The Organization of the Social Science Computing Cooperative

Spring, 2022

The Social Science Computing Cooperative has developed over the past 50 years to provide computing services to organizations in the social sciences and; over time, the SSCC has expanded membership to additional organizations at UW-Madison with similar computing needs. The Cooperative is supported financially by sustaining member organizations based on each organization's utilization of SSCC resources. There is no fee-for-service charge for a broad range of general services. Thus, the Cooperative is the creature of its sustaining member organizations.

The Chairs and Directors of those organizations will meet annually, at either the beginning or ending of the fiscal year, to review the expenses of the previous year, to consider the Cooperative's expenditure plan for the coming year, and to undertake their part of its support. The admission of new organizations to the Cooperative requires a unanimous vote of this group. An organization may leave the Cooperative at will but must give twelve months' notice.

Policy guidance and oversight of the Cooperative is provided by a Steering Committee made up of representatives of each of the sustaining member organizations. One Steering Committee member is appointed by the administrative head or head's designee of each sustaining member organization for a renewable three-year term. Steering committee members must be faculty, research staff, or IT staff. The Steering Committee will meet twice annually, in the fall and in the spring, and at other times as needed to conduct its business. Duties of members of the Steering Committee include:

- Representing the computing needs of the agency they represent;
- Acting as a liaison between the agency they represent and the SSCC;
- Working with other committee members to find solutions to organizational and technical challenges that benefit both their agency and the entire Cooperative.

The Chair of the Steering Committee will be a member of the faculty who will serve a three-year term. During the third year, Steering Committee members will vote to name the Chair's successor from a different sustaining member organization. Steering Committee members will also vote annually at the beginning of an elected Chair's second and third year of service on extending the current chair for an additional year of their three-year term. The Chair is in charge of routine oversight of and is the SSCC Director's first point of contact for any matters requiring the attention of the Steering Committee. The Chair of the Steering Committee will:

- Supervise the Director of the SSCC, including evaluating the Director's performance on an annual basis;
- Organize the twice-yearly meetings of the Steering Committee and the annual meeting of the Chairs and Directors;
- Serve as the faculty representative on SSCC hiring committees;
- Represent the SSCC at university meetings/functions when a faculty presence is needed;
- Meet with prospective members;
- Facilitate conflict resolution to complaints or grievances expressed by consumers regarding SSCC services or staff;
- Seek to address concerns raised by SSCC member units regarding services provided by the SSCC and ensure that SSCC member units maintain the level of financial support to the SSCC to which those units committed;
- Review the SSCC Annual Report containing the State of the SSCC and various financial and budget reports produced by the Director in early fall.

In recognition of this service to the units supported by the SSCC, the Chair will receive a month of summer salary per year up to the NIH cap from the Cooperative.