



Support Staff Council Handbook 2015-2016

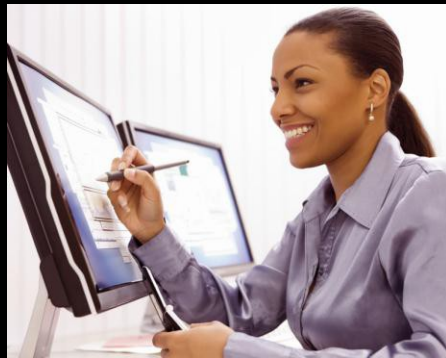


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SUPPORT STAFF EXECUTIVE COUNCIL OFFICERS

OFFICERS	PHONE	EMAIL
Nancy Sutton, Chair	539-7335	nesutton@pstcc.edu
Lisa Nipper, Secretary	539-7215	lnipper@pstcc.edu
Annette Eldridge, Treasurer	694-6523	abeldridge@pstcc.edu
Rhonda Mattingly, Blount County Rep.	981-3000	rmattingly@pstcc.edu
LouAnn Vahcic, Hardin Valley Rep.	694-6665	lavahcic@pstcc.edu
Michelle Miller, Hardin Valley Rep.	694-6596	mimiller@pstcc.edu
Patti Rogers, Magnolia Ave. Rep.	329-3102	plrogers@pstcc.edu
Marcia Coleman, Division Street Rep.	971-5238	mdcoleman@pstcc.edu
Catt Adaska, Strawberry Plains Rep.	225-2302	cladaska@pstcc.edu

The Support Staff Executive Council would like to **welcome you** to Pellissippi State Community College. If you have questions, feel free to contact one of the Executive Board officers listed above. We look forward to seeing you at our next meeting.

Support Staff website: <http://www.pstcc.edu/supportstaff>

STANDING COMMITTEES AND CHAIRPERSONS

- ❖ Activities Committee – Michelle Miller & LouAnn Vahcic
- ❖ Professional Development Committee – Nancy Sutton
- ❖ Mentoring Committee – Angel Gardner & Leslie Owle
- ❖ Scholarship Committee – Gypsy Harrill
- ❖ Web Page Committee – Lisa Nipper
- ❖ Person of Interest – Monica Styles & Remonda Swafford-Alleyne



2015 SUPPORT STAFF MEETINGS

August 5, 2015 - 9:00AM

Hardin Valley Cafeteria Annex-GN151B

October 14, 2015 - 9:00AM

Hardin Valley Cafeteria Annex-GN151B

November 17, 2015 - 11:00AM

Thanksgiving Luncheon/Meeting
Hardin Valley Cafeteria Annex-GN151B

December 3, 2015 - 9:00AM

Christmas Breakfast/Meeting (Bring a Guest)
Hardin Valley Cafeteria Annex-GN151B

SCHEDULE OF ACTIVITIES/EVENTS

(Note: If the date is not published, the event/activity is tentative)

<http://pstcc15.pstcc.edu/calendar>

2015	
August 5	Support Staff Meeting @ Hardin Valley
September 24	Flu Shots @ Hardin Valley Campus Rotunda (10AM-2PM)
September 30	Fall Fest @ Blount County Campus (10:30AM-1PM)
October 1	Fall Fest @ Strawberry Plains Campus (10:30AM-1PM)
October 6	Fall Fest @ Magnolia Avenue Campus (10:30AM-1PM)
October 7	Fall Fest & SSC Hot Dog Sale @ Hardin Valley (10:30AM-1PM)
October 8	Fall Fest @ Division Street (10:30AM-1PM)
October 12-13	Fall Break for Students
October 14	Support Staff Quarterly Meeting @ Hardin Valley (9AM-10AM)
October 24	PSCC Second Annual Employee Picnic (11:30AM-2PM)
November 17	Support Staff's Thanksgiving Lunch Meeting @ HV (11AM-12PM)
November 20	UT Medical Center's Mobil Mammography @ HV (9AM-4PM)
November 26-27	Thanksgiving Day Holiday & Admin Day
December 3	Support Staff's Christmas Breakfast Meeting @ HV (9AM-12PM)
December 25-31	Christmas Day Holiday & Admin Days

