

## STAFF COUNCIL FREQUENTLY ASKED QUESTIONS

### 1. What is Staff Council?

The Indiana State University Council is an advisory body representing the Staff. We consistently strive to enhance the working environment for Staff within Indiana State University and surrounding communities.

### 2. How is Staff Council organized?

Staff Council consists of 30 representatives from all over campus.

### 3. Who is the representative for my division?

Beginning June 2020, there are no divisions for Staff Council so you may contact any representative with any questions or issues that you may have.

### 4. What are the time commitments and responsibilities of a Staff Council Representative?

- The Council meets once a month on the 2<sup>nd</sup> Thursday of each month from 10:30am – 12:30pm.
- Every member is expected to serve on at least one standing committee, requiring an additional 1-2 hours a month.
- Serving as a member of the Executive Committee requires an additional 2-4 hours on average per month.
- A term on Council typically lasts 3 years. A representative may serve no more than 2 consecutive terms (6 years total).

### 5. When does the Staff Council meet? Are the meetings open to anyone?

The Council meets once a month on the 2<sup>nd</sup> Thursday of each month from 10:30am – 12:30pm. All meetings are open to the public. There is a closed session at the end of each meeting that is only open to Council representatives.

### 6. What are the different committees and how often do they meet?

Staff Relations Committee, Staff Benefits Committee and Public Relations Committee are the standing committees and they meet once a month for approximately an hour.

### 7. How are employees nominated to serve on Staff Council?

Nominations and elections for Staff Council are held every year in February and March for the upcoming year. You can self-nominate or nominations are open. Call for nominations and ballots are sent electronically to all eligible staff.

**8. Who is eligible to participate in the STAFF COUNCIL?**

All exempt and non-exempt staff are eligible to serve with the exception of:

- Exempt Staff who are members of the President's Cabinet
- Exempt Staff who report directly to a member of the President's Cabinet
- Exempt Staff who are represented by Faculty Senate
- Exempt Staff who are classified as Executives

**9. How can I stay informed about and involved with the Council's work?**

Staff Council sends out a monthly newsletter and news updates as needed through listserv. You can subscribe to Staff Council listserv at:

<http://listserv.indstate.edu/scripts/wa.exe?SUBED1=STAFFCOUNCIL-L&A=1>. You can also find events on the Staff Council website at [www.indstate.edu/staffcouncil](http://www.indstate.edu/staffcouncil)