Randolph-Macon College Staff Representation Policies and Procedures Staff Approval Vote on February 15, 2007

Staff Representation at Randolph-Macon College was instituted by the President of the College in October 2005. The purpose of this representation is to provide a structure for Staff to communicate with college administration. One staff member is elected for a two-year term to represent all Staff at various college meetings and venues.

Article I – Purpose

Section 1 - Definition of Staff Representative: The Staff Representative is an elected full-time staff member with a minimum of one year employment with the College, who promotes staff self advocacy, facilitates positive communication between Staff and various college constituencies, connects Staff to important college decisions, and identifies training or development needs within budgetary constraint. The Staff Representative does not replace existing lines of communication or reporting structures and does not conduct conflict resolution regarding personal or personnel issues.

Article II - Roles and Duties of Staff Representative

Section 1 – Duties:

- Be a voice for the entire Staff.
- Facilitate monthly Staff Meetings, allowing the opportunity for issues to be discussed that need staff representation and provide feedback to Staff; facilitate decision-making process and staff voting.
- Attend monthly College Council Meetings and individual meetings with President Lindgren.
- Co-chair monthly Roundtables with the Director of Human Resources.
- Represent Staff at selected Cabinet Meetings as requested by President or Cabinet.
- Represent Staff on various college committees, as deemed appropriate by committee chair and as time allows.

Article III - Voting

Section 1 - Election of Staff Representative: The Staff Representative will be elected by a nomination process and will serve a two-year term. All full-time staff members who have worked for one year are eligible for election as Staff Representative, pending approval of their supervisor. Nominations will occur at the first Staff Meeting in May on a bi-annual basis; nominations can also be submitted in writing to a designated staff member for one week after this meeting. Staff members will cast their ballots in the Human Resources Office on Election Day, to occur one week after nominations have been closed. Ballots will be counted by the current Staff Representative and Human Resources personnel. In the event of a tie, a second voting will take place between those candidates who are tied.

The elected Staff Representative will assume responsibilities September 1. To transition the elected Staff Representative, the incumbent representative will make him/herself available to the elected representative to share information about structure, meetings, maintain Web site (technical assistance provided as needed), and any other information the elected representative seeks.

Section 2 - Other elected positions: Staff Representatives to Benefits Committee: Staff will elect two members to represent the entire Staff on the Benefits Committee. Nominations will occur at the May Staff Representation Meeting on a bi-annual basis and elected members will serve a two-year term beginning June 1. Nominations can also be submitted in writing to a designated staff member for one week after this meeting. Staff members will cast their ballots in the Human Resources Office on Election Day, to occur one week after nominations have been closed. Elected representatives will attend Benefits Committee Meetings and represent Staff concerns in the decision-making process. They will report information, as needed or appropriate, to the larger staff at Staff Representation Meetings.

Article IV – Meetings

Section 1 - Meeting Structure:

The agenda for meetings is facilitated by the Staff Representative. Staff may submit items for discussion at meetings or by contacting the representative individually. Meetings will consist of: announcements from Staff Representative, reporting back to Staff on previous representation issues, new items for representation, leadership or committee reports, and general announcements.

Article V – Communication and Representation

Section 1 - Decision-Making Process:

Any staff member can bring items forward for discussion, representation, or vote. All motions must be seconded. Motions which have been seconded will be followed by a voice vote and will pass with majority two-thirds vote of those present at the meeting. If a majority voice vote is not clear, or if the nature of the issue is more complicated than a "Yes or No" vote, then another method such as a written vote or survey of Staff may be utilized to obtain a *two-thirds majority*.

Section 2 - Items for Representation with Administration:

- **2.1** Items for representation can be brought forward to administration in two ways: (1) Issues discussed at Staff Meetings and voted upon in Staff Representation Meetings and (2) Individual issues, not discussed or voted upon during a meeting but deemed appropriate for representation to administration. As needed, Staff will be notified of these individual issues by email with follow-up posting on the Staff Representation Web site.
- 2.2 The venue for representation of each item will be discussed and decided upon at meetings on a case by case basis. The two venues include the new College Council and individual meetings between the Staff Representative and the President.

Section 3 - Methods of Communication: Main methods of communication are email and the Staff Representation Web page.

- **3.1** The Staff Representative will send meeting announcements and reminders to all Staff via email. For Staff who do not have ready access to email (such as Physical Plant), those departments have agreed to post email announcements in designated spaces such as staff work rooms and near time clocks.
- 3.2 The Staff Representation Web page will be maintained by the Staff Representative and a technical assistant (if needed). This Web page will include roles and responsibilities of the Staff Representative, contact information (including anonymous email option), announcements, Meeting summaries, items for representation with administration, leadership and committee work, and other important documents. Items of a confidential nature will be placed in a secure format, requiring Staff to enter their user names and passwords to gain access.

Article VI – Leadership and Committee Work

Section 1 – Committees: During Staff Representation Meetings, individual staff members may volunteer to lead specific projects or volunteer to serve on committees, as such needs are identified by Staff and the Representative.

Article VII - Dissolution of Staff Representation

Section 1 – Appointed by the President of the College, dissolution of this position can only occur at the will of the President of the College.

Article VIII – Resignation of Staff Representative

Section 1 – If the Staff Representative needs to resign before completion of the elected term, he or she will submit this information to the President of the College and to the Staff. An acting Staff Representative will be elected by Staff for the duration of the term, following the methods of election described in Article III, Section I.