



Article I – Name

The name of this group shall be Wittenberg Staff Advisory Council (SAC).

Article II – Purpose and Mission

As initiated by the university president, the purpose of the SAC is:

- to establish and enhance direct communication between the Wittenberg staff and the Office of the President
- to increase levels of awareness and understanding regarding issues that are of concern to Wittenberg staff
- to advocate for staff in the development and implementation of policies and procedures that affect staff morale, working environment and professional welfare; and
- to contribute to the university's culture of community and recognition of service

Article III – Membership

1. Membership

- a. The SAC represents all non-faculty employees of Wittenberg University. Membership shall consist of 12 voting members representing the following staff classifications:
 - Administrative Staff (those without faculty rank)
 - Office/Support Personnel
 - Any staff member who receives compensation through an hourly "time sheet"
 - All support staff in all academic and non-academic areas
- b. At least 50% of representative seats shall be reserved for hourly staff while maintaining a diverse representation from divisions across the university.
 - i. In the unlikely event that 50% hourly staff representation is unable to be maintained, the balance can be suspended for one year by majority vote of SAC and approval from the President.
- c. The university will allow SAC members time to perform their SAC duties and recognizes all SAC duties as paid time. Members of the SAC shall receive no additional compensation for their services as SAC members.
- d. Membership also includes one non-voting, ex-officio representative of the Faculty Executive Board.

2. Members of the staff are eligible to serve on the SAC provided they are scheduled to work at least twenty hours per week and have one year of service to the university.

3. Appointment of Membership

- a. Co-chairs will solicit volunteers and nominations of candidates interested in serving on the SAC through an annual campus-wide e-mail in April.

8. Secretary Selection

- a. The secretary will be selected by appointment by SAC annually at the May meeting and will begin the responsibilities of their position July 1.
- b. The secretary will serve a one-year term with no limit on maximum terms.

9. Subcommittee Members

- a. SAC members will represent the staff in other university committees or groups with the dual purpose of representing the interests of university staff and reporting to SAC the actions or issues of that group affecting Wittenberg staff.

- b. SAC representatives (y)8 (j)4 (s)6a8.1 (t) (r)4 (g)6)4 (ngd m (c)8 (te)4.1 (r)6 (W)5 (i)2 (f)J4

