

**University Staff Committees, Campus Joint Governance
& Campus Appointive Committee & Working Group Reps**

University Staff Committee		
Jan Snyder	Chair	2014-2015
Amanda Wildenberg	Vice Chair	2014-2016
Tina Tackmier	Secretary	2014-2015
Holly Keener	Treasurer	2014-2016
Kimberly Danielson	USC member	2014-2016
Monika Pynaker	USC member	2014-2016
Kevin Boerschinger	USC member	2014-2015
Christine Olson	Human Resources Liaison	Ex-officio, non-voting

Election Committee		
Cheryl Pieper	Chair	2014-2016
Ronald Kottnitz	EC Member	2014-2016
Teri Ternes	EC Member	2014-2015

Personnel Committee		
Kevin Boerschinger	Chair	2014-2016
Kim Mezger	PC Member	2014-2016
Cheryl Pieper	PC Member	2014-2016
Brenda Beck	PC Member	2014-2015
Ron Kottnitz	PC Member	2014-2015

Professional Development Committee		
Teri Ternes	Chair	2014-2016
Tina Tackmier	PD Member	2014-2016
Vacant position	PD Member	2014-2016
Kimberly Danielson	PD Member	2014-2015
Monika Pynaker	PD Member	2014-2015

(Campus Joint Governance & Campus Appointive Committee & Working Group Reps on page 2)

Joint Governance Committees		
Committee	Rep	Term
Awards & Recognition Committee	Cheryl Pieper	2014-15
Committee on Legislative Affairs	TBD	
	TBD	
	TBD	
Committee on Workload and Compensation	Kevin Boerschinger	2013-16
	TBD	
	TBD	
Learning Technology Collaborative Committee	TBD	
	TBD	
	TBD	

Campus Appointive Committees & Working Groups		
Committee	Rep	Term
Chancellor's Council on Diversity & Inclusive Excellence	Nicole Miller	2014-16
Chancellor's Invent the Future Steering Committee	Liz Hessler	
Chancellor's Invent the Future Working Groups:		
Academic Portfolio	Nicole Miller	
Enrollment	Christine Nelson	
	Tina Tackmier	
Innovation & Growth	Kevin Boerschinger	
	Cindy Estrup	
	Barb Holschbach	
Partnerships & External Affairs	Sue Machuca	
	Amanda Wildenberg	
Committee on Disability Issues	Jayne Kluge	2013-16
Health & Safety Committee	Tony La Luzerne	2013-15
	Theresa Mullen	2014-16
University Planning and Innovation Council	Sousie Lee	2014-18
	Tracy Van Erem	2014-16

University Staff Committee History

- The UW-Green Bay administrative support unit formed the first organized campus committee for classified staff in 1980 and was known as the Clerical Development Committee. The main focus was providing professional development opportunities and career networking for classified staff.
- The group's name was changed to Classified Administrative Support Committee in 1996.
- The CDC and CASC presented fall conferences for 22 years from 1980-2002. Attendance included classified staff from other UW campuses, other state agencies, and administrative support employees at Northeast Wisconsin Technical College.
- The group was reorganized in 2003 to include all of the classified employee groups (Administrative Support, Blue Collar, Building and Trades, Non-represented, Professional, Safety and Security, and Technical) and changed its name to Classified Staff Advisory Council. The mission became "...to promote and provide professional development to classified staff through education, training, and communication. The Council serves in an advisory capacity, offering a cohesive partnership with colleagues from all campus employee groups in support of the University's mission. Membership is open to all University of Wisconsin-Green Bay classified staff."
- The group's fall conference was brought back in 2006, and attendance has been between 125 and 150 people since then. The agenda typically includes a professional keynote speaker and multiple breakout sessions presented by other speakers and/or the keynote speaker on various topics of interest.
- CSAC began discussions in May 2013 about the coming UPS changes and the conversion from classified staff to university staff.
- CSAC was granted approval to develop the structure and bylaws for a classified staff governance group by Chancellor Harden in August 2013.
- The classified staff at UW-Green Bay approved the UW-Green Bay University Staff Governance Bylaws on 5/15/14.
- Chancellor Harden approved the bylaws on 6/12/14.
- UW-System approved the bylaws on 7/24/14.
- The last meeting of the Classified Staff Advisory Council was held on 9/18/14. An Interim Election Committee was formed to conduct an interest survey and subsequent elections for membership on the new University Staff Committee and working committees.
- The Interim Election Committee met on 9/25/14 to review the election results and discuss appointments to the campus-wide governance and non-governance committees.
- The newly elected university staff governance committee members met on 10/2/14. The USC members selected its 4 officers (Chair, Vice Chair, Secretary, and Treasurer), and the working committee members selected their chairs (Election Committee, Personnel Committee, Professional Development Committee). This being the inaugural year for the staggered 2-year terms, members also determined which positions would serve 1-year terms. All terms beginning with the 2015-16 fiscal year will be for two years.
- The Interim Election Committee met with the new USC Election Committee on 10/7/14 to pass on information and committee duties to the new members.

