UWEX Classified Staff Advisory Council

Minutes

April 18, 2013

Members Present: Inga Foley, Julie Hunter, Lisa Perkins, Rod Rotar, Katy Sticha, Jim Stull, Dan Wanish

Others Present: Dan Hill, Secretary of the Faculty and Academic Staff; Teri Venker, Administrative Liaison for Chancellor Cross, Chancellor Cross joined us for part of the meeting

1) March Minutes were approved.
2) Website Update: CSAC is now referred to as Classified Staff Advisory Council on website. Not sure if the url contains “csac” or “usc.” Brief discussion about location of CSAC website… it was decided that as more people visit the site it will pop up in browsers and location will not a problem.
3) Teri Venker
   a. Distributed a Draft of the UW-Colleges Bylaws and explained UW College’s process of finalizing them. We were advised to hold off on reviewing Section 11.6 (Page 6) of the UW-Colleges Bylaws until they are revised in accordance with UPS.
   b. Teri will send out electronic version of UW Colleges Bylaws for us to use as guidance for UW-Extension Bylaws.
   c. With Teri’s upcoming departure the interim Administrative Liaison will likely be David Prucha.
4) Chancellor Cross
   a. Reiterated that an Administrative Liaison would be assigned to CSAC when Teri leaves.
   b. Shared that CSAC (and the coming USC) will need to adjust to the role of shared governance in contrast to the former mindset of Union bargaining. Chancellor Cross explained that CSAC’s role falls into three categories:
      i. We should aim to be the voice of our colleagues to Chancellor Cross and to the Organization. We should query our co-workers to find out their concerns.
      ii. We should help convey information from the Chancellor’s Office to our colleagues.
      iii. We should bring ideas and offer guidance for the direction of initiatives which would address classified staff concerns, including concerns that were revealed in the Climate Survey.
   c. UPS discussion: UPS is the subject of many questions from our classified colleagues. Chancellor Cross explained that the UPS System was developed with an intent to “do no harm” to current staff. A request was made to Chancellor Cross to help promote future Q &A’s about the UPS.
5) Bylaw Development (Based on UW Colleges USC Bylaws Draft)
   a. **1.0 Preamble**: Discussed, made changes, adopted with unanimous vote.
   b. **2.0 Mission Statement**: (in place of UW Colleges’ “Vision”) After agreeing on changes in our Mission Statement draft and adding a sentence citing Chapter 36 of the Wisconsin State Statutes, approved with unanimous vote.
   c. **3.0 Name**: “Effective July 1, 2013, the name of the organization shall be the UW-Extension University Staff Council (USC).” Approved with unanimous vote.
   d. **4.0 Roles and Responsibilities**: (adapted from “Character and Charge” of UW Colleges USC Bylaws) discussed, made changes, approved with unanimous vote.
   e. **5.0 Membership**: It was decided that consultation with HR was needed to ensure appropriate representation. Rod will contact HR.
   f. CSAC members will research and bring the following suggested sections to discuss at our next meeting:
      6.0 Administrative Liaison – Katy
      7.0 Terms of Service – Dan
      8.0 Officers – Inga
      9.0 Election of Officers – Lisa
      10.0 Meetings – Jim
      11.0-11.5 Committees – Rod and Julie
      12.0 Changing the Bylaws – Rod
   g. Inga will type up the bylaws (adapting the UW Colleges Bylaws)

6) Awards Discussion: People should either nominate someone or encourage someone else to nominate someone. Nominations are due May 3rd. There was discussion that it can be challenging to match classified staff’s work tasks and responsibilities to the current award categories and descriptions. More discussion is planned going forward to suggest changes.

7) Extra meeting added: Thursday May 2nd 10 am – 12am. Dan will find location and let us know. Dan Hill and Teri Venker will not plan to attend.

8) Agenda Items for May 2nd Meeting:
   a. Bylaws
   b. Awards
   c. Call for Nominations - Elections

~minutes submitted by Julie Hunter~