Mission & Purpose

Brandeis University recognizes that all staff are essential to the vibrancy and achievements of the community. Brandeis staff members demonstrate their commitment to the life, work, and operations of the university in countless vital ways. Therefore, the University considers Brandeis University Staff Advisory Committee (BUSAC) a priority.

The purpose of BUSAC is to improve the work environment through discussions and actions that influence policy, develop and enrich staff, and promote ongoing, meaningful and deliberate improvements to the staff experience, including in the areas of professional development, training opportunities, staff recognition, events, career advancement, and employee wellness. In particular, BUSAC will accomplish this by:

- Providing a system for staff to share ideas, concerns, and suggestions regarding the betterment of the staff experience at Brandeis;
- Providing an environment where individuals’ opinions and contributions are respected and acknowledged;
- Using data, surveys, and other sources of information when formulating recommendations on achievable change;
- Meeting with senior administration on a regular basis to review reports and recommendations regarding proposed changes and solutions;
- Regularly reporting to staff and senior administration.

BUSAC is not intended to be used as a vehicle for resolving employee grievances, or for negotiating employee wages, rates of pay, hours of employment, or benefits.

Composition

BUSAC is the representative body of our staff population. The committee shall be comprised of elected and appointed staff members from the University. Among the elected officials there will be a Chair and Vice-chair. The Chair and Vice-chair will be elected by the voting members of the committee.

An Assistant may be appointed but does not need to be a member of the committee. The Vice President of Human Resources, as ex officio, serves as Advisor and is a non-voting member of the committee.

Roles

- Chair – Responsible for organizing, setting and managing the agenda, facilitating committee and staff meetings, casting a vote in case of a tie, and maintaining a representative committee that reflects the staff community;
• Vice-chair – Responsible for assisting the Chair with organizing, setting an agenda, and facilitation of committee and staff meetings; provides continuity in the absence of the Chair;
• Advisor – Responsible for advising the Chair, Vice-chair and/or committee on policies, procedures, and regulations;
• Assistant – Responsible for record keeping and meeting minutes, dissemination of communication and notification of meetings, and follow-up on delegated assignments;
• Committee Members/Member-at-large – Responsible for attending committee and staff meetings, conveying concerns of the work group(s) that they represent and serving, as needed, on sub-committees.

In addition to the Chair, Vice-chair, Advisor, and Assistant (if a member of the committee), there will be at least one (1) committee member of BUSAC who will represent each of the following districts below:

- **District A**: Arts & Sciences (A&S), including the Graduate Schools of Arts & Sciences (GSAS) and Admissions
- **District B**: International Business School (IBS)
- **District C**: Heller
- **District D**: Rabb, including Precollege Program
- **District E**: Centers, Institutes, and Museum
- **District F**: Administration: President’s Office, Provost’s Office, Investments, Legal, Finance, Human Resources, Office of Diversity, Equity, & Inclusion, Communications, Office of Planning and Institutional Research, Office of Special Events, and Office of Conference and Event Services
- **District G**: Institutional Advancement (IA)
- **District H**: Student Affairs: Athletics, Counseling Center, Community Living, Health Center, Student Activities, Student Life
- **District I**: Academic Affairs: Academic Services, Study Abroad, International Students and Scholars Office (ISSO), English Language Program (ELP), Registrar, Graduate Student Affairs
- **District J**: Campus Operations: Public Safety and Facilities
- **District K**: Information Technology Services (ITS) and Library Services

There is additionally one elected member-at-large. This person is the nominee or write-in candidate who receives the most votes from outside their district (see Election Procedure (C), below) and who was not selected as the representative from their own district. This member represents the entire staff, regardless of district.

**Nominations, Elections, and Appointments**

The initial BUSAC elections will be held in January 2018. Thereafter, elections will be held in April, beginning in 2019. Terms will begin July 1.
Under the direction of BUSAC, the Election Subcommittee will be responsible for the logistics of the election process, which includes, but is not limited to, the establishment of deadlines, recruitment of candidates, assisting with communication, validating results, and troubleshooting any issues that arise during the election process.