HELPFUL RESOURCES

- Academic Departments: <http://www.pstcc.edu/academics/departments>
- Cafeteria: <http://www.pstcc.edu/cafeteria>
- Computer HelpDesk: <http://www.pstcc.edu/itsc/helpdesk>
- Copy Paper – to order copy paper <https://ps15.pstcc.edu/forms/facilities>
- Counseling Services: <http://www.pstcc.edu/counseling>
- Curriculum: <http://www.pstcc.edu/curriculum>
- Disability Services: <http://www.pstcc.edu/sswd>
- Educational Technology Services (ETS): <http://www.pstcc.edu/ets>
- Employee Parking Permit Request: <http://www.pstcc.edu/security/parking>
- Fee Discounts & Waivers: <http://www.pstcc.edu/finance/cashier/waiver>
- Information Services: http://www.pstcc.edu/info_services
- Key Request: <http://www.pstcc.edu/facilities/keys>
- Library (ERC): <http://www.pstcc.edu/library>
- Mail Services: <http://www.pstcc.edu/facilities/mailroom>
- Map of Hardin Valley Campus: <http://www.pstcc.edu/maps>
- Name Tags: <http://www.pstcc.edu/finance/purchasing/nametags>
- Organizational Chart: http://www.pstcc.edu/hr/internal/charts/pstcc_orgcharts.pdf
- Payroll: <http://www.pstcc.edu/finance/forms>
- Phone Directory: <http://www.pstcc.edu/directory>
- Printer Ink: Contact the HelpDesk – helpdesk@pstcc.edu
- Room Reservations – Live25: <https://25live.collegenet.com/pstcc/>
- Safety and Security: <http://www.pstcc.edu/security>
- Service Requests: <http://www.pstcc.edu/facilities/request>
- Student Life and Recreation: <http://www.pstcc.edu/studentlife>
- Telephone Instructions: <http://www.pstcc.edu/itsc/resources/Telephones>
- Travel: http://www.pstcc.edu/finance/_files/pdf/SQ-Travel_Request
- Vehicle Reservations: <http://www.pstcc.edu/facilities/vehicles>

ACADEMIC DEPARTMENTS

Department	Department Secretary	Email	Phone
Business & Computer Technology	Yolanda Roebuck	yroebuck@pstcc.edu	694-6656
Engineering & Media Technologies	Remonda Swafford	rlswafford@pstcc.edu	694-6483
English	Janet Hardin	jshardin@pstcc.edu	694-6708
Liberal Arts	Kathy King	knking@pstcc.edu	694-6475
Mathematics	Beckie Scott	riscott@pstcc.edu	694-6450
Music	Jackie Ingram	jkingram@pstcc.edu	539-7178
Natural & Behavioral Sciences	Kimberly Duran	krduran@pstcc.edu	694-6685
Nursing	Pamela Schafer	pdschafer@pstcc.edu	225-2335
Department	Department Dean	Email	Phone
Business & Computer Technology	Cynthia Dempster	cdempster@pstcc.edu	694-6495
Engineering & Media Technologies	Margaret Ann Jeffries	mjeffries@pstcc.edu	539-7084
English	Kathy Byrd	kbyrd@pstcc.edu	539-7327
Liberal Arts	Jonathan Fowler	jafowler@pstcc.edu	694-6464
Mathematics	Nancy Pevey	npevey@pstcc.edu	694-6410
Natural & Behavioral Sciences	Kane Barker	kmbarker1@pstcc.edu	694-6695
Nursing	Lisa Stamm	lmstamm@pstcc.edu	225-2334
Learning Support Mathematics (formerly Transitional Studies)	Nancy Pevey	npevey@pstcc.edu	694-6910
Learning Support English/ESOL/Reading (formerly Transitional Studies)	Kathy Byrd	kbyrd@pstcc.edu	539-7327

