

Purdue University

PROTOCOL & PROCEDURES

Physical Facilities
Clerical and Service Staff
Advisory Committee

April 2006

PFCSSAC PROTOCOL AND PROCEDURES

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Purdue University
PROTOCOL & PROCEDURES
for
PHYSICAL FACILITIES CLERICAL AND SERVICE STAFF ADVISORY
COMMITTEE

SECTION I. NAME

The committee is known as the Physical Facilities Clerical and Service Staff Advisory Committee (PFCSSAC).

SECTION II. PURPOSES AND RESPONSIBILITIES OF THE COMMITTEE

- A.** The purpose of the Committee is to provide a constructive and participative channel for Physical Facilities employees to offer input to their PFCSSAC representatives and Physical Facilities Administration. Members discuss, communicate and seek resolution for issues specific to Physical Facilities operations.
 - 1. Recommend and suggest ideas related to University policies and procedures affecting employment to the University CSSAC committee and the Department of Human Resources.
 - 2. Recommend and suggest ideas related to Physical Facilities Policies and Procedures affecting employment. Proposals or concerns within Physical Facilities will be communicated to the Physical Facilities Administration.
- B.** Provide greater visibility for Physical Facilities CSSAC representatives to clerical and service staff members in Physical Facilities.
- C.** Identify and prepare staff for participation in future PFCSSAC membership call outs. Membership in PFCSSAC is open to all clerical and service staff employees within Physical Facilities. University CSSAC participation is not required.

SECTION III. MEMBERSHIP

- A.** The Committee shall consist of not less than ten (10) members of the clerical and service staff (representing all areas of Physical Facilities as defined in Section IV), excluding CSSAC representatives within Physical Facilities.
- B.** The members shall be selected from the clerical and service staff that (1) are classified as “regular” employees with one year Physical Facilities experience; (2) have no performance issues; and (3) have indicated interest by completing an application for membership directed to the PFCSSAC Membership Subcommittee. The Membership Subcommittee shall make selection.

- C. New members shall be officially appointed to the Committee by the Senior Director for Administrative Support and Auxiliary Services, based upon recommendations from the Director of Human Resources for Physical Facilities, Senior Directors and the Physical Facilities Clerical and Service Staff Membership Subcommittee.
- D. The appointment of clerical and service staff to the Committee shall be a three-year term beginning 1 September and ending 31 August. Approximately one-third of the total membership shall be appointed each year.
- E. The Director of Human Resources for Physical Facilities shall serve as a resource member. The Sr. Director of Administrative Support and Auxiliary Services shall serve as facilitator. Physical Facilities Human Resources shall provide a recording secretary.
- F. When a member transfers to another area within Physical Facilities, that member shall continue their membership term. When a member transfers to a department outside of Physical Facilities their membership is terminated and a replacement shall be appointed. Consideration will be given to prior non-selected applicants.
- G. University CSSAC representatives from District III will serve as advising members of PFCSSAC with full membership responsibilities.

SECTION IV. REPRESENTATION

Generally, representation implies that Committee members shall initiate contact and communications with clerical and service staff members in their respective districts. Efforts will be made to assure that district representation shall be proportionate to the number of clerical and service staff in the individual Physical Facilities areas.

Membership Representation Guidelines

<u>AREA</u>	<u>REPS</u>
Administrative Support and Auxiliary Services	1-2
Building and Grounds	5-6
Engineering, Utilities and Construction	1
Environmental Health and Public Safety	1-2
Office of the University Architect	1

SECTION V. PFCSSAC MEETINGS

- A. PFCSSAC will meet monthly for 1 ½ hours. A schedule of monthly meetings September through August of each year shall be distributed to the Committee.
- B. The October meeting will be reserved for goal planning. This meeting is open for attendance by the Sr. Directors.
- C. Attendance at meetings is expected. Members are expected to stay until adjournment unless prior arrangements are made. Members have the responsibility of arranging with their supervisors and/or department heads for attendance at meetings. Supervisors and/or

department heads shall arrange work schedules to permit members of the Committee to attend meetings in paid status.

- D.** After missing two (2) consecutive meetings or three (3) meetings within the PFCSSAC year (September through August), the following procedures will be observed:
1. The Committee shall review the member's absences.
 2. The Chairperson, Vice Chairperson, and Facilitator shall meet with the PFCSSAC member to review the absences.
 3. If it is determined that the PFCSSAC member is unable to be active on the Advisory Committee, or if the Chairperson, Vice Chairperson, and Facilitator recommend that the member be replaced, they shall do so in accordance with the process for filling a PFCSSAC vacancy in the Membership Subcommittee section.

SECTION VI. OFFICERS

- A.** The officers of the Committee shall consist of a Chairperson and Vice Chairperson elected annually.
- B.** Election of Officers:
1. Nominations for the offices of Chairperson and Vice Chairperson shall be held at the May PFCSSAC meeting. Before nominations are made, the current Chairperson and Vice Chairperson shall explain the time commitment and responsibilities of their respective offices.
 2. Elections shall be conducted by secret ballot during the June meeting. Prior to voting, nominees shall be given the opportunity to address the Committee. Members must be present to vote on candidates unless a member has knowledge that he/she cannot attend, in which case the member can record vote with the Director of Physical Facilities Human Resources prior to meeting commencement. The election process of Chairperson and Vice Chairperson shall be conducted as the first order of business during the June meeting.
 3. A nominee must receive a majority of votes cast to be elected. Balloting shall continue until a member receives a majority of votes cast.

