STAFF ASSEMBLY: MISSION

The Manhattanville Staff Assembly, guided by the mission of the college, is dedicated to fostering community through communication, collaboration and celebration.

STAFF ASSEMBLY: MEMBERSHIP AND STRUCTURE

Staff Assembly comprises all members of staff who are employed by the College (full and part-time employees, each with an equal vote); it does not include staff employed through contracted services provided to the College by companies, or individuals contracted as consultants on specific projects.

Communication and exchange of ideas are the primary purposes of Staff Assembly.

Staff Assembly will typically meet at a minimum of four times a year, to commence and close each semester. Members of Staff Assembly will be called to meetings by an elected Staff Council. Meetings will be convened by the Chair of Staff Council who acts in this regard on behalf of the President of the College. One or more additional meetings may be called by Staff Council, if necessary.

Any member of the staff assembly may run for election to the following Council positions: Chair, Vice Chair, Secretary, and two members-at-large. All staff employed directly by the College may nominate and vote for candidates nominated to serve on Council.
STAFF COUNCIL: COMPOSITION AND RESPONSIBILITIES

All positions on the Staff Council may serve as a representative of the staff at any college function.

Chairperson Chairs Staff Council meetings, chairs Staff Assembly, undertakes duties on behalf of Council or Assembly, and facilitates communication with the Faculty Council as necessary. (Two-year term/Two-term limit)

Vice Chair Assists the Chair, serves as Chair in his/her absence, and chairs Staff Assembly Newsletter committee. (Two-year term/Two-term limit)

Secretary Records meetings, ensures updates of Staff Assembly website. (Two-year term/Two-term limit)

Members-at-Large Two members, elected annually (No term limit)

Elections will be held online. Annual elections will be held in December. The new Council will be installed at the first meeting of the Staff Assembly of the spring semester. If a position is vacated special elections will be held to fill the vacancy.

Staff Council will typically meet four times a year to plan Assembly meetings, discuss issues raised in Assembly and other items of importance to Staff. There may be additional meetings as necessary.

Staff Council Responsibilities
1. Organize and facilitate Staff Assembly meetings at the start and end of the fall and spring semesters
2. Facilitate collaboration among Staff
3. Facilitate communication between staff and administration
4. Facilitate communication between staff and faculty
5. Facilitate communication through a quarterly electronic Newsletter
6. Recognize and celebrate personal and professional achievements of staff members

STAFF ASSEMBLY: MEETINGS AND STRUCTURE

Staff Assembly will be convened by the Chair of the Staff Council and typically include:
Review and approval of minutes from the previous assembly
Discussion of issues brought to Staff Council by member, as appropriate
Discussion of items of institutional importance
Announcements by the Chair
Address and report by the President of the College or designee
Announcements or updates by invited guests
Wrap-up by the Vice Chair

Action items which may result from Assembly discussions will be captured in meeting minutes and placed on the Staff Assembly website.

Items for discussion in Assembly should be submitted in writing to Council two weeks in advance of Assembly meetings; Council will prioritize issues of importance to all staff and include these in the Assembly agenda. The agenda will be published one week in advance of the meetings. Items that may be best addressed elsewhere will be directed to appropriate offices or officers. Any staff member may submit agenda items or suggestions for guest speakers to Council for consideration.

**STANDING COMMITTEES**

**Newsletter Committee:** Headed up by the Vice Chair of the Staff Council. Normally the Newsletter will be published will be quarterly (Feb, May, Aug, Nov)

**Ad Hoc Committees:** Created as needed for specific tasks

**Notes**

(a) Staff Assembly does not substitute for existing organizational or governing structures within the College, and individual staff should raise issues pertaining to College policies or procedures regarding individuals or groups through existing offices such as HR, College committees, and immediate supervisors.

(b) Appointments to College committees will continue through appointments, calls for volunteers, designations by Vice Presidents or President, and other existing procedures;
Staff Assembly may also be included, as appropriate, on calls for representation on committees and task forces.

(c) Supervisors, while encouraged to release staff, will prioritize office responsibilities over attendance at Assembly meetings when necessary, especially in areas where, and during times when, essential functions and services of the College cannot be disrupted or left unattended.

**STAFF COUNCIL 2012-2013**

Gina Kohler, Chair (2012-2013)
Alexis DePersia, Vice Chair (2012-2013)
Robert Gilmore, Secretary (2012-2014)
Darlene Huszar, Member-at-large (2012)
Wil Tyrrell, Member-at-large (2012)