SITE CAMPUSES

PSCC Campus	Campus Secretary	Email	Phone
Blount County Campus	Rhonda Mattingly	rdmattingly@pstcc.edu	981-5300
Division Street Campus	Marcia Coleman	mdcoleman@pstcc.edu	971-5238
Magnolia Avenue Campus	Patti Rogers	plrogers@pstcc.edu	329-3102
Strawberry Plains Campus	Catt Adaska	cladaska@pstcc.edu	225-2302
PSCC Campus	Campus Dean	Email	Phone
Blount County Campus	Holly Burkett	hlburkett@pstcc.edu	981-5302
Division Street Campus	Esther Dyer	eldyer@pstcc.edu	971-5216
Magnolia Avenue Campus	Rosalyn Tillman	rtillman@pstcc.edu	329-3101
Strawberry Plains Campus	Mike North	mnorth@pstcc.edu	225-2303

Campus websites:

Blount County Campus: <http://www.pstcc.edu/blount>

Division Street Campus: <http://www.pstcc.edu/division>

Magnolia Avenue Campus: <http://www.pstcc.edu/magnolia>

Strawberry Plains Campus: <http://www.pstcc.edu/strawberry>

SCHEDULING EVENTS/RESERVING ROOMS

To schedule these rooms:	Contact:														
<p><u>Conference Rooms:</u> AL 220, AL257, DV116, ER124, GN208, GN213, MC244, MC248</p> <p><u>Special Hardin Valley Rooms:</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Cafeteria</td> <td>GN151A</td> </tr> <tr> <td>Cafeteria Annex</td> <td>GN151B</td> </tr> <tr> <td>College Center</td> <td>GN159</td> </tr> <tr> <td>FAC/Staff Dining Room</td> <td>GN151</td> </tr> <tr> <td>Goins Auditorium</td> <td>GN136</td> </tr> <tr> <td>Goins Rotunda</td> <td>GN100</td> </tr> <tr> <td>Rotunda Walls</td> <td>GN100W</td> </tr> </table>	Cafeteria	GN151A	Cafeteria Annex	GN151B	College Center	GN159	FAC/Staff Dining Room	GN151	Goins Auditorium	GN136	Goins Rotunda	GN100	Rotunda Walls	GN100W	<p>Academic or other department secretaries/aides</p> <p>Rhonda Mattingly – Blount County Marcia Coleman - Division Street Patricia Rogers – Magnolia Avenue Catherine Adaska – Strawberry Plains</p> <p>Note: Secretary 3's and Aides in various areas also have the same scheduling rights.</p>
Cafeteria	GN151A														
Cafeteria Annex	GN151B														
College Center	GN159														
FAC/Staff Dining Room	GN151														
Goins Auditorium	GN136														
Goins Rotunda	GN100														
Rotunda Walls	GN100W														
Computer labs for occasional use	Network & Technical Service - Nancy Rasnake Phone: 694-6585														
Classrooms (LEC) and non-computer labs (LAB) for occasional use (as requested in- house)	Instruction Services – Pamela Lau Phone: 539-7377														
Seminar rooms AL104 and AL206 Performing Arts Center (PAC) AL160 Selected classrooms as requested from outside PSCC	Business & Community Services - LouAnn Vahcic Phone: 694-6665														
Student Lounge, GN101	Student Life & Recreation - Monica Styles Phone: 694-6555														
TWAV – Two-Way Audio Video/Telecourses, GN251	Educational Technology Services - Jennie Braden Phone: 694-6515														

REQUEST FOR LEAVE INSTRUCTIONS

If you know in advance that you will be absent, fill out a *Request for Leave* form and submit it to your supervisor for approval. If you have an unexpected absence (i.e. sickness, death in the family), fill out the form immediately upon your return. The top part (**Leave Requested**) is used to get approval from your supervisor to be absent. The bottom part (**Actual Leave Taken**) should be completed upon your return to show how much time you actually took off from work. In the example below, although I am requesting Sick Leave from 8:00-12:00 on the 31st, I actually took the whole day off from work, which is 7.5 hours.



