Crafts

A primary function or occupational activity category used to classify persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs. Includes occupational titles such as welders, cutters, solderers and brazers; bookbinders and bindery workers; printers; cabinetmakers and bench carpenters; plant and system operators; stationary engineers and boiler operators; water and liquid waste treatment plant and system operators; crushing, grinding, polishing, mixing, and blending workers; medical, dental, and ophthalmic laboratory technicians; painting workers; photographic process workers and processing machine operators; and etchers and engravers.

Category 7. Service/Maintenance

A primary function or occupational activity category used to classify persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Includes titles such as fire fighters; law enforcement workers; parking enforcement workers; police officers;
security guards; lifeguards; ski patrol; cooks and food preparation workers; food and beverage serving workers; fast food and counter workers; waiters and waitresses; other food preparation and serving related workers; building cleaning and pest control workers; grounds maintenance workers; electrical and electronic equipment mechanics; installers and repairers; radio and telecommunications equipment installers and repairers; avionics technicians; electric motor, power tool, and related repairers; vehicle and mobile equipment mechanics, installers, and repairers; control and valve installers and repairers; heating, air conditioning, and refrigeration mechanics and installers; air transportation workers; motor vehicle operators; and parking lot attendants.

Section 7. Nominations. Nominations of candidates may be made by an eligible member in any classification. Members may self-nominate. Confirmation of the eligibility of all nominees shall be made by the Election Committee. In the event there are no, or insufficient, nominations from a particular classification, the Election Committee shall attempt to fill the ballot with qualified, willing candidates.

Section 8. Terms. Each Council Representative will serve a two (2) year term. Elections will generally be in May but must be completed by August 15. Council Representatives will serve staggered terms with one-half of the Council elected in alternate years. Term years will be defined by, and coincide with, fiscal years. Each Council session will begin September 1 and end on August 31.

Section 9. Classification changes. A Council Representative whose job classification changes during their term of office will serve the constituency who elected this representative for the remainder of their term—even if this takes the number of Representatives over the cap of 10.

Section 10. Vacancies. Unexpired terms will be filled from among those nominated but not elected at the most recent election, in the order of the highest number of votes received. The new Council Representative will serve the remainder of the vacated term. In the event those nominated but not elected are unable or unwilling to serve, the Executive Committee will appoint a replacement member from the classification area with the vacancy. Upon the majority vote of the Council, a Council seat may remain vacant.

Section 11. Representation Formula. For every 30 employees in each of the employment categories, there will be one Council Representative elected. As of June, 2008, the breakdown of representatives is as follows:

Occupational Category 1-Executive, Administrative, and Managerial: 2 (51 Employees)
Occupational Category 3 – Other Professionals: 10 (304 Employees)
Occupational Category 4 – Clerical and Secretarial: 5 (162 Employees)
Occupational Category 5 – Technical and Paraprofessionals: 2 (48 Employees)

Occupational Category 6 – Skilled Crafts: 2 (19 Employees)

Occupational Category 7 – Service/Maintenance: 3 (100 Employees)

ARTICLE V: Responsibilities of Council Representatives

Section 1. General duties. Council Representatives are elected to represent and voice the concerns and opinions of their constituent members. The duties of Council Representatives will be to attend all meetings; to communicate to the Council concerns and ideas of the membership; to report fully to the membership they represent on deliberations, discussions, and actions of the Council; to serve on a minimum of one (1) Council committee and to participate fully in Council activities.

Section 2. Annual Report. An annual report of Council activities, as well as suggestions for future Council work, will be prepared by the Executive Committee with input from the Council at-large and submitted to the Texas A&M University-Corpus Christi President and the Executive Vice President for Finance and Administration. This annual report will be made available to the membership via the Staff Advisory Council website.

Section 3. Position papers. Proposals and position papers on membership concerns, as determined by a majority of the Council, will be prepared and submitted to the University President or his/her designee.

ARTICLE VI: Officers and Advisor

Section 1. Officers. Officers of the Council will consist of a President, the Immediate Past President (Ex-Officio), the President-Elect/Vice President (one position), the Treasurer, the Parliamentarian, and the Secretary. All officers, except an Immediate Past President who has already completed two consecutive terms, will retain full voting privileges.

Officers will be elected by and from the Council at the first meeting for the new fiscal year and will serve one (1) year terms. No officer may serve more than two (2) consecutive terms in any one office. A person who is nominated for President-Elect must be willing and eligible to serve at least 3 years on the Senate in all three presidential roles. Officers shall be elected in the following order: President-Elect/Vice President (one position), Parliamentarian, Secretary, and Treasurer.

When a Council Representative is elected President-Elect, their term will automatically
be extended for three years from that point in time.

Should a vacancy occur in the Office of the Immediate Past President, that role will remain vacant until the next election cycle when the current President will become the Immediate Past President.

Should a vacancy occur in the Office of the President-Elect, a special election will take place and the Council will vote a new representative into that role.

Council Representatives shall not occupy more than one office at any one given time.

Section 2. Terms. Officers will serve one (1) year terms. No officer may serve more than two (2) consecutive terms in any one office, but shall be eligible to serve following a one (1) year hiatus in a particular office.

Section 3. Duties. The duties of the officers are as follows:

A. Immediate Past President. The Immediate Past President (IPP) will serve their final year in office as an advisor to the current president and will focus on maintaining continuity of the Senate.

B. President. The President will preside over all Council meetings; appoint chairs of Council committees with Council approval; serve as Council liaison to University-wide committees and membership oriented groups; and perform other duties as specified in these Bylaws. The President will strive to ensure that a SAC Representative serves on all search committees formed for the purpose of hiring executive officers of the institution.