- The first University Staff Committee meeting was held on 10/23/14. Though the name is new, the mission remains the same – with the exception of the new governance role – and the commitment to excellence is unwavering.
- To date, 4 rounds (2 identical sessions each) of UPS operational policy forums have been presented by Human Resources staff – with university staff governance members assisting with logistics – for the purpose of informing university staff employees of the draft UW System policies so that we can help with the development of final campus policies. The USC Personnel Committee created Qualtrics feedback surveys following each of the forums, and the results were submitted to HR for consideration in the final documents to be submitted to UW System for approval by the Board of Regents. A final round of forums will be held shortly to review the last set of policies.
- The Faculty Senate and Academic Staff Committee have each approved the addition of University Staff Committee members to the following joint governance committees as of 7/1/15, when the UW System officially implements UPS and the associated shared governance rights and responsibilities:
 - Awards and Recognition Committee
 - Committee on Legislative Affairs
 - Committee on Workload and Compensation
 - Learning Technology Collaborative Committee.
- University staff employees also have current representation on the following campus appointive committees and working groups:
 - Chancellor’s Council on Diversity & Inclusive Excellence
 - Chancellor’s Invent the Future Steering Committee
 - Chancellor’s Invent the Future Working Groups:
 - Academic Portfolio
 - Enrollment
 - Innovation & Growth
 - Partnerships & External Affairs
 - Committee on Disability Issues
 - Health & Safety Committee
 - University Planning and Innovation Council
- University staff members will have the opportunity to help with the development of a new employee handbook. Human Resources and the SOFAS are currently in the planning mode, but the thought is to create one online source that pertains to all employees, and additional sources specific to each of the shared governance groups. All staff input is welcome!
- The CSAC blog is still intact and currently contains university staff governance information. It is our hope to create a new website soon. In the meantime, we do have a limited amount of new documents on UWGB’s SharePoint, in a folder labeled “University Staff Business”. Feel free to browse this folder, or contact us via the USC’s email account at usc@uwgb.edu if you would like more information.