REQUEST FOR LEAVE

July 31, 2012

Date

Name of employee Ima Example

P # or SSN: P10000000

Title of position Technical Clerk

LEAVE REQUESTED

	Month	Day	Hour	Comp. time	Annual	Sick		Military	Other
						Self	Other		
Beginning	Oct.	31	8:00 a.m.						
Ending	Oct.	31	12:00 p.m.	Civil	Without Pay	4.0			
						TOTAL HOURS REQUESTED			

Ima Example
(Requester)

The Boss
(Supervisor)

ACTUAL LEAVE TAKEN

	Month	Day	Hour	Comp. time	Annual	Sick		Military	Other
						Self	Other		
Beginning	Oct.	31	8:00 a.m.						
Ending	Oct.	31	4:30 p.m.	Civil	Without Pay	7.5			
						TOTAL HOURS TAKEN			

Ima Example
(Requester)

The Boss
(Supervisor)

PAYROLL TIMESHEET INSTRUCTIONS

Payroll timesheets are due in the Payroll Office on the 3rd working day of the month. Timesheets should be filled out accurately and monitored by supervisors. Actual hours worked must be provided to substantiate compensatory time and overtime. Time should be rounded to the nearest tenth of an hour using the following schedule.

.1 hours	=	1-6 minutes
.2 hours	=	7-12 minutes
.3 hours	=	13-18 minutes
.4 hours	=	19-24 minutes
.5 hours	=	25-30 minutes
.6 hours	=	31-36 minutes
.7 hours	=	37-42 minutes
.8 hours	=	43-48 minutes
.9 hours	=	49-54 minutes
1.0 hour	=	55-60 minutes

Leave taken should be noted on the appropriate date on the timesheet using the following leave codes:

A = Annual	M = Military
C = Compensatory	H = Holiday
S = Sick	B = Bereavement
LWOP = Leave without pay	Admin. = Administrative Close

Timesheets and other payroll forms: <http://www.pstcc.edu/finance/forms>

Frequently asked payroll questions: <http://pstcc15.pstcc.edu/finance/payroll>

The next page shows an example of how to fill out a time sheet. It coincides with the example of filling out a *Request for Leave* form. Timekeepers are responsible for ensuring the accuracy of timesheets and leave forms.

For questions regarding time sheets or leave forms, contact the Payroll Office 694-6709

PAYROLL TIMESHEET

To: Payroll Office

Month of July 2012

Payroll Record for Ima Example
Name (Please print)

P# or SSN P10000000

Workday Begin 8:00 AM PM

Ends 4:30 AM PM

The date goes here
of hours worked
Total hours worked per week

FRI.	SAT.	SUN.	MON.	TUES.	WEDS.	THURS.	FRI.	TOTAL	S/T	O/T
					1 7.5	2 7.5	3 7.5	22.5		
			6 A 9.0	7 7.5	8 7.5	9 10	10 7.5	32.5	2.5	
			13 9.0	14 7.5	C 15 6.0	16 7.5	17 7.5	37.5	1.5	
			20 9.0	21 8.5	22 7.5	23 8.0	24 8.5	41.5	2.5	2.3
			27 7.5	28 7.5	29 7.5	30 7.5	31 S	30.0		
								164.0	6.5	2.3
LEAVE CODES: A = Annual, S = Sick, C = Comp. Time, M = Military, H = Hospitality, B = Bereavement, J = Jury Duty, O = Other										
Pellissippi State workweek begins 4:31 p.m. Friday and ends 4:30 p.m. Friday. The above schedule has sufficient space to cover a full month of work. Weekly records of hours worked are required to be maintained under Federal Wage and Hour Law.										
Signature of Employee <u>Ima Example</u>						Approved <u>The Boss</u>				

Note the following:

- Oct. 6 – Annual Leave, absent the whole day
- Oct. 9 – 2.5 hours overtime
- Oct. 13 – 1.5 hours overtime
- Oct. 15 – Worked 6 hours, took 1.5 hours of Compensatory Time
- Oct. 20 – 1.5 hours overtime
- Oct. 21 – 1 hour overtime
- Oct. 23 – .5 hour overtime
- Oct. 24 – 1 hour overtime
- Oct. 31 – Sick Leave, absent the whole day
- Week 1 – Accrued 1.5 hours S/T (Straight Time) [> 37.5 hours up to 40.0 hours]
- Week 3 – Accrued 2.5 hours S/T and 2.3 O/T (Over Time) [>40.0 hrs. = time and a half]
- 164 = Total monthly hours
- (6.5 total hrs. S/T) + (2.3 total hrs. O/T) = 8.8 hrs. of comp. time accrued in October.

