

DCP Staff Advisory Council Mission Statement:

Advocate and resource for college staff to promote professional growth and communication between administration, staff and faculty. Promote a vision of unity college wide.

Term limits and units represented:

*Architecture and Construction Management representatives:*

An email will be sent out asking for new council members to indicate their interest by a deadline in September to join the council. The first new members will start on January 2019. Council members will serve 2 year terms.

*SLAP and Dean's office:*

An email will be sent out asking for new council members to indicate their interest by a deadline in September to join the council. The first new members will start on January 2020. Council members will serve 2 year terms.

*Interior Design*

Since the Interior Design unit only has one staff member, that representative may take a semester break from the council if needed.

*Council Chair:*

The Chair will serve a two year term. The new chair will be voted in during the September meeting every two years to begin their term in January as chair. **NOTE:** It may extend their time on the council past the posted term limits listed above.

*College Human Resources Coordinator:*

The DCP College HR coordinator shall be part of the council indefinitely. No term limit.

Scheduling Council Meetings:

The Chair will use Outlook Calendar to schedule meetings and send out invite and meeting agenda.

Council Meeting Minutes:

Each meeting a different council member will be in charge of taking minutes and creating action items for the next meeting. The minutes are due to the rest of the council members within two weeks of the meeting via OneNote and each member needs to respond with comments within two weeks of receiving the minutes. The minutes will then be voted on at the next council meeting. The order of the council member in charge of taking the next minutes will be determined by alphabetical order of the units' name: 1) Architecture, 2) Construction Management, 3) Dean's office, 4) Interiors, 5) SLAP.

Voting:

At meetings a verbal yes, no or abstain will be used for votes. If the vote is done by email, all five members must vote and the council chair will total the votes and respond to the council members with the decision.

Council meeting schedule:

The council will meet every month unless otherwise determined.