



Classified Staff Advisory Council  
Meeting Minutes  
June 20, 2013

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

Guests Present: David Prucha, Director of Human Resources; JoAnn Johnson, Human Resources Manager

I. Bylaws Discussion

- a. A University Staff Council Bylaws Draft with suggested corrections was distributed by Rod Rotar and discussed among members and guests. CSAC and HR guests also discussed issues related to governance and the possibility of the University Personnel System being delayed by the Wisconsin State Budget until 2015. With the possibility of the UPS delay in mind, two sets of Bylaws will be sent to the Chancellor for review.
- b. A motion was made by Katy Sticha and seconded by Lisa Perkins, to submit the University Staff Council Bylaws Draft, as currently edited on June 20, 2013, to Chancellor Cross for review. The motion passed with a unanimous vote in favor.
- c. A motion was made by Dan Wanish and seconded by Jim Stull, to submit the Classified Staff Council Bylaws Draft, as currently edited on June 20, 2013, to Chancellor Cross for review. The motion passed with a unanimous vote in favor.

II. Human Resources

- a. David Prucha and JoAnn Johnson brought us up to date on the status quo of UPS implementation in relation to the current Wisconsin State Budget process.
- b. There was a brief discussion with David Prucha about Tuition Reimbursement requests from Classified staff.
- c. David explained that there is a committee being convened of people from HR, Legal, Benefits and the State Department of Administration to prepare for the Affordable Care Act.

III. Meeting Minutes:

- a. A motion was made by Lisa Perkins and seconded by Inga Foley to approve the May 16, 2013 CSAC Revised Draft Minutes, with the corrections made on June 20, 2013. The motion passed with unanimous vote in favor.
- b. A motion was made by Inga Foley and seconded by Jim Stull to approve the May 23, 2013 CSAC Draft Minutes, with the corrections made on June 20, 2013. The motion passed with a unanimous vote in favor.
- c. A motion was made by Katy Sticha and seconded by Dan Wanish to approve the June 6, 2013 CSAC Draft Minutes. The motion passed with a unanimous vote in favor.

IV. Discussion of Council Communication with Classified Staff

- a. Website will be updated with either University Staff Council or Classified Staff Council title when we know whether or not UPS is going forward July 1, 2013.
  - b. Names and contact info of Members will be put on the website
  - c. Further discussion of how to communicate will continue at our next meeting.
- V. Discussion of Climate Survey
- a. Christine Curley from the Office of Inclusion will be invited to July 18<sup>th</sup> meeting to explain the climate survey results and discussion will follow.
- VI. Items for July 18, 2013 Meeting Agenda
- a. Fall Elections –
    - i. Organization
    - ii. Designation from which divisions elections will be held for open seats
  - b. Climate Survey Review and Discussion
  - c. USC/CSC Communication with Classified Staff ideas and discussion
  - d. USC /CSC Bylaws update
  - e. Next Meeting: July 18, 2013  
10:00 am – 12:00 pm  
Pyle Center Room 220

## Proposed - Bylaws

### University of Wisconsin - Extension University Staff Council

Revised 6/20/13

#### **1.0 Preamble**

All truly successful organizations recognize the value and importance of the contributions and suggestions that are made by their employees. The University of Wisconsin - Extension, an institution of the University of Wisconsin System, with an established tradition of shared governance, recognizes the tremendous value of suggestions received from all segments of the University's community. The Classified Staff Advisory Council was created and established to ensure that all members of the classified staff have the opportunity to be actively involved in setting the priorities and future direction for University of Wisconsin - Extension.

In 2012, as this new role was established, the Classified Staff and Extension expressed support for the principles, the processes, and the practice of effective, engaged, and transparent shared governance at the University of Wisconsin Extension.

With the dissolution of the contractual agreements and bargaining rights the University Staff Council (formerly known as the University of Wisconsin - Extension Classified Staff Advisory Council) will officially be incorporated within University of Wisconsin – Extension. The original bylaws for the University of Wisconsin - Extension University Staff Council were adopted on July , 2013.

