

ALAMO COMMUNITY COLLEGES
Faculty Compensation, Benefits & Terms of Employment Project
ADVISORY COMMITTEE CHARTER

I. PURPOSE

The Super Faculty Senate nominated faculty members from each of the colleges at ACC to serve on the committee for the Faculty Compensation, Benefits and Terms of Employment Advisory Committee. The committee is responsible for:

1. Providing support for the implementation of the project
2. Providing guidance to external HR consultants charged with carrying out the project
3. Reviewing deliverables and providing timely feedback to the HR consultants
4. Actively participating in committee meetings and obtaining input from peers, direct reports and others to provide to the rest of the committee.
5. Providing assistance in communicating with peers, staff and other employees.
6. Abiding by the decisions of the committee reached through consensus.

II. COMMITTEE MEMBERSHIP AND STRUCTURE

The members of the Committee shall be appointed and replaced at the discretion of the Vice Chancellor for Finance and Administration with input from the Faculty Senate. The Committee shall be chaired by Mr. Sounny Slitine, co-chaired by John Dunn and assisted by the ACC Compensation Manager. The Chairs will preside over Committee meetings and be generally responsible for calling meetings and setting agendas. The Chairs of the Committee shall also act as the Project Sponsor.

The Advisory Committee shall consist of no less than two faculty members representing each college, no less than one college president, a Vice Chancellor. Additional staff support will consist of no less than two members of Employee Services as needed.

The Committee shall meet as often as its members determine to be necessary, or as the Committee Chairs may call meetings; but in any event the Committee shall meet at least **twice a month** for the duration of the project to review progress, advise and provide guidance, and reach resolutions to issues related to the project.

III. DECISION MAKING PROCESS AUTHORITY

The Committee as a whole shall function as an advisory committee to the project HR Consultants and Compensation Manager, and decisions will be made by consensus whenever possible. Consensus is defined as all members being able to support a decision when they leave the room, even if the decision is not their preferred choice. In the event that consensus is not possible, the Associate Vice Chancellor for Employee Services will make a final decision.

The Advisory Committee's consensus decisions are subject to approval from the Associate Vice

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Chancellor for Employee Services. In the event that the Associate Vice Chancellor for Employee Services is unable to support a consensus decision of the Committee, the Associate Vice Chancellor for Employee Services will provide the basis for his decision to the committee.

A **majority** of the members of the Committee shall constitute a **quorum** and meetings may be attended through electronic means. **Committee members are expected to attend a minimum of 90% of all meetings.** Committee policy and procedures will be administered by the Committee Chairs and remain flexible to best react to changing conditions and regulatory requirements. The Committee may not delegate its duties to any sub-committee.

IV. COMMITTEE AUTHORITY AND RESPONSIBILITIES - Fulfilling the Committee's responsibility to review and provide feedback to the deliverables of the HR Consultants as they relate to the Faculty Compensation Study, Benefits and Terms of Employment Comparisons.

The Advisory Committee does not retain the authority to approve or disapprove of project activities or reports, but to advise, make recommendations and agree or disagree with the recommendations by the HR Consultants and employee services department. Final project authority rests with the Chancellor and Vice Chancellor of Finance and Administration.

The Committee shall:

1. In their discretion and from time-to-time, review, provide feedback and general guidance to the HR Consultants in matters relating to the project
2. Review and comment on all HR Consultant's deliverables
3. Provide assistance in communicating to the Chancellor and the Vice Chancellor of Finance and Administration and/or employees of ACC or others as may be agreed upon by committee or by request of the Chancellor, Vice Chancellor of Finance and Administration, or the Associate Vice Chancellor of Employee Services.

V. CONFIDENTIALITY

Members of the Advisory Committee including those invited to sit and provide comments in meetings are required to maintain confidentiality of all information and other matters discussed until such time that it is made public, as raw data and drafts will be reviewed and finalized. All strategic plans, personnel data, papers, handouts, distributed during the meeting shall not be reproduced or submitted to anyone else outside of the Committee, except by approval of the Committee Chairs. In most instances data and reports will be made available on the project dashboard.

Employees and others may be invited or request to attend the meetings. It is the responsibility of the Chairs of the Committee to approve or deny the attendance in these instances.

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Advisory Committee members must notify the Chairs at least 3 days in advance if they intend to invite any employees outside of the Committee to sit in any of the meetings. Exceptions will be made when meetings have been called with less than 3 days notice.

VI. COMMITTEE SPOKESPERSON

The Advisory Committee's spokespersons are the Chairs of the Committee or others who may be designated by the Committee and agreed upon by Employee Services.

The Chairs, for the purposes of this project, report directly to the Vice Chancellor for Finance and Administration. The Associate Vice Chancellor for Employee Services approves all materials relevant to this project that are reported to the Vice Chancellor of Finance and Administration.

VII. GENERAL

In discharging their responsibilities, Committee members shall exercise their business judgment to act in a manner that they believe in good faith and is in the best interest of ACC, the five colleges, faculty, employees, as well as students and the general public.

Recommended on behalf of Committee:

Committee Chair: _____ Date

Committee Co-Chair: _____ Date

Approved by:

Associate Vice Chancellor of Employee Services _____ Date

Vice Chancellor of Finance & Administration _____ Date