

**SPACE SCIENCE AND ENGINEERING CENTER
UNIVERSITY OF WISCONSIN – MADISON
SSEC ADVISORY COUNCIL
February 13, 2019**

COUNCIL CHARGE

The SSEC Advisory Council (SAC) provides advice and information to the SSEC Director. The SAC consists of SSEC staff and affiliates; a combination of individuals who are nominated and elected by their peers in SSEC along with SSEC Director Appointees to serve an approximate three-year term (see Term Durations).

The SAC shall meet with the SSEC Director as needed, and at a minimum biannually, to discuss topics and issues identified by both the SAC and the SSEC Director. The SAC will have access to information deemed appropriate by the SSEC Director concerning the financial and programmatic status of the Center. From its members, the SAC will choose a chair that will organize and conduct the SAC meetings.

This council has been formed and serves at the discretion of the SSEC Director. It is not created by state statute, state/university rule, or official act. As such, this council is not subject to the State of Wisconsin Open Meetings law.

MISSION STATEMENT

The mission of the SSEC Advisory Council (SAC) is to provide high-level feedback and strategic recommendations to SSEC leadership in pursuit of SSEC programmatic success, funding stability, and a collaborative, fair working environment.

RESPONSIBILITIES

The primary responsibilities of the SAC are to:

1. Provide feedback and advice on SSEC long-term strategy and direction,
2. Provide feedback as requested on internally-funded initiatives,
3. Assist in developing guidelines and protocols for proposed SSEC initiatives,
4. Provide a conduit between staff and the SSEC Director for communication of concerns and issues,
5. Advocate for SSEC staff and faculty, including recruitment of future candidates to UW shared governance.

COUNCIL MEMBERSHIP

Size & Composition

The SAC shall be made up of 10 council members:

- 3 members shall be SSEC staff/faculty who have served in a Principal Investigator role and who have been nominated and elected to the SAC,
- 2 members shall be any eligible SSEC staff who have been nominated and elected to the SAC,
- 1 NOAA staff member shall be appointed by the NOAA ASPB Chief,
- 1 position shall belong to the AOS Graduate Chair or designee,
- 3 members shall be appointed by the SSEC Director.

Members of the SSEC Leadership Team may be called to attend meetings for informational purposes as requested by the SAC. The Council should represent a cross-section of SSEC research areas and different career development levels.

Term Durations

Council members will generally serve three-year terms; however, term durations for the initial council formation will vary from 2-3 years to ensure the entire council does not rotate off at the same time. The initial SAC term is considered to have begun on October 1, 2018. Council members may be elected or appointed to serve consecutive terms.

Appointments/Elections

1. The SAC serves at the pleasure of the SSEC Director. Individual SAC members shall not be dismissed without concurrence of SSEC Leadership.
2. If a council member must prematurely vacate their position, the SSEC Director will be responsible for identifying and appointing a successor to serve for the remainder of the term. The Council may make recommendations to the SSEC Director to fill the vacancy.
3. Elections will be held for the selection of SAC members internal to SSEC in accordance with the following election procedures:
 - SSEC employees with a 50% or higher appointment who have been employed at SSEC for at least 6 months shall be eligible to serve on the SAC in one of the (5) SSEC staff council positions noted above.
 - SSEC staff and affiliates with a 5% or higher appointment who have been employed at SSEC for at least 6 months shall be able to nominate and vote for (5) eligible individuals to serve on the SAC. Self-nomination is permitted.
 - Voting shall be conducted online. The (5) individuals receiving the most votes, at least (3) of whom must be PIs, will be elected to the SAC.

Procedure

1. Council Chair: The Council shall appoint a Chair to serve a two-year term. A Chair may be reappointed to serve consecutive terms.
2. Meetings:
 - The Council Chair or designee shall run the meetings.
 - The elected Council members shall meet a minimum of six times per year.
 - The entire SAC shall meet a minimum of two times per year.
 - Consensus by a quorum of 50% of the council positions is required to forward recommendations to the SSEC Leadership Team (Director, Executive Director, Associate Directors, and Assistant Directors).
 - All recommendations shall acknowledge and include a statement of dissent if such opinion exists.
 - Recommendations shall be submitted in writing via email to the SSEC Leadership Team.
3. Minutes: Meeting minutes will be prepared for each meeting. Minutes will be distributed to the full Council with the agenda in advance of the next meeting. The minutes from the previous meeting will

be accepted or modified at the beginning of each SAC meeting. Approved minutes shall be made available online to all SAC members and the SSEC Leadership Team.

4. Meeting Attendance: SAC members are expected to attend every scheduled meeting. In the event of repeated absences, the SSEC Director may replace a SAC member. Personnel substitutions due to absence are not permitted.

Initial SSEC Advisory Council (SAC) Membership

Seat	Name	Title	Council Position
1	Liam Gumley	Associate Scientist	Elected, SSEC (PI)
2	Kristina Slawny	Associate Instrument Innovator/Research	Elected, SSEC (PI) Chairperson
3	Dave Tobin	Senior Scientist	Elected, SSEC (PI)
4	Jordan Gerth	Associate Researcher	Elected, SSEC (PI)
5	Mat Gunshor	Researcher	Elected, SSEC (PI)
6	Jeff Key	NOAA ASPB Chief	ASPB Chief appointee
7	Ankur Desai*	Professor – AOS	AOS Graduate Chair or designee
8	Tim Bertram	Associate Professor – Chemistry	SSEC Director Appointee
9	Tracey Holloway	Professor – Nelson Institute	SSEC Director Appointee
10	Jim Hurley	Director – Aquatic Sciences Center	SSEC Director Appointee

*Accepted a one-year appointment due to upcoming field work.

Election/Appointment Schedule 2019 - 2030

Seat #	Initial Term Expiration	Future Renewal
1	8/31/21 (3 year)	2021, 2024, 2027, 2030
2	8/31/21 (3 year)	2021, 2024, 2027, 2030
3	8/31/20 (2 year)	2020, 2023, 2026, 2029
4	8/31/20 (2 year)	2020, 2023, 2026, 2029
5	8/31/20 (2 year)	2020, 2023, 2026, 2029
6	8/31/21 (3 year)	2021, 2024, 2027, 2030
7	8/31/19 (1 year)	2019, 2022, 2025, 2028
8	8/31/21 (3 year)	2021, 2024, 2027, 2030
9	8/31/21 (3 year)	2021, 2024, 2027, 2030
10	8/31/20 (2 year)	2020, 2023, 2026, 2029