#### **2.0 Mission**

The University of Wisconsin - Extension University Staff Council (USC) exists to foster a positive professional environment for all University Staff. The Council will seek out University Staff's ideas, concerns and opinions and serve as their voice to the Chancellor, Administration, HR and the broader University Community. USC is the representative body that provides University Staff the opportunity to be active participants and be involved in policy development for University of Wisconsin - Extension. USC has primary responsibility for formulation, review, and representation in the development of all policies and procedural matters, including personnel matters, concerning University Staff members, as provided for under University of Wisconsin Board of Regents Policy.

#### **3.0 Name**

Effective July 1<sup>st</sup> 2013, the name of the organization shall be the University Staff Council. The abbreviation USC used in these bylaws shall refer to University of Wisconsin – Extension University Staff Council.

#### **4.0 Roles and Responsibilities**

USC is created as an unincorporated organization that operates within the administrative and shared governance structure of the University of Wisconsin - Extension. USC is charged with the following responsibilities:

- 4.1 To serve as the voice for University staff of University of Wisconsin - Extension and the University of Wisconsin System community.
- 4.2 To serve as advisors to the University of Wisconsin - Colleges and Extension Chancellor and other University administrators.
- 4.3 To participate in the development of future plans for the University of Wisconsin while also promoting and sustaining a professional environment for all University Staff employees.
- 4.4 To promote programs and services that support professional development activities.
- 4.5 To encourage informed communication among University Staff and with the broader University Of Wisconsin community, including the recognized governance groups.
- 4.6 To perform such other duties and functions, an organization committed to creating and sustaining an affirming and supportive operational environment that supports, promotes and encourages excellence in teaching, working, leading, and serving the community that is University of Wisconsin - Extension.

#### **5.0 Membership**

The University Staff Council will consist of 9 (nine) members elected by the UWEX University Staff.

Each of the operating Divisions (Broadcastings and Media Innovations, General Education Administration, Continuing Education and E-Learning, Cooperative Extension, Entrepreneurship and Economic Development) will have at least one member. No division (or group of units) shall be represented by more than three members.

In even numbered years the USC will review the July 1<sup>st</sup> University of Wisconsin – Extension University Staff employment numbers provided by the Human Resources department. At the USC July meeting of the even number year, the USC will determine how many members will be elected by each division for that year and the next year, based on having one member from each division, the numbers of university staff in each division (or group of units) and no division having more than three members.

Nominations shall be collected by and the election shall be conducted by the University of Wisconsin – Extension, Secretary of the Faculty and Academic Staff's designee(s).

Members of the Council may succeed themselves for one two year term and then must be off the council for twelve months before serving again.

If the USC has less than 9 (nine) members serving on the USC during the months of November through July (non-nomination or election designated months), the USC can fill the positions through an appointment process. Nominations must be collected first from the division that the vacancy is from. That is based on the designation of how many USC members come from each division, which was determined by the USC at the July meeting of even numbered years. The nominations must be open for a minimum of three weeks, and then voted on at the next USC meeting. The candidate with a majority vote by the members of USC will be appointed. If the division the vacancy occurs from, does not submit a candidate that receives a majority vote, the USC can then open nominations to the entire University of Wisconsin – Extension University staff for a minimum of three weeks and then be voted on at the next USC meeting, with the winner receiving a majority vote of the USC.

The University of Wisconsin - Extension Classified Staff Advisory Council elected in October 2012 will become the University of Wisconsin - Extension University Staff Council effective on July 1, 2013. They shall finish serving a two year term ending November 1, 2014. In July 2013 the USC will identify how to hold elections in 2013 to raise the number on the council to 9 (nine) members following the charge of having one member from each division, the numbers of the university staff members in each division and no division (or groups of units) having more than three members.

## **6.0 Administrative Liaison**

The Chancellor shall be invited to appoint an individual to serve as the Administrative Liaison to USC. In making this selection or designation, the Chancellor shall identify an individual with the background, training, experience, commitment and current responsibilities that provide orientation and perspective to the broad array of issues impacting the University. The Liaison is expected to have regular and recurring access to the Chancellor and to the University's administrative leadership. The Liaison is expected to be familiar with the University's system of shared governance and understandings and sensitivities that will ensure that the work of USC operates in an orderly, efficient and harmonious manner with these other formally-recognized governance structures and processes. Since the Liaison is not a member of the USC, the Liaison is considered ex-officio and does not vote on council matters.

