

## **All Staff Advisory Committee (ASAC) Policies and Procedures**

- I. Mission Statement.** All Staff Advisory Committee (ASAC) shall provide input to the WCER Director's Office regarding different policies or procedures that guide the work of WCER. ASAC works to build intellectual community, enrich professional development, link staff with similar interests, and enhance communication at WCER.
- II. Responsibilities.** Responsibilities of the ASAC include but are not limited to:
  - A. Enhancing learning within WCER by promoting activities to nurture an intellectual community through events and professional development grants.
  - B. Providing advice to the Director's office on policies, procedures and activities that guide the work of the center.
  - C. Developing opportunities for participation of academic staff members in enhancing connection and collaboration within our research community at WCER.
  - D. Developing opportunities for recognition of academic staff member contributions to the excellence of WCER.
- III. Membership**
  - A. ASAC shall consist of 5-7 voting members who are elected by the WCER community. In the event where a voting member's term must end early, ASAC may add up to 1-2 additional voting members to fulfill the remainder of the vacancy. If there is an even number of voting members and there is a tie, the COO will act as the deciding vote.
  - B. Vacancies  
Vacancies (limited to 1-2 members) shall be filled at the discretion of the ASAC in the instance that a member must leave their term early. ASAC may choose not to appoint anyone to a vacant position with a term of less than six months.
  - C. ASAC consists of members from WCER. Anyone with a University or Academic Staff appointment within WCER, who has not previously served in the last 4 years as a member on ASAC, is eligible to apply and serve.
  - D. ASAC leadership will include three co-chairs. The co-chairs oversee the overall ASAC budget, membership, programming, and annual evaluation of activities. The co-chairs report to the WCER Director's office and meet regularly with the WCER COO. Co-chairs will serve a total duration of two years. The departing co-chairs will roll-off after the WCER All Staff Conference in the Fall.  
Two of the co-chairs will be from the same cohort and the third will be a new member, with their terms staggered by one year. When the two co-chairs of the same cohort roll off at the end of their term, the third co-chair will be joined by one member from their cohort and then a new member from the incoming cohort to make the three co-chairs for that year. If there is a vacancy for a new co-chair midterm, then the existing co-chairs may stay on for a third year to onboard a new co-chair to take over the next year.
  - E. Membership terms shall be two years for each elected and appointed

position. Membership rotation is staggered to ensure continuity across years. Each year, new members are brought on to replace the exiting members.

- F. Elections shall be held annually in the late summer to fill the vacancy number left by members with ending terms. The application to apply will go out to WCER staff in July, with notice of acceptance by the end of August

#### **IV. Procedures**

- A. ASAC shall elect two co-chairs annually to serve alongside the existing co-chair from the previous year. It is intended that one of the co-chairs is selected from the newest cohort of members to remain in a leadership role once the existing co-chair's term has ended and the other is selected from the same cohort as the existing co-chair to provide leadership assistance.
- B. ASAC shall meet monthly in person with virtual attendance as an option.
- C. ASAC leadership will meet monthly with WCER Chief Operating Officer to report on upcoming activities, identify areas for improvement and continued collaboration, and for setting forth strategic direction for ASAC activities.
- D. ASAC leadership will be responsible for adhering to the allotted budget and will work with WCER Chief Operating Officer to develop an accurate, reflective and strategic budget ahead of each new fiscal year; timeline set forth by the Director's office. Re-budgeting of more than 10% requires a conversation ahead of time with the WCER Chief Operating Officer for approval.
- E. ASAC will consult with the WCER Administrative Leadership on the formulation and review of policies and procedures concerning WCER policies and procedures upon request.
- F. The co-chairs shall prepare and distribute an agenda one week in advance of each monthly meeting. Members may suggest additions or modifications in advance of or at the time of the ASAC meeting. Notes will be taken by an ASAC member and saved within ASAC's shared online storage space.
- G. At the start of each academic year, ASAC shall prepare a report summarizing its activities for the previous academic year. The report shall include a list of ASAC's membership and accomplishments for the year. The report will be available on the ASAC website and highlights will be communicated via the WCER Newsletter. ASAC leadership will meet annually with the WCER Director to review annual report and discuss strategic plans for upcoming year.
- H. At intervals that shall not exceed five years, ASAC shall review its structure

and functions to assess its effectiveness as a voice for academic staff and its compliance with WCER Policies and Procedures.

- I. Proposed ASAC Policy and Procedural changes shall be approved by the majority of voting members within ASAC.

#### **FOOTNOTES**

- \* This document was written by the 2023-2024 ASAC Co-chairs alongside the WCER Chief Operating Officer. Approval of these guidelines was approved unanimously by the voting members during the 2024-2025 academic year.
- \* Allison Monday, Jordan Gallant, and Hanna Blazel and approved by the current voting members of ASAC for the academic year 2024-2025: Catherine Davis, Nicole Kleinschmidt, Brian Maul, Kevin Chen, Carrie Welsh, Shahanna McKinney-Baldon, and Carol Lien.