

## LAS Staff Advisory Committee

### Committee Description

- The LAS Staff Advisory Committee's primary purpose is to maintain, and where possible, improve the quality of communication between staff and faculty within the college. This may include activities such as developing measures to improve faculty and staff communication and establishing a program of staff development. The committee would also be responsible for awarding the annual LAS Outstanding Staff award.

### Committee membership

- Made up of at least 5 LAS staff members
- 2 Co-Chairpersons (chosen by vote of all committee members)
- 1 year term (minimum)
- 3 at-large committee members
- 1 year term (minimum)
- Voluntary participation, but Dean(s) may also invite participation

### Duties and Responsibilities

- Promote Communication
  - Participate in Bi-annual meeting with Dean(s)
  - Update the Dean (annually)
  - Communicate all college and campus information to LAS Staff
  - Create Newsletter/e-letter (if the committee chooses to do so)
  - Manage and Maintain Las-staff list serve
  - Maintain LAS Staff web page
  - Plan and Execute LAS College Staff meetings (1 X per semester)
- Emphasize, encourage, identify, and promote professional development opportunities for staff
  - Research possible programs, events, courses/trainings, and conferences Budget (up to \$1000 per staff member/per year)
  - Maintain database of staff involvement
- Other projects as initiated and proposed by the Co-Chairpersons

Questions: Contact *Janice Thorpe* ([jthorpe@uccs.edu](mailto:jthorpe@uccs.edu), 255-4564)