C. President-Elect/Vice President (one position). The President-Elect/Vice President (PEVP) will serve as a full voting member of the Council and the Executive Committee. They will serve this first year of a three-year term as an “understudy” to the President and as Vice President of the Council and will gain experience and insight for their impending presidency the following year. They may be asked by the current President to take on special duties or tasks. The PEVP will preside over the Council in the absence of the President; assist new representatives and perform other duties as specified in the Bylaws. The PEVP will assume the full duties of the President in the event the President can no longer serve the remainder of the term.

D. Treasurer. The Treasurer will be responsible for the financial activities of the Council, administering the budget and accounts of the Council, and providing reports on the Council's financial affairs as needed.

E. Parliamentarian. The Parliamentarian will serve as a voting member of both the Council and Executive Committee and will rule on issues of procedure. They will serve as a procedural resource to the Council and will be expected to assist Council Representatives in learning proper parliamentary procedure.
F. Secretary. The Secretary will record the minutes of Council meetings; submit written minutes to the Council President no later than five (5) business days prior to the next scheduled meeting; and coordinate and prepare the Annual Report on Activities for submission to the TAMU-CC President and/or the Executive Vice President for Finance and Administration.

Section 4. Vacancies. Vacancies of officers for unexpired terms will be filled by election of the Council at their next regular meeting. A vacancy in the position of Immediate Past President will remain as such until the current President rolls into that position at the end of their presidential term.

Section 5. Advisor. The advisor to the Staff Advisory Council shall be the Executive Vice President for Finance and Administration, as outlined in their position description. The role of the advisor to the Council is to provide direction, advice, and counsel to the Council as well as directly to the Officers of the Council. In order for the Council to operate effectively as the independent voice of the staff, the advisor should always remain in an advisory role. The advisor should regularly act as a liaison between the Council and the President of the University as well as President’s Cabinet.

ARTICLE VII: Committees

Section 1. Standing Committees. There will be a minimum of five (5) standing committees of the Council. Standing committees shall include: the Executive Committee, the Nominations and Election Committee, the Bylaws and Constitution Committee, the Benefits and Employee Development Committee, and the University Relations Committee. Each committee will be responsible for submitting an annual report no later than August 1 of each year.

Section 2. Committee duties. The scope and responsibilities of standing committees are as follows:

A. Executive Committee. The Executive Committee will prepare the agenda for each Council meeting; prepare the annual budget for the Council and present said budget to the Council for approval; present the Council's financial report for the previous year; recommend appointments to campus-wide committees of Council Representatives and/or the membership at-large; and prepare and post on the SAC website an annual report of Council activities.

B. Nominations and Election Committee. The Nominations and Elections Committee will plan and implement nomination and election of Council Representatives, the nominations and election of Council Officers and all other elections and referendums concerning the membership. Additionally, should there be questions, problems, or issues that arise during an election, the Nominations and Elections Committee will be the sole deciding party in all election and voting issues. At the first meeting following the annual
elections, the outgoing Chair of the Nominations and Elections Committee will present verified election results to the Council. The results of all elections, appointments, referenda, votes, any matters related to the election must be kept on file in the Staff Advisory Committee Office in accordance with the State of Texas Records Retention policies. Results will be posted on the Staff Advisory Council website.

C. Bylaws and Constitution Committee. The Bylaws and Constitution Committee will review the constitution and bylaws and recommend amendments to the Executive Committee, the Council and the membership for approval. The Bylaws and Constitution MUST be reviewed on an annual basis even if changes are not anticipated.

D. Benefits and Employee Development Committee. The Benefits and Employee Development Committee will review and make recommendations regarding employee classification, salaries and benefits packages; training and development opportunities; in-service training; performance evaluations; and university hiring and advancement as related to membership. Additionally, this committee will coordinate the annual employee service awards program.

E. University Relations Committee. The University Relations Committee will develop and implement programs to help increase the morale of the University staff; investigate avenues to enhance communication and relationships with all areas of the University and its activity. Morale and communication projects may include, but are not limited to, a staff newsletter and the annual employee appreciation luncheon.

Section 3. Ad Hoc Committee/s. In addition to the aforementioned standing committees, special interest committee/s will operate in an ad hoc capacity to address special needs of the membership as they develop. Focus for ad hoc special interest committee activities can be recommended by standing committees of the Council, by individual representatives of the Council, or by individuals from the membership.

Section 4. Chairs. The chair of each committee will be appointed by the President subject to confirmation by the Council. Council committee chairs will be responsible for the preparation and presentation of committee reports to the Council.

Section 5. Committee membership. All Council Representatives will serve on a minimum of one (1) committee. Council committee membership is not restricted to Council Representatives. Committee members can be recruited from the membership at-large. Each committee chair has discretion as to the membership of his/her committee. A list of all committees and subcommittees, and their respective chairs, shall be made available to the membership at-large. Individuals of the general membership interested in serving on a committee can submit their name for consideration to the chair of that committee.
ARTICLE VIII: Amendments, Review, and Revision

All changes to the Council Bylaws shall be passed and approved in accordance with provisions stated in this section.

Section 1. Any member of the Council, with the endorsement of five other representatives, may propose amendments and revisions to the Bylaws.

Section 2. Proposed amendments and revisions must be presented in writing to the Council Secretary who shall distribute them to representatives of the Council at the next regularly scheduled meeting.

Section 3. The Council shall not vote on the proposed amendments or revisions until at least two weeks after the meeting at which the amendments or revisions are submitted.

Section 4. Amendments will then be accepted on approval by two-thirds (2/3) of the entire Council.

ARTICLE IX: Expenditures

Section 1. All expenditures of more than $1,000 must be approved by the Council Executive Board. All expenditures of more than $500 must be approved by the President, Vice President, Secretary and Treasurer. Expenditures between $0 and $499 must be approved by the President.