CSC Bylaws Subcommittee Activity & Document Timeline	
5/7/13	<ul style="list-style-type: none"> • CSAC meeting to discuss future change from classified to university staff and governance group • formation of bylaws subcommittee
5/16/13	<ul style="list-style-type: none"> • CSAC Bylaws Subcommittee Meeting
5/28/13	<ul style="list-style-type: none"> • USC Bylaws Draft
5/29/13	<ul style="list-style-type: none"> • CSAC Bylaws Subcommittee meeting
8/8/13	<ul style="list-style-type: none"> • Small group meeting with Chancellor Harden • Chancellor granted formal approval to develop structure and bylaws for classified staff governance group
8/20/13	<ul style="list-style-type: none"> • USC Bylaws Version 2
9/12/13	<ul style="list-style-type: none"> • CSAC Bylaws Subcommittee meeting
9/19/13	<ul style="list-style-type: none"> • USC Bylaws Version 3
9/26/13	<ul style="list-style-type: none"> • CSAC Bylaws Subcommittee meeting • USC Bylaws Version 4
10/3/13	<ul style="list-style-type: none"> • CSC Bylaws Subcommittee meeting (first part of subcommittee name changed to Classified Staff Committee to reflect new governance committee name)
10/8/13	<ul style="list-style-type: none"> • CSC Bylaws Version 5 (document title changed USC to CSC) • CSC Bylaws Version 6
10/9/13	<ul style="list-style-type: none"> • CSC Bylaws Subcommittee meeting
10/17/13	<ul style="list-style-type: none"> • CSC Bylaws Version 7
10/29/13	<ul style="list-style-type: none"> • CSC Bylaws Subcommittee meeting
10/30/13	<ul style="list-style-type: none"> • CSC Bylaws Version 8
11/8/13	<ul style="list-style-type: none"> • CSC Bylaws Version 9 • CSC Bylaws Subcommittee meeting • Bylaws Preface • CSC Bylaws Proposed
11/11/13	<ul style="list-style-type: none"> • Proposed bylaws sent to all classified staff for recommendations and feedback w/ 11/20/13 deadline • CSC Bylaws_Prop_Change_1 (based on initial feedback)
11/15/13	<ul style="list-style-type: none"> • CSC Bylaws Subcommittee meeting
11/18/13	<ul style="list-style-type: none"> • CSC Bylaws_Proposed_REV (based on committee approved feedback)
11/20/13	<ul style="list-style-type: none"> • CSC Bylaws_Proposed_REV_2 (based on all committee approved feedback) • this document version was sent to all classified staff w/ notice of vote to be taken by CSAC on proposal as is at 11/22 CSAC meeting
11/21/13	<ul style="list-style-type: none"> • CSC Bylaws_Suggestions_HR_rep (suggestions to outdated document received after feedback deadline; will be discussed in an administrative advisory mtg. in January)
11/22/13	<ul style="list-style-type: none"> • CSC Bylaws_HR_Comments • CSAC meeting and vote on bylaws proposal (Proposed_REV 2) • CSC Bylaws Subcommittee meeting • CSC Bylaws_Proposed_REV_3
1/9/14	<ul style="list-style-type: none"> • Small CSC Bylaws Subcommittee group meeting w/ SOFAS, HR Director, and Special Asst. to the Chancellor (legal counsel)
1/14/14	<ul style="list-style-type: none"> • CSC Bylaws Subcommittee meeting • Administrators' input discussed and changes agreed upon
1/15/14	<ul style="list-style-type: none"> • CSC Bylaws_Proposed_REV_4
1/21/14	<ul style="list-style-type: none"> • CSC Bylaws Subcommittee meeting • CSC Bylaws_Proposed_REV_5
1/22/14	<ul style="list-style-type: none"> • CSC Bylaws_Proposed_REV_6
1/23/14	<ul style="list-style-type: none"> • CSAC meeting and vote on updated bylaws proposal (Proposed_REV_6)
1/30/14	<ul style="list-style-type: none"> • CSC Bylaws Subcommittee meeting • CSC Bylaws_Proposed_REV_7

