

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Regental Civil Service Advisory Council

NUMBER: 1:7:5

A. PURPOSE

To promote communication between the Board of Regents, Office of the Executive Director, Council of Presidents and Superintendents, and Civil Service employees through discussion of matters of concern to all parties. The Council will discuss issues and exchange ideas to improve the conditions of employment and to present other concerns of the South Dakota Board of Regents Civil Service employees.

B. DEFINITIONS

1. **Civil Service Act Employee:** All employees covered under SDCL Chapter 3-6D.
2. **Institution:** Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines and Technology, South Dakota State University, University of South Dakota, South Dakota School for the Deaf, South Dakota School for the Blind and Visually Impaired.

C. POLICY

1. Membership

A Civil Service Act employee will be elected to represent each Institution.

2. Eligibility

2.1. Conditions for membership are:

- Must hold a Civil Service classification.
- Institutions that have formal councils will select, through the council, a member to be the institutional representative for the Regental Civil Service Advisory Council. Those campuses without formal councils may periodically hold campus elections to select a representative.

3. Term

The term of office for a Regental Civil Service Advisory Council member is two years. The term of office for new members will begin in January following their selection by a council. In the case of a special election to fill a vacancy, membership commences immediately after the election.

4. Meetings

The Council shall meet twice annually and may act to provide exchanges of an advisory nature on selected items. The meetings will be held in April and October. Additional

meetings of the Council may be called by the Executive Director, or his or her delegate, of the Board of Regents.

5. Agenda

The agenda will be established by the Executive Director, or his or her delegate. Items proposed for discussion must be submitted to the Executive Director, or the delegate, prior to the meeting.

6. Costs

All time and expenses required to perform functions associated with the Regents Civil Service Advisory Council will be an institutional responsibility.

FORMS / APPENDICES:

None

SOURCE:

BOR January 1987; BOR December 1998; BOR March 2018.