

## Attachment Three

### Center for SUNY Retirees Service Corps Duties and Composition of the Advisory Council

#### I. Role of the Advisory Council

The SUNY RSC Advisory Council is a working group composed of SUNY retirees and support/ liaison personnel. The Council acts in an advisory capacity to the Executive Director of the RSC regarding the operation and governance of the Service Corps. Specifically, its responsibilities include:

- Guide the work of the RSC and share ideas.
- Review the RSC's governance procedures.
- Review the RSC's brochures and other reports.
- Review the RSC's website.
- Serve as contacts with SUNY campuses within their regions and encourage campuses to institute retirees programs.
- Identify retirees' needs during their transition to retirement and what RSC can do to assist.
- Encourage retirees to become part of the RSC's database.
- Identify university and community service needs where the talents and experience of retirees can be beneficial.
- Review the RSC's progress.

#### II. Composition of the Advisory Council

Since the RSC's activities extend to all SUNY campuses, it is important that the membership of the Advisory Council be broad based. It should represent the wide diversity among SUNY campuses and array of retirees in terms of their professional background and experience. The Council will be made up of at least fifteen SUNY retirees and six to eight support/liaison personnel.

##### 1. Criteria for Selecting SUNY Retirees to Serve on the Council.

- a. Regional Representation: One retiree from each of the 10 SUNY regions, as identified in The Commission on Higher Education Report (2007) and three retirees from the Community Colleges.
- b. At Large Representation: Two (2) at large retiree representatives.
- c. Professional Expertise in the Areas of Need: At least one retiree with relevant professional expertise and experience in the areas of community service needs, e.g., health care, social services, rural development, education, economic development, legal services, local government.
- d. Commitment to Community Service: Individuals selected must have been active in university and community service and be willing to serve as advocates for involving retirees in service activities.
- e. Diversity: Membership should be derived from among the SUNY retirees keeping in mind the variety of disciplines, occupations, professional experience, gender and racial mix, e.g., teaching faculty, administration, support staff, and other professionals.

*Note: The above selection criteria for membership are not mutually exclusive, e.g., one member may meet more than one of these criteria. But it is important to keep these guidelines in mind while looking for members to serve on this Council.*

##### 2. Support and Liaison Members (Ex Officio Members)

- a. Executive Director of the SUNY RSC.
- b. University Faculty Senate, Senate President, or some designee.
- c. SUNY System - one person from HRD and one from IT.
- d. Non-SUNY Representation - At least one person with experience in operating retirees' community service organization.
- e. SUNY Community College Faculty Council President or a designee

#### III. Term of Appointment for Fifteen SUNY Retiree Members

Retiree members will be initially appointed for a one, two, or three-year term with a possibility of one reappointment. Initially, the appointments will be:

- 5 retiree members for 1 year
- 5 retiree members for 2 years

- 5 retiree members for 3 years

This will eventually allow for 1/3 of the Council to be replaced each year with new members, while still retaining continuity on the Council. Members may be nominated for one additional 3 year term, and may not serve more than 2 consecutive terms. Individuals may be nominated for future terms after having vacated the Council for at least one year.

#### **IV. Nomination process.**

The Executive Committee of the Advisory Council will serve as the Nominating Committee. The Committee will seek nominations from the existing campus retiree centers and/or from the campus presidents. The Committee will ensure that the process for seeking nominations and for the selection of individuals to serve on the Council is fair and professional. The Nomination Committee will keep in mind the criteria for selection of retirees to serve on the Council. The Committee will submit its recommendations to the Advisory Council for final approval.

#### **V. Method of Operations**

- a. The Advisory Council will meet at least three times a year. The Council members will be kept informed of RSC activities through e-mail, phone, and conference calls.
- b. A chair and vice chair will be appointed annually from among the Council members by a majority vote.
- c. There will be an Executive Committee composed of:
  - Chair and Vice Chair of the Council
  - Executive Director of RSC
  - System Administration HR representative
  - University Faculty Senate President
  - SUNY Community College Faculty Council President
  - Other Appropriate ex-officio members as needed to conduct business
- d. The Executive Committee will work closely with the RSC Executive Director and will guide the work of RSC on behalf of the Advisory Council. The Committee will meet, as needed, in between the Council meetings.
- e. The Council will follow Roberts Rules in conducting its business and the decisions will be based on a consensus approach.
- f. The minutes of the Council meetings will be maintained.
- g. The Executive Director of RSC will serve as an ex-officio member of the Council and will provide logistical support to the Advisory Council and the Executive Committee.

#### **VI: Sub-Committees of the Advisory Council**

The Advisory Council may appoint sub-committees on various topics to accomplish the mission of RSC. The sub-committees will be chaired by a member of the Advisory Council but other members of the subcommittee may come from outside the Advisory Council.

#### **VII. Current Advisory Council Members**

\***Tom Wolff, M.D.**, Distinguished Teaching Professor (Emeritus), SUNY Upstate Medical College – Chair  
 \***Jim Kalas, Ph.D.**, Associate Provost, Academic Affairs (Ret.) System Administration – Vice Chair  
**Vince Aceto, Ph.D.**, Distinguished Service Professor (Emeritus) University at Albany  
 \***Ram Chugh, Ph.D.**, Distinguished Service Professor (Emeritus) – Executive Director  
**Anne Donnelly**, Professor of Biology (Emeritus) SUNY Cobleskill  
 \***Curtis Lloyd, M.B.A.**, Assoc. Vice Chancellor for Fin. and Adm. and Chief of Staff, Office of the Chancellor  
**Susan M. McDermott, M.A. M.S.**, Professor of English (Ret.) Hudson Valley Community College  
**Gail Myers**, Special Assistant to the Director, Liaison for the NYS Office for the Aging  
**Carrie Pause**, System Administration IT Department, Resource Person  
**Peter Thomas**, SUNY Portal Project, Resource Person  
 \***Carl Wiezalis**, Distinguished Service Professor, University Senate President  
**Judy Wishnia, Ph.D.**, Professor of History (Emeritus), University at Stony Brook. Chair of Committee of Active Retirees of UUP,  
 \***Milton Johnson**, President, Faculty Council of Community Colleges

\* Members of the Executive Committee