

Staff Center Committee Guidelines

The Staff Center is a key component of the President's Care initiative and by extension, the Staff Center Committee should also work through a lens of care.

Participation in the Staff Center Committee is voluntary. However, while serving on the committee, all members are expected to:

- Be respectful of others' ideas and opinions—approach different ideas with an open mind and willingness to collaborate.
- Serve as ambassadors for the Center and advocates for all staff.
- Be the eyes and ears and voice for staff.
- Be active and proactive in helping the Center stay current on issues, learning about potential shifts in the needs of our staff, and educating others about the services and resources the Center has to offer.
- Attend committee meetings. Committee members not actively participating or who miss more than 50% of meetings over a 3-month period may be asked to step down. When absent, review meeting minutes and follow-up on any action items.
- Inform the committee chair when meetings need to be missed.
- Actively participate in committee activities, providing feedback and suggestions during meetings and completing action items and other deliverables. Committee members are equally obligated to provide deliverables that will be key components in committee reports due in December 2020 and May 2021.
- Take the initiative to actively engage and complete tasks when assigned to a subcommittee and work to meet all specific subcommittee deliverables.

Committee members who are no longer able to represent their designated area (due to stepping down or accepting another position outside of their division) may be replaced by the Staff Center (and Interim) Director. The Director will follow the guidelines below to replace committee members:

- Division representatives- Nominations and Elections Committee will be contacted to hold an election. If there are no nominations for the position, the division will have the opportunity to appoint someone to the position.
- Faculty and Staff Association Representatives- The Office of Inclusive Excellence will be contacted and will work with FSAs to appoint a new representative.
- CSUSM Corp- AVP will be contacted to appoint a new representative.
- Union Representatives- The Union president will be contacted to appoint a new representative.