MAIL SERVICES

1. What time is the mailroom open?



The Mailroom is open weekdays from 7AM-3:30PM

2. Does Mail Services have a schedule?

8:30 am	Have mail that needs to go to the branch campuses in the mailroom.
9:15 am	Mail is delivered to and picked up from TTC
9:45 am	Mail is delivered to and picked up from Division Street
10:00 am	Mail is delivered to and picked up from Magnolia Avenue
10:30 am	Mail is delivered to and picked up from Strawberry Plains
11:00 am	Mail is delivered to and picked up from Blount County
12:00 pm	Mail is delivered to the Hardin Valley Campus from branch campuses
1:15 pm	U.S. Postal Service delivers mail to Pellissippi State
3:00 pm	Any mail received after this time will be postmarked the next day
	Mail carrier leaves Pellissippi State to deliver mail to the U.S. Post Office
Monday & Thursday	Mail is delivered to and picked up from Chamber on Gay Street as needed

3. What is the correct way to address an envelope for intercampus mail?

The envelope should include the recipient's name, the department in which he/she works, and at what campus. Mailboxes assignments are based on department names, not room numbers

 WRONG Ima Example Goins 102 Pellissippi Parkway	 CORRECT Ima Example Records Office Pellissippi Parkway
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4. Can I send personal mail via PSCC's Mail Services?

Due to heightened security measures at PSCC and the U.S. Postal Service, we **will not accept** personal mail. Mail Services personnel will not be held accountable for personal mail dropped off in the mailroom.

5. Where should I place mail if it is too big to go down the mail slot/bin?

Intercampus mail should be placed inside the mailroom, on the counter in front of the mailboxes. Outgoing mail (mail needing postage) should be placed on the counter next to the postage machine.

6. How do I send a certified letter?

Attach a "certified mail" form to the envelope. You may obtain a form from Mail Services.

7. How can I send something via express or overnight mail?

Mail Services has everything you need to send express or overnight mailing. Simply write your request on the postal slip when you attach it to the letter/package.

8. How far in advance should I notify Mail Services if I plan to send bulk mail?

Mail Services personnel must make special provisions to prepare and deliver bulk mail to the U.S. Post Office. Therefore, it is necessary to notify them at least one week before the date the mail is to be postmarked. Please send a memo or email indicating the number of letters you are mailing and the date it needs to go to the post office. Example: Please be advised that on December 12, 2009, the Admissions Office will be sending out approximately 800 letters via bulk mail, which is two weeks from the date of this notification.

9. Must I seal business letters?

No, you do not have to seal business envelopes. Mail Services has a postage machine that automatically seals the letters. We simply request that you be consistent—do not mix sealed letters with unsealed ones. Make sure the flap is folded downward on each letter.

THE HISTORY OF SUPPORT STAFF COUNCIL

Support Staff Council was established in 1982 by former President of the College, J. L. Goins, to provide a mechanism for input from clerical and maintenance personnel and opportunities for professional growth. Working together to accomplish excellence on our jobs through teamwork, and promoting trust and accountability through camaraderie, is what Support Staff Council is all about. Loyalty to the College, its students, administrators and faculty is unyielding. This is a diverse group of individuals with many talents and skills who present themselves as a unified and dedicated voice for Pellissippi State's support staff. Presidents and themes are listed as recalled.

