

# Staff Council

We make a difference everyday!

<http://www.cmu.edu/staff-council>



# Welcome

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- Debbie Cavlovich, Chair
- Ed McAfoose, Vice Chair



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# Agenda

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- About Us
- Services



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# About Us

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- Mission
- Structure
  - Representatives
  - Officers
  - Committees
  - Executive Committee
- Meetings

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# Mission

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- To examine matters relating to all staff members
  - Quality of Life
  - Employment
- To act as an advocate
- To formulate recommendations to the University Administration



# Mission

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- To consider and make recommendations on any topic relevant to the interests of the University
- To consider and make recommendations on any topic affecting the welfare of the University community
- To consider those affairs delegated by the President of the University



# Structure

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- Carnegie Mellon Organization
- We represent Carnegie Mellon staff members who are not represented by a collective bargaining unit or Faculty Senate
- Modest budget from the Office of the President

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# Representatives

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- No less than 80 elected representatives from the staff body
  - Two year term
  - Elected by popular vote
  - Staggered
- Attend monthly Staff Council body meetings
- Participate in Staff Council committees

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# Officers

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- Elected by Staff Council Representatives
- Chairs of Staff Council – 3 Year Term
  - Year One – Vice Chair
  - Year Two – Chair
  - Year Three – Past Chair
- Secretary – One year term
- Treasurer – One year term
- Parliamentarian – Appointed by Chair

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# Committees

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- Address the various topics and issues of Staff Council
- Make recommendations for action to the main body and to the University
- Provide services to staff
- Each committee has a chair or co-chairs
- Comprised of Staff Council Representatives
- Most meet monthly

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# Executive Committee

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- Manages and executes the business of Staff Council
  - Agenda for meetings
  - Advising the Chair
  - Monitoring the actions of Staff Council activities
- The Executive Committee includes, the officers of the Staff Council, the Chairs of Committees and the Parliamentarian.
- Meets Monthly

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# Meetings

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- Staff Council main body meetings are open to the University
- Meet every third Thursday of each month at noon
- Locations vary – check the website for location

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# Services

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- Committees
- Representation



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# Committees

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- Activities, Benefits, Communications, Constitution, Discrimination, Elections, Food Drive, Grievance, Kennywood, Oracle, PEAA, Rewards and Recognition, Take our Children to Work

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# Activities

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- Plans and organizes group activities
- Promotes discounts for group activities
- Coordinates with other committees to promote activities
- See Staff Council website for current list of activities
- Symphony, Plays, Baseball, Soccer

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# Benefits

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- Researches and discusses specific benefits included in the CMU benefits package
- Advocates issues, questions, and calls for action regarding benefits

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# Communications

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- Promotes, highlights, and advocates communications of Staff Council and staff member's ideas, concerns and recognitions to the University
- Responsible for the "Staff Council on the Job" column in the Focus
- Coordinates the President's annual address to staff
- Staff Council Annual Report

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# Constitution

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- Supports the officers of Staff Council for interpretation of the Staff Council Constitution
- Institutes amendments

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# Discrimination

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- “Clearinghouse” for information relating to discrimination for the campus community



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# Elections

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- Chaired by the Vice Chair
- Responsible for the nomination and election process for officers and representatives
- Recently worked with ACIS to develop online elections for representatives – First of its kind among staff organizations in the country



# Food Drive

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- Coordinates the Food Drive to benefit the Greater Pittsburgh Community Food Bank
- 9<sup>th</sup> annual Food Drive coming up in November 2002
- Over the years:
  - 28,503 lbs of non-perishable food
  - \$500 in cash donations



# Food Drive

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- Members include Staff Council and University people
- To help with the effort, contact:
  - Gloria Dadowski, 8-1068,  
[dadowski@andrew.cmu.edu](mailto:dadowski@andrew.cmu.edu)
  - Carole Panno, 8-1617,  
[cp1g@andrew.cmu.edu](mailto:cp1g@andrew.cmu.edu)



# Grievance

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- Supports members who are investigating or engaged in the University grievance process
- Post assessment after the grievance process is finished
- Promote and advocate the staff right to grieve



# Kennywood

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- Sub committee of the activities committee
- Coordinates Carnegie Mellon's Kennywood Day
- Date: Saturday, July 13, 2002
- Cash Only \* Quantities Limited \* No Refunds \* No Exchanges



# Kennywood

- Ticket Sale Dates and Locations:
  - Tues June 25 University Center 11:30 am - 1:00 pm
  - Fri June 28 University Center 11:30 am - 1:00 pm
  - Mon July 1 Mellon Institute 11:30 am - 1:00 pm
  - Tues July 9 University Center 4:00 pm - 5:30 pm
  - Wed July 10 University Center 11:30 am - 1:00 pm
- \$5.00 Employee Tickets (RAD) \$ 5.00 **Limit 1**
- Ride-All-Day (RAD) Tickets \$12.00 **Limit 4!**
- Additional RAD Ticket \$16.00 **Limit 5!**
- General Admission (GA) \$5.00

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# Oracle

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- Looks at issues and/or problems that affect staff who use the Oracle system.
- Coordinates the Staff Oracle Support (SOS) mentor list (on the SC website)
- Facilitates user meetings with Oracle users



# Pittsburgh Employees Activities Association (PEAA)

- Membership organization that Carnegie Mellon belong to
- Promotes discounts on various items to the University community
- Sponsors Book Fairs and Entertainment books
- Lists discounts on SC website and BBoards

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# Rewards and Recognition

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- Facilitates rewards and recognitions of staff achievements and contributions
- Prepares and presents the staff service awards at the Andy Awards
- Aid with the annual staff picnic
- Welcome cards for new members



# Take our Children to Work

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- Coordinates the “Take Our Daughters to Work Day” and “Take Our Sons to Work Day” events
- Formally a University-wide committee
- Accepts non-Staff Council members

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# Representation

- Carnegie Mellon Parking Advisory Committee, Dr Cohon's Diversity Task Force, Environmental Practices Committee, Faculty Senate Representative, Health Care Advisory Team, Human Relations Commission, Intellectual Property Adjudication Committee, Learning & Development Advisory Committee, Panel of Sexual Harassment Advisors, University Committee on Discipline, University Student Advisory Council, University Vending Coordinator

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# Thank You

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- Learn more at:  
<http://www.cmu.edu/staff-council>
- Contact us at:  
[staff-council@andrew.cmu.edu](mailto:staff-council@andrew.cmu.edu)

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