

COMMITTEE NAME: AWARDS & SELECTION.

Membership and Terms: Representatives are appointed/dismissed by the chairperson of the committee. Representatives will serve 2 year terms, for a maximum of 2 consecutive terms and a minimum of a 2 year layoff between terms or if not available for full terms, Representatives may volunteer and be appointed as Ad Hoc members of the Committee by the chairperson. The committee consists of nine members, two from each of the four Vice Presidential areas, plus the chairperson, with the chairperson being a member of the CSEC.

Committee vacancies are open to volunteers and the volunteers must be approved by the chairperson.

II. Chairperson

Council representative serves as chairperson.

The chairperson is responsible for maintaining the committee membership list and date of expiration of terms for the committee members.

A chairperson vacancy is open to nominations and the nominee is approved by the CSEC.

V. **Responsibilities**

Support the successful completion of the annual fund drives.

Choose the selection criteria used to determine recipients. Ensure scheduling and completion of scholarship candidate interviews in an unbiased manner. Evaluate candidates and facilitate final decisions on recipients of all awards. These decisions are not reviewable or appealable, but rather are final and binding. The Chair shall only vote to break ties to determine award recipients.

Make final recommendations to the CSEC on the number and amount of awards to be granted annually.

Ensure appropriate distribution of the scholarship award funds to recipients and proper record keeping of distributions.

Maintain appropriate communication with Human Resources, the Foundation, the CSEC and employees. This committee acts independently of the CSEC, and the University Human Resources Office regarding Committee matters

COMMITTEE NAME: CONSTITUTION & ELECTIONS

I. **Membership and Terms**

Representatives are appointed/dismissed by the chairperson of the committee. Representatives will serve 2 year terms, for a maximum of 2 consecutive terms and a minimum of a 2 year layoff between terms or if not available for full terms, Representatives may volunteer and be appointed as Ad Hoc members of the Committee by the chairperson. The committee consists of six members, one from each employee group plus the chairperson, with the chairperson being a member of the CSEC.

Committee vacancies are open to volunteers and the volunteers must be approved by the chairperson.

II. **Chairperson**

Council representative serves as chairperson.

The chairperson is responsible for maintaining the membership list and date of expiration of terms for the committee members.

A chairperson vacancy is open to nominations and the nominee is approved by the CSEC. The President has the right to appoint an acting chairperson if one is needed before a CSEC meeting.

III. **Meetings**

All members, except the chairperson, will vote. All votes shall be conducted by show-of-hands, paper or electronic means with the voting tally duly recorded in the minutes of the meeting.

IV. **Records**

The chairperson of the committee is responsible for seeing that a report is given to the CSEC.

V. **Responsibilities**

Review any recommended or proposed changes to the Constitution, By Laws or Committee Rules. Determine appropriateness of request for change. Ensure process for approval for change vote is followed.

In addition, the chairperson will schedule at least one annual meeting to review and recommend necessary changes to the Constitution & By Laws. The CSEC may also request a comprehensive review of the Constitution at any time. Any recommendations for revisions to the Constitution must be submitted to the CSEC for formal action. To change any provision of the Constitution & By Laws takes a two thirds majority vote.

Prior to yearly election of representatives to the CSEC, the Election Committee will publish information on the upcoming election and distribute to all eligible employees. A form will be included and is to be returned to the Election Committee at least two weeks prior to the election. (Election is to be held first week in April; therefore, first information and statement of candidacy should be mailed out around the second week of March).

Sample ballots are mailed out, posted, and/or placed in Campus Connection at least one week prior to election.

Official ballots are then mailed out during the first week in April. Things to remember:

All permanent employees beyond their initial probationary period in status positions are eligible to vote.

A computer list of eligible employees may be obtained from University HR Office.

COMMITTEE NAME: MENTORING

I. Membership and Terms

I. **Membership and Terms**

Representatives are appointed/dismissed by the chairperson of the committee.

Representatives will serve 2 year terms, for a maximum of 2 consecutive terms

IV.

The chairperson is responsible for maintaining the membership list and date of expiration of terms for the committee members.

A chairperson vacancy is open to nominations and the nominee is approved by the CSEC. The President has the right to appoint an acting chairperson if one is needed before a CSEC meeting.

III. **Meetings**