Year	President	Theme
1982-1983	Vrondelia (Ronni) Chandler	<i>Working Together</i>
1984-1986	(See Note ¹)	
1986-1987	Beckie Ivie Scott	
1987-1988	Anita Amburn	
1988-1989	Fay Ray	
1990-1991	Karon Dozler	
1992-1993	Mary Duke	
1993-1994	Janelle Salerno	
1994-1995	Mary Duke	<i>WOW – Working on Wellness</i>
1995-1996	Mary Duke	<i>A Healthy Work Environment</i>
1996-1997	Gina Cox	
1997-1998	Mary Duke	<i>Change Is Everywhere</i>
1998-1999	Nancy Williams	<i>Making a Difference</i>
1999-2000	Orpha Leitch	<i>Sharing Knowledge</i>
2000-2001	Cynthia Noles	<i>Unity in Teamwork</i>
2001-2002	Yolanda Roebuck	<i>Empowered to Excel</i>
2002-2003	Catherine Collins/Regina Collins	<i>Synergy</i>
2003-2004	Karon Dozier/Annette Eldridge	<i>SHERPAS: Sincere, Helpful, Energetic, Respectful, Positive, Accountable and Steadfast</i>
2004-2005	Marcia Lawson	<i>Body & Soul: An Extreme Makeover</i>
2005-2006	Michelle Coggins/Barbara Bailes	<i>Building Relationships</i>
2006-2007	Donna K. Ford	<i>Embracing Change</i>
2007-2008	Lori Warneke	<i>Stepping Outside of Your Comfort Zone</i>
2008-2009	Jason (J.J.) Patterson	<i>Stepping It Up A Notch: Shake, Rattle and Roll</i>
2009-2010	Karen Henry	<i>Funding the Future</i>
2010-2011	Annette Eldridge	
2011-2012	Annette Eldridge	
2012-2013	Kathy King	<i>Service Through Support</i>
2013-2014	Michelle Miller	<i>Change Brings Opportunity</i>
2014-2015	Nancy Sutton	<i>Making the Most of Our Opportunities</i>
2015-2016	Nancy Sutton	<i>Reaching our Goals, Hand in Hand</i>

¹ These were transitional years for the College. Information regarding the president, theme and accomplishments are not available.

**Pellissippi State Community College
Support Staff Council
Constitution**

The Support Staff Council advocates and provides professional development and scholarship opportunities for the support staff of Pellissippi State Community College. As a council, the support staff members have the right and obligation to participate fully and actively in the determination of policies pertaining to support staff matters, and to the well-being of the College.

I. PURPOSE

The purpose of the Support Staff Council shall be as follows:

- A. Emphasize and initiate opportunities for professional development.
- B. Establish a forum and support group to create an atmosphere in which solutions to work-related problems can be discussed and explored.
- C. Initiate opportunities to raise funds for scholarships.
- D. Provide input into decision-making via representative on various councils/committees.
- E. Initiate opportunities to become better informed relative to activities in all departments/areas of the college.

II. MEMBERSHIP

- A. Membership in the Support Staff Council includes all regular full-time and regular part-time support personnel (82.6% or more). These members will have equal vote and status in all matters.
- B. Temporary/hourly part-time support personnel (all hourly contract workers, excludes student workers) and regular part-time employees (less than 82.6) are designated as non-voting members until after one year of employment.

III. EXECUTIVE COUNCIL

The Executive Council shall be composed of support staff members, including at least one member from each campus, who will serve for one year. Executive Council members may succeed themselves. Each term the Executive Council will select a “chairperson” to represent executive council. In the event any of the executive council members cannot serve their one year term, the Executive Council will select/appoint a new executive board council member.

IV. GENERAL QUARTERLY MEETINGS

The Support Staff Council shall meet in the months of February, May, July and October, to be announced at least 2 weeks prior to date of meeting. Additional meetings may be called by the executive council chairperson or upon written request signed by at least ten general council members. The Executive Council shall meet each month. Additional meetings may be called by the executive council Chairperson.

V. AMENDMENTS

The Constitution may be amended by a two-thirds majority vote of the general membership held after at least two weeks prior notice to the membership that such an amendment is to be considered.

