

## The Empowering U Committee

**Section 1. Purpose:** The purpose of the Empowering U Committee (EUC) is to effectively develop and nurture our Empowering U initiative and employee culture within MSSU. The EUC serves to effectively communicate and educate everyone on the practice of Empowering U. This committee encourages employee involvement and buy-in, fosters an increase in the understanding of Empowering U, and provides a direct contribution to improving our critical number(s). The goal is to create an organization of business thinkers, who truly think, act, and feel like owners.

**Objectives:** The EUC will serve as Empowering U Culture:

1. *Advocates* – promoting Empowering U and educating everyone on the principles and practices, keeping employee engagement visible, viable, and active within the University;
2. *Advisors* – making recommendations to the University Council about various Empowering U and employee engagement related issues and initiatives;
3. *Communicators* – providing two-way communications between employees and the University Council;
4. *Champions* – leading the way by helping the University and its employees fully utilize the power of Open-Book Management and Empowering U to improve financial results and the lives of the people who drive those results.

B. **Charge:** The EUC will serve formally as an advisory committee to the University Council. The EUC is not offering binding advice, just serving as a two-way communications channel between employees and the University Council. The EUC will be involved in a wide variety of issues, making recommendations ranging from education and employee engagement training needs, determining how best to design and deliver such training, and operating issues around Empowering U and improving financial performance. The EUC will have the responsibility to conduct a broad range of tasks, including:

1. Delivering and/or arranging education, financial, and engagement training; conducting new employee orientations (as related to Empowering U).
2. Conducting and/or publishing communication tools and events (i.e. newsletters, presentations, celebrations, etc.)
3. Frequently assessing the University’s Empowering U Culture and Empowering U practices (i.e. quarterly/annual surveys, soliciting employee input etc.) The EUC will get its authority from the University Council, which will delegate certain kinds of decisions to the committee at its discretion. The committee is authorized by and accountable to the University Council. With that said, the University Council will commit to providing clear direction regarding issues on which the EUC should offer recommendations, and its members also will be provided the necessary training and support to meet their objectives effectively.

**Section 2. Eligibility:** Any full-time employee of MSSU is eligible for EUC membership.

**Section 3. EUC Officers and Executive Committee:**

A. **Officers:** The Officers of the EUC shall be as follows:

1. Chair
2. Chair-Elect
3. Past Chair
4. Secretary

B. **Executive Committee:** The Executive Committee shall be composed of the Officers of the EUC and two Members-At-Large from the membership of the EUC—one staff and one faculty.

**C. Election:**

1. Executive Committee members shall be elected by and from the EUC. Election of new Officers and the Members-At-Large shall take place at the last regular meeting of the EUC in the Spring, after the seating of the newly elected area representatives.
2. Each Executive Committee member shall be elected by a majority vote of the EUC. If successive ballots are needed, the person receiving the lowest number of votes on the previous ballot shall be dropped from the list, provided there are three or more nominees.

**D. Duties:**

1. The EUC Chair will contact the respective Senates to ensure that committee vacancies are filled in a timely manner.
2. The Executive Committee shall prepare agendas for all EUC Meetings.
3. Any other duties shall be those prescribed by Robert's Rules of Order.

**E. Term of Office:**

1. The Chair-Elect shall be elected from the membership of the EUC for a one- year term, to be immediately followed by a second year as Chair and a third year as Past- Chair. If the term of the individual chosen as Chair-Elect would expire before the three-year service as an officer, the term shall be extended until the three years are complete.
2. The Secretary and Member-At-Large shall be elected for a one-year term from those EUC members having at least one year remaining on their term as a EUC member.
3. All Executive Committee members will assume office before the conclusion of the last regular meeting of the EUC in the Spring, and will serve until replaced.
4. If any office is vacated, the EUC shall elect an individual to complete the remaining term of office of the position vacated.