Extenuating circumstance clause: Upon resignation of either Chairperson or Vice Chairperson, nominations must be taken at the meeting following resignation and voted upon the following month.

- C.** Responsibilities of Officers:
1. The Chairperson shall preside over all monthly meetings, appoint PFCSSAC or Ad Hoc committees, and work with the PFCSSAC Resource Person and Facilitator in the formation of the agenda.
 2. The duties of the co-chair will be the same as those of the Chair in his/her absence. The co-chair will be an active voting participant in the organization. He/she will assist the chair in the administration of the affairs of the committee.

SECTION VII. SUBCOMMITTEES

Attendance and participation at subcommittee meetings is expected. Subcommittee will meet once monthly for one hour. The Chairperson shall appoint members to serve on PFCSSAC subcommittees. Whenever possible, a balance of clerical and service shall constitute each committee.

A. Membership Subcommittee. This subcommittee is composed of the current PFCSSAC Chairperson, Vice Chairperson, and members appointed by the Chairperson. The current PFCSSAC Chairperson shall serve as chair of the subcommittee.

1. The Director of Physical Facilities Human Resources shall work with the members of the subcommittee in securing necessary information from Physical Facilities Human Resources for each applicant; for example, determining appropriate areas and securing employee supervisory approval.
2. The responsibilities of the Membership Subcommittee include: conducting the membership drive, interviewing and selecting the new members, developing and conducting new member orientation, filling vacancies that may occur during the year, and continual assessment of membership needs. The membership subcommittee shall evaluate in January the committee representation needs for each district. They shall bring any recommendation(s) to the full PFCSSAC in February.
3. Process for filling vacancies on the PFCSSAC:
 - a. Membership Subcommittee determines if the vacancy should be filled at the time the resignation is submitted or at the time of the annual membership drive. Consideration should be given to the length of the un-expired three-year term. A replacement shall fulfill only the un-expired term of the person resigning.
 - b. Consideration shall be given to alternates who applied previously but were not selected. Chairperson contacts alternates regarding their interest. After contact, appropriate appointment letters/regret letters shall be sent.
 - c. If there are no alternates available, the full PFCSSAC is asked for recommendations of clerical/service staff to contact for possible interest in serving on the PFCSSAC. Directors and department heads may also be contacted for recommendations. If an acceptable candidate cannot be found, the vacancy shall remain open until the next membership drive.
 - d. The Membership Subcommittee shall strive to fill a vacancy within two months, or as quickly as feasible. Application and appointment shall be the same as for new applications received annually.

B. Communications Subcommittee. Half of the membership shall be appointed to this subcommittee. This subcommittee's function is to improve communications between the PFCSSAC and the Physical Facilities community as a whole. This subcommittee is responsible for updating the Web pages and PFCSSAC brochure, conducting PFCSSAC presentations, and dealing with concerns broadly classified as "communication". This sub-committee is also responsible for addressing questions received via submittal forms providing a confidential mail service for clerical and service staff to address concerns, problems, or suggestions; each submission shall receive a confidential, personal reply. The Communications Manager will serve as a resource person for this sub-committee.

- C. Practices Subcommittee.** Half of the membership shall be appointed to this subcommittee. This sub-committees function is to provide input on new or existing Physical Facilities policies and practices. The Director of Human Resources for Physical Facilities will serve as the resource person for this sub-committee.
- D. Ad Hoc.** An Ad Hoc committee can be appointed by the PFCSSAC Chairperson upon the Senior Director approval to study and make recommendations covering one specific area.

SECTION VIII. STANDING RULES

- A.** There needs to be at least two-thirds of the PFCSSAC members in attendance in the first 15 minutes of coming to order to be able to conduct business and vote. If this quorum is not met, then the vote is tabled until further notice.
- B.** Proposed changes in the Bylaws shall be read at a regular meeting and action deferred until the next regular meeting of the Committee. A majority vote of the members shall be required to make changes in the Bylaws.
- C.** Proposals and items requiring a vote must be presented in writing at the monthly meeting prior to the vote.
- D.** The approved monthly meeting minutes will be distributed to an administration mailing list.

SECTION IX. PROCEDURES FOR SUBMITTING PROPOSALS TO ADMINISTRATION

- A.** Recommendations may be received from the administration, clerical and service staff, or PFCSSAC members.
- B.** PFCSSAC reviews recommendations and provides input.
- C.** PFCSSAC confirms recommendations in writing to the Director of Human Resources for Physical Facilities and/or the Senior Director of Administrative Support and Auxiliary Services.
- D.** The Director of Human Resources for Physical Facilities and/or the Senior Director of Administrative Support and Auxiliary Services review any refinements of original recommendation with PFCSSAC and other affected parties, which may also require review with the Vice President of Physical Facilities and other Senior Directors.
- E.** The Director of Human Resources for Physical Facilities responds to PFCSSAC and initiates appropriate action to implement recommendations or to form a task force to further refine recommendations.