Nomination Procedure

a. No later than four (4) weeks prior to the election date, election procedures, nomination forms, and deadlines are sent to all staff.
b. The nomination forms will include all names of representatives from each district.
c. Staff members may nominate one person from their district, which may be themselves. There will also be a section for write-in candidates.
d. The nomination form will include a space for one write-in candidate for the member-at-large seat. A list of all eligible staff members for nomination will be distributed and organized by district. Nominations must be from the list.
e. Nomination by official ballot will occur no later than three (3) weeks prior to the date of final elections.
f. A nominee may decline to run for a seat on BUSAC.

Election Procedure

a. No later than two (2) weeks prior to the election date, ballots will be sent to all staff members by the Election Subcommittee.
b. The staff members who receive the most nominations, and who agree to run, will be placed on the ballot for each vacant representative seat.
c. Staff members may vote for one (1) representative in their district, and for one (1) representative from another district as member-at-large.
d. The eligible candidate who receives the most votes for each vacant representative’s seat will serve on BUSAC. In case of a tie, the committee will make the determination through a confidential ballot vote. The Chair will make the final determination on a tie vote made by the committee.

Appointments

In consultation with the committee, appointments are reserved by the Chair for the purposes of ensuring that the committee is a representative body of the staff population.

A member of the committee may resign at any time by providing written notice to the Chair; when possible, two (2) week notice is appreciated.

If a BUSAC representative resigns or is unable to continue in their role, another staff member from their district will be appointed by BUSAC and/or the Chair to fulfill the unexpired term. If the vacancy is a Member-at-large, the appointment will be chosen from the pool of all eligible staff members.
Eligibility

All benefit eligible staff members may vote.

Terms

Members serve a two-year term and may be elected or appointed to a second term. After completing their service on the committee, a member is not eligible to serve again until two academic years have elapsed.

The terms of the initial members of the committee shall include one-and-a-half year terms, two-and-a-half year terms, and three-and-a-half year terms, in order to create staggered terms going forward.

The initial Chair and Vice-chair may serve two-and-a-half year terms in their first term. Thereafter, the Chair and Vice-chair will serve two year terms.

Procedures

The committee will meet quarterly, or as needed for no more than ninety minutes. After each meeting, minutes will be provided in a timely manner. At the start of each meeting, minutes from the prior meeting, will be reviewed, discussed, and if necessary, amended.

The committee will discuss the issues that affect Brandeis staff and provide recommendations and potential solutions, where applicable, to senior management through the Chair and/or Vice-chair. Issues that arise as part of collective bargaining are outside of the committee charter. A final determination on what to bring forth will be established among the committee.

The Chair and/or Vice-chair will provide regular reports to staff and senior administration.

The University considers BUSAC a priority. Therefore, representatives and their supervisors have a joint responsibility in maintaining open communication regarding scheduled committee meetings while ensuring appropriate office or work location coverage.

Subcommittees

Subcommittees may be formed to promote continuous efforts to address staff needs and concerns. Each committee member may serve on a subcommittee. Subcommittee chairs may be selected by its members and reports will be provided in advance, via email, and/or at the next BUSAC meeting. Subcommittees may include: 1) Staff Recognition, 2) Professional Development/Training, 3) Staff Wellness, 4) Policy, and 5) Election. The responsibilities of each subcommittee will correspond to the University’s mission, vision, and values.
**Staff Recognition Subcommittee** – Explores, recommends, and supports events and opportunities that recognize Brandeis’ diverse staff population.

**Professional Development/Training Subcommittee** – Identifies and recommends professional development and training opportunities that will enrich Brandeis staff members’ work experiences and expand their skills.

**Staff Wellness Subcommittee** – Explores and recommends practices that promote wellness for Brandeis staff.

**Policy Subcommittee** – Reviews and recommends changes to existing policies and recommends new policies that will add value to Brandeis staff work experiences.

**Election Subcommittee** – Manages the logistics of the election process, including, but not limited to, the establishment of deadlines, recruitment of candidates, assists with communication, validation of results, and troubleshooting any issues that arise during the election process.

This Charter serves as a living document and may be altered as determined by the committee and Chair.