**Section 4. Membership and Representation:**

**A. Membership:**

1. Membership Objectives:
  - a. *Broad Representation.* The objective is for the committee to include members who, taken together, represent the experienced groups within the University – different departments, locations, different seniority levels, different job classifications, etc. The two purposes for this are: first, to capture the various experiences and perspectives that exist within the University so that the EUC has access to the broadest range of thinking; and second, to build credibility of the EUC by giving as many employees as possible the sense that “someone like me” is serving.
  - b. It is critical that the University Council demonstrate a commitment to the goals of the committee. This will be best served by having at least one University Council member serve directly on the committee, to provide legitimacy, to give immediate feedback, and to be able to report back to the University Council effectively as necessary.
  - c. *Effective Mix of Skills.* The committee will consist of members who have a broad range of knowledge, experience, and skills. This may include: running teams or subcommittees, running meetings, managing projects, understanding Empowering U, working effectively with multiple levels of employees, communicating effectively with peers, demonstrating a strong mix of writing and stand-up speaking and training skills, designing and conducting training programs, and promoting the committees objectives through print and electronic publications, just to name a few. Although, some skills can be learned relatively easily, it is important that the committee begin with and maintain the necessary skills. Employees who do not have these skills or the desire to acquire them should not serve or should be assigned roles on the committee that fit their skills and interests.

2. Membership Criteria:
  - a. In order to keep the committee active and viable, a certain number of committee slots will be reserved for employees who have never served on the committee before (approximately half of the available seats); to insure that there is a constant inflow of new members and that people across the organization have the opportunity to serve.
  - b. A certain number of committee slots will be reserved for employees who have served on the committee in the past (approximately half of the available seats, including Chair and Past Chair, to insure ongoing continuity and continued growth and learning of the committee.
  - c. *Note:* The life cycle of the committee should always be considered. In the early years, all committee members will be new. However in the future, there will be an opportunity to include past committee members so that we constantly recapture the experience of past committee members and maintain the continuity and experience level of the committee over time. The EUC will also have an internal training agenda, i.e. goals and a plan to develop the skills and knowledge that it deems essential for this committee to have. (This may or may not be different from the external training agenda; i.e. the efforts of the committee to provide training to the rest of the University.) The committee may elect to require a certification process for all members. This will include a structured training program designed to provide members or prospective members the knowledge, experience, and skill sets to serve effectively on the committee.

**B. Representation:** Representatives shall be selected from each of the following employee classifications:

1. Staff
3. Faculty
4. Administration

The committee will maintain a representative cross-section of employees. Representation shall be based upon employee classifications consisting of 14 members—six each from faculty and staff and two representatives from administration. The University President shall appoint both administration members. Following are permanent positions. They represent their employee classification and go toward the total number of representatives in that classification:

- Distance Learning Instructional Designer
- HR Training Specialist
- Empowering U Coordinator
- Designated faculty member as chair of the Empowering U Research Subcommittee
- Member of President’s Cabinet

The representation will be reviewed by the EUC Executive Committee at least every five (5) years. The formula will be revised based on the number of employees in each classification on the last day of the fall semester. The EUC will make recommendations for changes in membership of representatives to accurately reflect current status. It may seek input from the University Council or other departments to help determine the number of representatives in each classification. This may result in the revision of the formula to accurately determine employee representation. Any changes to the representation formula shall go before the full EUC.

**C. Non-Voting Liaisons:** Representatives of the administration, staff, and students may be selected to serve as non-voting liaisons to the EUC. As liaisons are not members of the EUC, they may not propose or vote on resolutions but may be recognized to participate in debate by asking or answering questions. Liaisons can include, but are not limited to:

- President
- Vice President
- Dean
- Staff Representative
- Student Representative
- Faculty Representative

D. **Term of Office:** All members shall be elected for a period of three years. Terms of office will run from July 1 to June 30. EUC members may serve up to two consecutive terms. After being elected to two terms, a member must be off EUC for one year before being eligible for re-election or re-appointment. Executive Committee members serve one year terms.