VI. BYLAWS

A. Privileges

All regular full-time (82.6% or more) and regular part-time members will have equal vote and status in all matters. After one (1) year employment temporary hourly part-time employees and regular part-time employees (less than 82.6% appointment) will have voting privileges.

B. Duties of the Executive Council

1. To elect a chairperson to represent the Support Staff each term.
 - a. The Chairperson shall:
 1. Serve as the chief executive officer of the council.
 2. Preside at the meetings of the council and of the Executive Council.
 3. Serve as an ex-officio member for all committees of the council.
2. Assign the following duties to the members of executive council.
 - a. Be responsible for the records and minutes of the council.
 - b. Prepare notices of meetings.
 - c. Help prepare reports for the Executive Council to the membership.
 - d. Maintain and administer any monies of the council and keep proper records of any financial transactions.
 - e. Help organize council activities at their campuses.

- f. Select/assign Chairs to the following standing committees:
 - 1. Professional Development Committee
 - 2. Mentoring Committee
 - 3. Activities Committee
 - 4. Handbook Committee
- g. Attend Executive Council meetings and provide input on planning and issues considered.
- h. Responsible for maintaining and updating the Support Staff website.
- i. Perform those duties assigned by the Executive Council and by the Constitution and Bylaws.

C. Executive Council

1. Meetings and Quorum

The Executive Council shall meet monthly schedule in regular session and upon call of the Chairperson or a majority of the Executive Council members. Each member shall be notified of the time and place of meetings. A quorum consists of three (3) Executive Council members. If a member is absent from three (3) consecutive meetings without having an excused absence, he/she shall be notified that he/she is being dropped from the Council. His/her vacancy shall be filled by appointment or selection of the Executive Council.

2. Powers and Duties

The powers and duties of the Executive Council shall be:

- a. To serve as the executive body of the council.
- b. To set the time and place of council meetings.
- c. To direct the affairs of the council and to carry out its policies.
- d. To present recommendations to the membership on proposed amendments, policies, programs, or positions of the council.
- e. To develop programs for the achievement of the stated purposes.
- f. To perform those duties assigned it by the Constitution and Bylaws.
- g. To approve appointments to fill vacancies or to declare elections in the event suitable appointments are not made.

3. Elections

An election is held in May for the Executive Council. Term of office is July 1 through June 30. At the regular April meeting the Executive Council Chairperson shall announce the names of the nominating committee which will, at the proper time, present a slate of nominees. This committee shall be chosen by the Executive Council.

- . The nominating committee will consist of at least three (3) members who will choose a chairperson from among themselves. The report of the nominating committee shall be submitted.

D. Committees

Standing Committees

The following committees shall be regarded as standing committees for the council with chairpersons appointed by the Executive Council at the beginning of fall semester. The committee chairperson would then select members to serve on the committee.

1. Professional Development

- a. Responsible for providing a Professional Development plan/agenda.
- b. Perform other duties assigned by the Constitution and Bylaws and by the Executive Council.

2. Activities

- a. Responsible for contacting members for fundraising events.
- b. Assist the Professional Development Committee when needed.
- c. Perform other duties assigned by the Constitution and Bylaws and by the Executive Council.

3. Mentoring

- a. Responsible for acclimating new support staff employees to the college.
- b. Shall maintain the support staff e-mail distribution list.
- c. Perform other duties assigned by the Constitution and Bylaws and by the Executive Council.

4. Handbook

- a. Responsible for updating, printing and distributing handbooks.
- b. Assist the Mentoring Committee when needed.
- c. Perform other duties assigned by the Constitution and Bylaws and by the Executive Council.

5. Temporary Committees

The Executive Council may appoint temporary committees to study and report to the council on any issue of support staff concerns. A committee may exist on a temporary basis for no longer than one calendar year. After that time, a temporary committee either shall be accepted as a standing committee or shall be considered dissolved.

Each standing committee shall make reports each month to the Executive Council.

E. Amendments

The Bylaws may be amended or replaced by a simple majority vote of the general membership held after at least two weeks prior notice to full membership that such action is to be considered.