

**Report to Civil Service Council  
Task Force on Guidelines for Committee Responsibilities  
October 15, 2012**

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The CSC Task Force on Guidelines for Committee Responsibilities is submitting the following proposed changes for the Council's review.

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The following captures our thoughts and discussions to date. It is not our goal to place unnecessary burden on anyone but rather to have a system to confirm that the Civil Service Council, and by extension the constituents who elect us, is represented on both Constituency and Council Committees to the best of our ability. We are proposing the following procedures and responsibilities for serving on Constituency and Council Committees.

**Constituency Committee Member Responsibilities**

As a Civil Service Council representative on a Constituency Committee, you are obligated to the following:

1. Attend all meetings for your assigned Constituency Committee;
2. If you are unable to attend one (or more) of your Constituency Committee meetings, you are responsible to find a proxy to attend in your stead;
3. If using a proxy, you must advise the CSC President (or his/her delegate) and the Constituencies Office staff member of the name of your proxy and the date of the meeting(s) s/he will be attending on your behalf;
4. You are responsible for submitting a report from the Constituency Committee meeting to the CSC President (or his/her delegate) and the Constituencies Office staff member as requested prior to the next regularly scheduled monthly CSC meeting.
5. You are responsible to attend regularly scheduled CSC monthly meetings often enough to seek CSC advice and guidance, and to present your report in person at the next regularly scheduled CSC meeting.
6. If your Constituency Committee did not meet in a given month, you are responsible to advise the CSC President (or his/her delegate) and the Constituencies Office staff member as requested prior to the next regularly scheduled monthly CSC meeting.
7. If you are chosen to serve on a search committee, you must do the following:
  - a. Advise the CSC President (or his/her delegate) and the Constituencies Office staff member of the name of the search committee chair immediately following the first search committee meeting.
  - b. You are responsible for submitting a report from the search committee meetings to the CSC President (or his/her delegate) and the

Constituencies Office staff member as requested prior to the next regularly scheduled monthly CSC meeting.

- c. Remember that proxies are not allowed for search committees, so before volunteering to serve make sure your schedule will allow you the time to participate in all aspects of the search process.

### **Council Committee Member Responsibilities**

As a Civil Service Council representative on a Council Committee, you are obligated to the following:

1. Attend all meetings for your assigned Council Committee;
2. If you are unable to attend one (or more) of your Council Committee meetings, you are responsible to advise the committee chair of your absence(s);
3. The chair of each Council Committee is responsible for recording attendance at and ensuring quorum for each meeting.
4. The chair of each Council Committee is responsible for submitting a report from the Council Committee meeting(s) to the CSC President (or his/her delegate) and the Constituencies Office staff member as requested prior to the next regularly scheduled monthly CSC meeting. This report should include the attendance record.
5. If your Council Committee did not meet in a given month, the chair is responsible for advising the CSC President (or his/her delegate) and the Constituencies Office staff member as requested prior to the next regularly scheduled monthly CSC meeting.

### **Constituencies Office Staff Member Responsibilities**

The Constituencies Office staff member shall:

1. Send two calls for submission of reports to all CSC committee reps (both CSC and non-CSC members) prior to the monthly meeting. The first call for reports will be sent two weeks prior to the next monthly meeting with a due date one week prior to the next monthly meeting (consistent with current process). The second call for reports will be sent one day prior to this due date as a reminder.
2. Maintain a spreadsheet documenting all Constituency and Council Committee meetings with attendance and reporting records.
3. Upon notification from the CSC representative on a search committee, the Constituencies Office staff member will send a letter to the search committee chair to request updates on the rep's attendance and service, copying the pertinent Vice Chancellor, the CSC President, and the CSC representative.
4. At the conclusion of a search, the Constituencies Office staff member will contact the search committee chair to confirm the representative's attendance and participation.

### **Executive Committee Responsibilities**

In their monthly Executive Committee meeting they will review the Constituencies Office staff member's records to determine:

1. Which Constituency Committees have met in the prior month and whether a report was received from the assigned representative (or his/her proxy);
2. Which Council Committees have met in the prior month and whether a report was received from the elected chair;
3. If no communication has been received from an assigned representative, a member of the Executive Committee shall contact that representative (for Constituency Committees) or chair (for Council Committees) to inquire whether a meeting has occurred or is scheduled in the near future. (NOTE: this can be initially done via email, with a telephone follow-up if no response.)
4. The Executive Committee should review the status of attendance and reporting for each Constituency and Council Committee on a monthly basis beginning in September and concluding in June.
5. If the Executive Committee decides any committee representative has not met their obligation and should be removed from that committee they will bring it to the next regularly scheduled CSC meeting for a vote according to the pertinent section of the CSC Bylaws.

#### **Changes to Committee Assignment Process**

1. Requests for Constituency Committee preferences will be distributed at the second CSC meeting in May of each year, when the new committee members are seated. A brief verbal description of each committee's responsibilities will be reviewed.
2. All volunteers for Constituency Committees must submit a brief statement addressing their qualifications and reasons for interest in a specified Constituency Committee to the Constituencies Office staff member by the deadline stated on the committee request form.
3. At the regularly scheduled CSC meeting in June of each year, the CSC members shall interview and vet all volunteers for each Constituency Committee, including a list of volunteers for search committees during the upcoming year. Each volunteer (both CSC members and non-CSC members) should be present to answer questions regarding their qualifications and reasons for interest in a specified Constituency Committee.
4. At the July meeting, the proposed committee member assignments will be reviewed, voted on, and appointed. A review of committee responsibilities will occur at this meeting.

Respectfully submitted,  
Tina J. Gerecke, Chair