E. **Election/Appointment:**

1. Faculty and staff members shall be nominated and elected by their respective Senates prior to the last EUC meeting of the Spring semester. Those members will be announced at that last EUC meeting of the semester prior to the election of EC officers. Administration members shall be appointed by the President of the university. Appointees shall include a member of the President’s Cabinet and a member of the University Council.
2. The electing/appointing bodies must clearly communicate to all of their employees the purpose and objectives of the committee and what knowledge, experience, and skill set are required to serve on the committee as outlined in this document. They will then solicit nominations from their employees who meet the criteria (see Section 5).
3. Executive Committee officers and Members-At-Large shall be elected at the last regular meeting of the EUC in the Spring by the full committee.
4. To maintain continuity, approximately one-third of the membership will be rotated each year.
5. Should a vacancy occur in the EUC, the respective Senate is responsible for providing a new Representative to fill the unexpired term.

**Section 5: Culture Committee Member Job Description:**

A. **Definition:** A EUC Representative is a full-time employee of MSSU. He or she is selected by his or her respective Senate or in the case of administration representatives, appointed by the President of the university.

B. **Qualifications/Expectations:**

- Thorough review of the Empowering U website and all resources there.
- Completion of all available Empowering U training modules on Blackboard
- Strong commitment to the concept of open-book management and the culture of improvement and engagement that Empowering U nurtures
- Ability to work independently and collaboratively
- Ability to fairly represent competing viewpoints
- Knowledge of unit/department, school and university operations

C. **Responsibilities:**

- Attend and participate in all Empowering U Committee meetings
- Support the goals of the Empowering U Committee as espoused in this document
- Routinely coordinate and communicate with employees on issues of importance to the University, the School, the Students, the Staff, and/or Faculty
- Participate on at least one EUC subcommittee

**Section 6. Policy and Procedure of the EUC:**

A. **Decision-Making Process:**

The EUC will get its authority from the University Council, which will delegate certain kinds of decisions to the committee at its discretion. The committee will be asked to make different kinds of decisions and the decision process should match the type of decision being made. Therefore, when the committee is asked to make formal decisions regarding various issues around employee engagement and Empowering U, those decisions will be made through a variety of processes (majority vote, consensus of all members, final decision by the committee chair or the University Council, etc.) depending on the issue.

**B. Committee Meetings:**

Regular meetings shall be held at least monthly at a day and time determined by the EUC Executive Committee to help ensure maximum attendance. The EC shall meet prior to each EUC meeting to discuss issues and prepare an agenda to be distributed to members prior to the upcoming meeting. Consideration should be given to the burden on members and their lost productivity. Agendas typically begin with subcommittee reports and a review of current goals/projects and progress toward those goals/projects as well as new business. Additional time can be used to work directly on specific activities or projects. This supports employees who may not have ample time during standard working hours to work on EUC projects. The committee Chair will have the option of canceling, postponing, or extending the scheduled meetings as necessary.

The EUC shall establish an asynchronous means through which members who cannot attend a meeting in person can participate. The EUC will remain flexible and accommodating to its many members that are interested in contributing, but have difficulty in making regularly scheduled meetings. Attendance concerns will be addressed by the EUC-EC on a case-by-case basis if any member consistently fails to contribute.

**C. Committee Resources:**

The primary resource that the EUC needs is time, both in terms of the time with other committee members and also in terms of the time of other employees who will utilize services provided by the committee. Furthermore, the EUC may require regular time with key individuals, inside or outside the University, depending on the issues the committee is attempting to address. The University Council will support and accommodate these resource needs in order to further the committee's goals. Depending on the goals set by the committee, a budget may also be required. They may request funds for communication efforts, events etc. Committee members may also request funds to attend conferences and or seminars to further expand their knowledge and experience. The budget will be created by the committee members and submitted to the University Council for final approval.

**D. Other Policies**

1. Special meetings may be called by the Chair and/or the Executive Committee with at least 48 hours' notice. The agenda of the special meeting must be made known to the members at the time the meeting is announced. In case of emergency, the Chair of the EUC may waive the 48-hour requirement.
2. All meetings shall be opened to all MSSU employees and students. Employees who are not members of the EUC may be heard if approved by a majority vote of the EUC present.
3. One-half plus one of the members shall constitute a quorum.
4. Minutes of each meeting shall be published electronically to the university community in a manner determined by the EUC.