CLASSIFIED STAFF ADVISORY COUNCIL
Minutes (Special bylaw development meeting)
May 2, 2013

Members Present: Inga Foley, Julie Hunter, Lisa Perkins, Rod Rotar, Katy Sticha, Dan Wanish
Not Present: Jim Stull (due to a work emergency)

I. April Minutes were approved.

II. Inga passed out a draft of Sections 1-4 of our Bylaws DRAFT, based on what was decided at our last meeting. As of this meeting the corrected UW Colleges bylaws had not yet been received.

NOTE: All of the following Bylaw Discussion was for the purposes of creating a DRAFT of the USC Bylaws which will be subject to further review and voting by USC, possible review by the Faculty and Academic Staff Councils and approval of the Chancellor.

III. Membership – Presented by Rod
   a. Currently there are 217 UW-Extension classified staff (not including LTEs) The breakdown of classified staff between Extension Divisions is as follows:
      104 – Administrative and ECC
      57 – Co-op
      46 – BAMI
      14 – CEOEL
      0 – DEED (temporarily)
   b. It was decided to put in the USC Bylaws DRAFT that USC will have 9 members (an uneven number is preferred to prevent tie votes.) One USC member will come from each of the five Divisions above. At the July USC meeting (which is the meeting before the Call for Nominations) USC will vote on which divisions the remaining members should be recruited from based on the most current numbers. If a member leaves USC during a term, USC member(s) will nominate replacement(s) and USC will vote as a body on the candidate(s) until the vacancy is filled.
   c. There was discussion about LTEs and whether they are eligible to serve on UCS, as well as the time and support challenges they might have to contend with to participate. Rod will look into whether they are eligible to be on USC. There was the hope expressed that, regardless of whether LTEs are on the Council, their interests should be represented by the Council.

IV. Elections and Terms of Service (Dan and Rod)
a. It was decided to put in USC Bylaws DRAFT that terms of service will be two years. The exception will be the 2014 election which might need some one-year terms in order to keep terms staggered. Members may be elected for two consecutive terms, then must wait 12 months before running for USC again.

b. Pending approval of Chancellor Cross, it was decided to put in the USC Bylaws DRAFT that current CSAC members may continue their service and become USC members starting July 1st to complete two-year terms, which puts the Call for Nominations for their replacements in August/September 2014. The election will be in October 2014. The new members will begin November 2014. Prior to that, in August of 2013 a call for nominations should go out to replace possible vacancies on USC and to bring the total membership up to nine.

c. Election Process – CSAC needs information. We will consult with Dan Hill and HR.

V. Administrative Liaison language for bylaws DRAFT– Presented by Katy
   a. It was voted to put in the USC DRAFT Bylaws the identical language from UW-Oshkosh with the addition of one sentence which specifies that the Liaison is considered ex-officio and does not vote.

VI. Officers – Inga
   a. It was decided by unanimous vote of those present to put in the USC Bylaws DRAFT that USC will have three officers, Chair, Vice-Chair and Secretary. Officers will serve one year Officer terms. It was decided that an Executive Committee is not needed at this time. It will be recommended that the Chair have served on USC the year prior to becoming Chair.

VII. Election and Duties of Officers (Lisa) - Language for the USC Bylaws DRAFT was adapted from UW-Colleges bylaws with the following changes:
   a. It was decided that the officers will be elected at the November meeting. The former Chair will attend the November meeting to conduct the officer elections, then turn the meeting over to the newly elected Chair.
   b. The former Vice-Chair will not automatically become the Chair; all officers will be elected separately. A member must be present at the November meeting or have given prior consent to be elected to an officer position.
   c. UW-Extension USC bylaws DRAFT will not provide for a treasurer or an Executive Committee at this time.
   d. It will not be required that the Secretary attend every meeting the Chair has with Administration. The Chair will keep USC informed of information learned at informal meetings with administration.

VIII. Arrangements were made for members to send the bylaw DRAFT wordings to Inga for compilation.

IX. Info from HR:
   a. Rod talked with David Prucha after the UPS Conference. David is planning to attend May 16th meeting to provide updates and info. UPS will be implemented July 1, 2013 as mandated by the Wisconsin Statutes. There are aspects of UPS that are still being worked out.
   b. There are many questions from people about reclassifying their position from Classified to Academic Staff status. Individual consultations will be provided by HR so that people can make informed decisions. Also, if people whose positions
qualify to become Academic Staff decide not to switch now they can decide to
switch later. However, once a position is reclassed as Academic Staff it cannot be
reversed back to University Staff.
c. Rumors – David and Joann expressed concern about rumors going around about
UPS. People with questions and concerns should be connected directly to Joann
or David to get information.

X. Chancellor’s Awards
   a. Due May 3rd
   b. CSAC/USC will discuss criteria and options at a future meeting.

XI. Next Meeting: Thursday - May 16th, 10 am to 12 pm, at 5055 VILAS HALL