Grievance Committee

2.2.1.2

<table>
<thead>
<tr>
<th>Name</th>
<th>Term Ending</th>
<th>Selection</th>
<th>Department/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lee Stough, Chair</td>
<td>2016</td>
<td>N</td>
<td>Faculty</td>
</tr>
<tr>
<td>Cindee Bailey/Susan Bungard</td>
<td>2017</td>
<td>F</td>
<td>Faculty</td>
</tr>
<tr>
<td>Sue Huett/Claudia Santellano</td>
<td>2016</td>
<td>S</td>
<td>Staff</td>
</tr>
<tr>
<td>Paul Dybdahl/Curt Nelson</td>
<td>2016</td>
<td>F</td>
<td>Faculty</td>
</tr>
<tr>
<td></td>
<td>2017</td>
<td>S</td>
<td>Staff</td>
</tr>
<tr>
<td>2 female students primary/alternate</td>
<td>A</td>
<td>ASWWU</td>
<td></td>
</tr>
<tr>
<td>2 male students primary/alternate</td>
<td>A</td>
<td>ASWWU</td>
<td></td>
</tr>
</tbody>
</table>

Bylaws
(See also Grievance Process, Gov Hndbk 1.8)

1. The Grievance Committee is responsible to the President.

2. The committee consists of six members and a non-voting chair. The six members include two faculty members elected by the faculty; two students selected by ASWWU; and two staff members elected by the staff by a method recommended by the Nominating Committee and approved by the staff. There must be one man and one woman in the representatives from each faculty, student, and staff group. For each member of the committee an alternate is elected to serve in the absence of the member. The chair is appointed by the Nominating Committee.

3. The term of membership is two years. The terms are staggered for the members of the student, faculty, and staff groups.

4. The work of the committee and the grievance procedure are outlined in the Grievance Process (Gov Hndbk 1.8).

5. The committee meets when called by the chair. Meetings are called within two weeks after the submission of a grievance. All members or their designated alternates must be present in order for the committee to act.

Procedures

1. Protocol
   a. Agendas are developed by the chair as the need arises and, to preserve confidentiality, are distributed in sealed envelopes or are communicated verbally to the members.
   b. All members (or alternates) must be present before committee business can be conducted. The chair is a non-voting member.
   c. Committee workload (average, in clock hours per quarter)
      Chair: 5 hrs
      Members: 5 hrs
   d. Other protocol procedures:
      - Grievances must be submitted to the committee using the appropriate forms available from the chair.
      - Recommendations by the committee are made to the parties involved in the grievance. If the recommendations involve some action by or on behalf of the University, the administration is notified. Such recommendations must be in writing so that the proceedings of a case can be clearly documented.
      - The committee is called by the chair when a grievance is submitted or when other business regarding the operation of the committee must be considered.

2. Communication
   a. Minutes of the meetings are circulated for consideration and approval when the committee meets. The chair retains all copies of the minutes and other documents pertaining to the grievance so as to minimize the possibility that confidentiality will be breached.
b. Other communication procedures:
   - For meetings dealing with matters of procedure or other issues not pertaining to a grievance, the
     minutes and any other documents may be distributed freely to the members.
   - Communications between the parties to a grievance and the committee should be in writing to and from
     the chair.
   - All decisions and recommendations made by the committee with regard to a grievance must be
     communicated by the chair in writing to the parties involved.

3. Documentation
   a. Decisions and recommendations of the committee must be in writing and include the rationale which was
      used in coming to each decision.
   b. Records of the grievance proceedings are kept by the chair for a period of three years after the close of the
      case and then discarded by shredding.
   c. Other documentation procedures:
      - Any grievance procedure must be carefully documented by the chair. Such documentation must include
        all documents submitted by the parties involved in the grievance, minutes of the committee meetings at
        which the case was considered, and a written summary, with dates, of all oral communications
        pertaining to the grievance which the chair has with either of the involved parties.
      - A notebook which includes forms for submitting grievances, records of recent grievance cases, etc.
        resides with the chair and is given to the new chair when the term of service expires.
      - Minutes are taken by the committee secretary.