A Voice for Staff

College of Education and Human Development
Staff Advisory Council

The Staff Advisory Council (SAC) shall serve as a deliberative and advisory body to the dean on matters of significant interest and importance to the staff of the college. The SAC shall encourage input of staff, develop ideas, and generate recommendations for improvement of the college. Information will not be channeled through the department head or higher ranking staff in the department. Information will be channeled directly to the dean of the College of Education and Human Development from the SAC for review and/or approval.

Membership
The council is made up of one elected member from each of the following areas: Dean’s Office, Educational Administration and Human Resource Development, Educational Psychology, Health and Kinesiology, and Teaching Learning and Culture. In addition the council has one at-large staff representative elected by the college staff and one at-large center representative elected by center staff. The chair and chair-elect will also serve as at-large representatives.

Duties of Representatives
Departmental representatives are responsible for representing the interests, ideas and opinions of their departmental staff in all SAC proceedings. In addition, each representative will serve in the role of ombudsperson for all CEHD staff.

At-large representatives are responsible for representing the interests, ideas and opinions of the staff of the College of Education and Human Development in all SAC proceedings. In addition, each representative will serve in the role of ombudsperson for all CEHD staff.

Staff Awards
Staff Awards recognize and reward staff in the College of Education and Human Development. These awards were designed to provide special recognition to four individuals who have made distinguished contributions to the College of Education & Human Development through their dedication, initiative, outstanding achievements, enthusiasm and attitude in their work.

Outstanding Staff Supervisor
Staff Relationships
Student Relationships
Outstanding Staff Support

Peggy Ritchey Scholarship
This scholarship is provided to a child or grandchild of the College of Education and Human Development current or retired staff member annually.

Community Outreach
Coordinates service projects for staff to volunteer in helping the college, university and local community. Some events SAC has done in the past include:
- Professional Clothing Drive
- Stuff the Bus
- M.A.S.H.
- Box Tops
- Food Drive

Staff Development
Coordinates training activities that promote professional development. Organizes and plans the annual Staff Development Conference. The Staff Development Conference is a one day event held annually for staff.

Communications
Coordinates activities at which staff can network with each other, meet their representatives, learn about the council, obtain resources beneficial to staff and be encouraged to participate in college and university activities.

Current Projects
Staff Exit Survey

The Ombudsperson Role
The purpose of the Staff Ombudsperson is to provide staff a means to discuss work-related concerns, identify options, and request assistance to informally resolve workplace conflicts.

Background
Prior to SAC serving in this role the College of Education and Human Development had one ombudsperson for all CEHD staff. The University does not have someone serving in this role for staff currently. It was determined that having each of the departmental and at-large representatives on SAC serve in this role would provide staff with additional means to accessing these resources.

What we do
- Listen
- Offer information about accessing college policies and procedures
- Discuss staff concerns and clarify issues
- Help identify a range of possibilities for addressing or solving problems
- Gather information and offer referrals to other resources
- Offer coaching to help staff prepare for a difficult conversation
- Facilitate communication
- Track perceived issues and trends
- Make recommendations for institutional improvements

What we do not do
- Make decisions or findings of fact
- Establish, change or override policies
- Offer legal advice
- Offer psychological counseling
- Participate in grievances or other formal processes