

Charter: ONE L&C

I. Introduction

The ONE L&C Employee Engagement Committee is an institution-wide committee charged with promoting a sense of community and belonging for employees of Lewis & Clark through engagement, learning, and service opportunities.

II. Mission

ONE L&C helps make Lewis & Clark the best place to work by providing inclusive opportunities for our community to engage, learn, and foster wellness.

- Promote and support opportunities for staff to learn and engage with each other and with campus constituencies.
- Develop a deeper understanding of the College mission and our connection to it.
- Enhance staff's sense of appreciation, inclusivity, and care.

III. Committee Composition

A. Membership

Steering Committee

1. Executive Council Liaison: AVP of HR
 - Serve as a liaison between the committee and college leadership.
 - Provide overall leadership and vision for the committee.
 - Add something in here about treasurer / budget responsibilities
2. Chair:
 - Facilitate committee meetings and agendas
 - Oversee the planning and execution of specific initiatives or projects.
 - Ensure that timelines are met and goals are achieved.
 - Collaborate with other committee members to allocate resources effectively.
 - Serve as a liaison between the committee and the broader college community.
 - Gather feedback, suggestions, and concerns from employees.
 - Promote the committee's initiatives and encourage participation.
 - Work with the Secretary & Treasurer on administrative processes for tracking budget and expenditures.
3. Co-Chair:
 - Assist the Chairperson in their duties.
 - Assume the responsibilities of the Chair in their absence.
 - Collaborate with strategic cross-campus partners (Law, GSEC, CAS, COM) to recruit new members.
4. Secretary & Treasurer
 - Document meeting minutes and maintain records.
 - Ensure that important decisions, action items, and discussions are accurately recorded.
 - Assist in communication and coordination within the committee.
 - Oversee communication strategies within the committee.

- Coordinate with HR and the President's Office regarding budget, expenses and similar administrative matters.
- Coordinate with other departments or teams to disseminate information.
- Manage internal and external communication regarding committee initiatives.

Committee Members

All Event Chairs are responsible for planning and executing their respective events.

1. Event Chair: Staff Recognition
2. Event Chair: Employee Summer BBQ
3. Event Chair: Halloween
4. Event Chair: Turkey Trot
5. Event Chair: New Employee Support
6. Event Chair: Earth Day 5k

B. Term of Service

- Executive Council Liaison: This position is permanently held by the AVP of HR
- Chair and Co-Chair: These positions are a two year commitment, first serving as the Co-Chair for one year and then the Chair for one year and require nomination and election.
- Event Chairs & Secretary: Event Chairs and the Secretary commit to serving in their position for at least one year with the opportunity to renew without the nomination and election process.
- For vacated positions:
 - Nominations open in April
 - Self nominations are encouraged
 - Supervisors must approve nominations before elections take place
 - Elections are held in May
 - Commitments are for the fiscal year (June 1 through May 31)

C. Guests

All employees are encouraged to participate, attend meetings, propose ideas, and host fun events designed to engage other employees.

The following guests are always invited to attend all committee meetings:

1. Director of Internal Communications and Community Engagement
2. Special Assistant to the President

V. Meetings

The committee shall meet monthly throughout the year. Elections will take place in May.

Additional meetings may be scheduled as needed. Meetings may be conducted in person, virtually, or using a hybrid model to accommodate the needs of members.

VI. Operating Principles

ONE L&C shall operate according to the following principles:

- ***Inclusivity***: The committee will actively seek input from diverse employee groups to ensure that benefits recommendations reflect the needs and concerns of all constituents.
- ***Is there something else here?***

VII. Reporting

The committee will post an annual report at the end of the academic year summarizing its activities, progress, and recommendations.

IX. Review

This charter shall be reviewed annually and, if necessary, amended to ensure it aligns with the changing needs of the institution and its employees.