## **7.0 Terms of Service**

University of Wisconsin - Extension USC members shall serve a two-year term. Individuals can nominate themselves or other members of the University Staff to serve on the USC. Nominations will be taken in August and September. Elections as determined by the USC will take place in October, with those being elected beginning their term November 1st.

## **8.0 Officers**

University of Wisconsin - Extension USC shall have the following officers who serve one year terms: 1) Chair; 2) Vice-Chair; 3) and Secretary. In the event of an officer vacancy, the remaining council members will select a new officer from within. Officers who have served a full term (12 months) are not eligible for re-election to the same office without a 1 year absence from that office.

## **9.0 Election of Officers**

- 9.1 The 9 (nine) University of Wisconsin - Extension USC members elected to serve shall elect a Chair, Vice-Chair and Secretary, at the November meeting from among the 9 USC members who have been elected to serve. If a USC member is not present for an election of an officer position, that member must give consent for nomination prior to the meeting to be a candidate for that office. The previous years' chair shall serve as chair for the meeting to hold officer election then turn over chair to newly elected chair. The duties and responsibilities of each officer are set forth below:
- 9.2 The University of Wisconsin - Extension USC Chair: Calls meetings of the USC and presides over the meetings, coordinates activities, and attends meetings with the Chancellor and other groups as needed. The Chair distributes the agenda for public posting a minimum of 24 hours prior to all USC meetings and distributes the agenda and final draft minutes to the current USC members for review in advance of scheduled meetings. The USC Chair and/or any designee(s) of the chair (less than a quorum of the USC) who meet with the University of Wisconsin Colleges and Extension Chancellor regarding USC Business shall submit in writing to the USC a summary of the meeting within 10 working days.
- 9.3 University of Wisconsin - Extension USC Vice-Chair: Serves as Acting Chair (and performs those duties) when the USC Chair is absent or unable to perform those duties and attends meetings with the Chancellor and other groups as needed.
- 9.4 University of Wisconsin - Extension USC Secretary: Records the minutes of USC meetings and saves approved copy in USC files on the designated website. The Secretary distributes draft meeting minutes to USC members for review within 10 working days.

## **10.0 Meetings**

- 10.1 Scheduling: Regular meetings of USC shall be held each month. USC meetings are open to all University of Wisconsin - Extension employees. Members of USC will be allowed to attend meetings in paid status. Any employee serving as an elected member of USC who is assigned to work the second or third shift will be allowed to use flex work hours to attend these meetings. Arrangements to work a flex schedule should be discussed with the appropriate supervisor, and the USC Administrative Liaison shall actively help to resolve any issues or problems that may arise relating to these scheduling and workload considerations.

- 10.2 Quorum: A quorum for any meeting of the University of Wisconsin - Extension USC shall be five (5) members.
- 10.3 Attendance: Each USC member must attend at least 75% of the regularly scheduled meetings in a given fiscal year to retain his/her seat.
- 10.4 Leave of Absence: If a USC member knows he/she will not be able to attend meetings for a period of time, he/ she may request a leave of absence from these assigned responsibilities. USC members requesting a leave longer than three months are encouraged to resign from USC, in which case, the University Staff Council will appoint a new member to complete the term. Replacement members have full voting rights and privileges.

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### **12.0 Changing the Bylaws**

- 12.1 The USC Bylaws shall be subject to continuing review and revision. At a minimum, the bylaws should be reviewed annually and any necessary changes made pursuant to the following.
- 12.2 Changes require an affirmative vote by two-thirds of the USC membership. This vote will be done at a USC meeting. Before such a vote will take place, members of the USC must be given notice regarding the intent to vote on proposed changes. All proposals must be discussed during at least one council meeting prior to a vote on the proposed changes.
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