



Staff Advisory Council

Florida Gulf Coast University

CHARTER

Ratified April 10, 2000
Amended December 10, 2001
Amended January 8, 2004
Amended January 30, 2009
Amended May 7, 2010
Amended May 7, 2011
Amended May 13, 2014
Amended May 14, 2015
Amended May 6, 2016
Amended May 11, 2018

Florida Gulf Coast University

Staff Advisory Council Charter

I. FOUNDATION & INTENT

The Staff Advisory Council (SAC), hereafter referred to as “SAC”, was formed by Florida Gulf Coast University (FGCU) President William Merwin in 2000 as a way to promote open and effective communication with staff members and the University to support the vital role of staff in the decision making processes at the University. Upon its inception, SAC consisted of fourteen (14) members. As the University continued to grow, SAC expanded its membership to include additional representatives. In 2004, two members were added for a total of sixteen (16) and in 2009 SAC was expanded to include twenty-four (24) members.

SAC acts as a liaison for staff on matters that impact staff at the University. SAC attempts to heighten awareness of contributions made by staff members to FGCU, and recognizes those contributions publicly. It also serves as an information source for staff members regarding regulation, policy, and procedural changes that affect them. SAC does not function as a bargaining unit or a grievance committee.

SAC engages in collegial dialog with the President of the University, Vice Presidents and others in positions of administrative leadership in order to pursue and refine the mission of the University. Collaborative and shared leadership among all University constituents is critical to creating a campus environment conducive to advancing student, faculty, and staff achievement. Fairness, mutual respect, continuous improvement, an informed staff, and collegial decision-making are the hallmarks of the governance structure.

The staff governance system encourages transparency and reasoned discourse. To accomplish these principles, SAC shall authorize inquiry into and propose policy relevant to FGCU’s mission, vision, and guiding principles.

II. MISSION

The mission of SAC, as a collegial governance body, is to facilitate effective communication among the Staff, Students, Faculty, Administration, and Community from a Staff perspective. As a proactive partner in the University's Shared Governance processes, SAC provides a forum that directly addresses the issues and concerns of the Staff at Florida Gulf Coast University, and strives to ensure a campus climate that supports Staff growth and recognition, and reflects a strong, enthusiastic, and positive quality work life.

III. PURPOSE

The purpose of SAC is to review issues presented to the Council by Staff, Students, Faculty, and Administration, and to make recommendations as appropriate.

IV. REPRESENTATION / COMPOSITION

A. SAC is the duly elected body that represents University staff. Staff is defined as all employees holding Support Personnel (SP) or Administrative and Professional (A&P) positions.

- 1) SAC shall consist of twenty-four (24) elected or appointed Representatives.
 - a. Representation will be based on the ratio of FTE by Representative Classification within each University division for sixteen (16) of these positions. The ratio of FTE will be calculated at least bi-annually.
 - b. The remaining eight (8) seats will be considered at-large.
- 2) The number of Representatives serving on SAC may be increased based on analysis of the ration of FTE by Representative Classification and University Division.
 - a. SAC representation may be increased by increments of two seats based on an affirmative of two-thirds vote of members voting per approved amendment procedures.

B. A University Vice-President appointed by the University President to serve as the University Administration liaison to SAC.

C. Other liaison positions can be appointed per the approval of SAC.

V. GOVERNANCE

A. SAC shall setup Bylaws to govern its functions.

1) The SAC Charter has primacy over the SAC Bylaws. Should there ever be a conflict, the Charter takes precedence.

B. SAC shall select Officers from its membership by majority vote.

1) The SAC officers and their duties are defined in the SAC Bylaws.

C. SAC shall follow all applicable laws in the state of Florida such as those for public records, meetings, and voting (referred to as the Florida Sunshine Laws).

VI. AMENDMENT PROCEDURE

Amendments to the SAC Charter may be proposed by any general member or SAC Representative by submitting, in writing, the proposed amendment to the SAC President.

A. Upon receipt of a proposed amendment to the Charter, the SAC President will place the motion on the agenda of the next regularly scheduled SAC monthly meeting.

B. The proposed amendment will be discussed and reviewed by SAC Representatives.

C. Approval of 2/3 of the quorum of SAC Representatives is required to move the proposed amendment to vote by the General Membership.

D. The proposed amendment to the SAC Charter will be placed on the agenda of the next scheduled Staff Assembly. The proposed amendment will be presented to the General Membership at the Staff Assembly. The proposed amendment will then be placed on the ballot for vote by the General Membership.

E. Proposed amendments to the SAC Charter requires approval of 2/3 of the voting General Membership in order to pass.

F. Unless otherwise stated in the proposal, amendments will take effect immediately upon approval.