CSC Bylaws Subcommittee Activity & Document Timeline	
2/7/14	<ul style="list-style-type: none"> • CSC Bylaws_Proposed_REV_7 sent to administrators for review
2/19/14	<ul style="list-style-type: none"> • Update on Bylaws Committee progress given at Lead Academic Associates Meeting • Bylaws Preface_2
2/26/14	<ul style="list-style-type: none"> • CSC Bylaws (Proposed Admin Changes) distributed via email to CSC Bylaws Subcommittee
2/28/14	<ul style="list-style-type: none"> • New format introduced; Classified Staff Governance Bylaws_Draft reviewed by CSC Bylaws Committee
3/11/14	<ul style="list-style-type: none"> • Classified Staff Governance Bylaws_Draft sent to administrators for review
4/16/14	<ul style="list-style-type: none"> • CSC Bylaws Subcommittee meeting • Classified_Staff_Governance_Bylaws_Draft2 • Classified_Staff_Governance_Bylaws_Draft3
4/17/14	<ul style="list-style-type: none"> • Classified_Staff_Governance_Bylaws_Draft4
4/18/14	<ul style="list-style-type: none"> • Classified_Staff_Governance_Bylaws_Draft4 sent to administrators
4/28/14	<ul style="list-style-type: none"> • University_Staff_Governance_Bylaws_Draft5 (version 1; note name change) • University_Staff_Governance_Bylaws_Draft5 (version 2)
5/1/14	<ul style="list-style-type: none"> • Proposed bylaws sent to all classified staff for recommendations and feedback w/ 5/9/14 deadline
5/2/14	<ul style="list-style-type: none"> • Email from Sheryl Van Gruensven, HR Director, stating that bylaws only need approval at campus level (not UW System)
5/12/14	<ul style="list-style-type: none"> • University_Staff_Governance_Bylaws_Draft6 (based on general classified staff feedback prior to meeting)
5/15/14	<ul style="list-style-type: none"> • CSAC meeting and vote on bylaws proposal (USG Bylaws Draft 6) • University_Staff_Governance_Bylaws_Draft6 approved by CSAC
5/19/14	<ul style="list-style-type: none"> • Bylaws submitted to Chancellor Harden for review and approval
6/12/14	<ul style="list-style-type: none"> • Bylaws approved by Chancellor Harden
7/24/14	<ul style="list-style-type: none"> • Bylaws approved by UW-System



UNIVERSITY of WISCONSIN
GREEN BAY
360° OF LEARNING

Preface

University Staff Governance Proposed Bylaws

May 19, 2014

The State of Wisconsin Board of Regents Policy Document on Classified Staff Governance, dated September 6, 2013, “authorizes the classified staff of each UW System institution to structure themselves in such manner as they determine and to select representatives to participate in institutional governance”.

In August of 2013, representatives of the current Classified Staff Advisory Council met with Chancellor Harden to discuss the process of transitioning the Council to a university governance body. Upon his approval, the CSAC Bylaws Subcommittee was formed for the purpose of developing the structure and bylaws for such a group. This committee, which originally consisted of 11 classified employees from various constituency groups, now includes: Lisa Atwater, George Berger, Kevin Boerschinger (Co-Chair), Vickie Kersten, Ruth Pearson, Jan Snyder (Co-Chair), and Tina Tackmier.

With State of Wisconsin Statute 36.09 as the guiding force, several UW System and UW-Green Bay governance models were examined, the current CSAC mission statement and guidelines were revised, and the bylaws were developed. The proposed document was originally distributed to all classified staff as a call for feedback and input, and it was voted on and approved at the November 22, 2013 Classified Staff Advisory Council meeting. The Bylaws Committee then sought the input and direction of the University Legal Counsel, Secretary of the Faculty and Academic Staff, and Human Resources Director, edited the document accordingly, and received final approval of the (now) university staff and the CSAC on May 15, 2014.

With the approval of “university staff” as an employment category, we propose that the name of the governance group be the University Staff Committee. Having university staff representation in governance activity will be new to our campus, and we look forward to the opportunities it will provide

us. We're confident that the recognition and restructuring will result in increased committee participation across the various university staff constituency groups.

During our research, we discovered that some of the campus-wide committees and councils requiring representation from all governance groups hold meetings that extend beyond the typical working hours for university staff employees. We therefore respectfully request an administrative directive addressing supervisory support for governance committee involvement, release time for committee work, and flexible working time for committee members to attend the meetings which, in rare instances (i.e., University Committee), occur after the university staff representatives' normal working hours.

The Classified Staff Advisory Council and the CSAC Bylaws Subcommittee enthusiastically propose for your approval the attached University Staff Committee Bylaws.

UNIVERSITY STAFF GOVERNANCE BYLAWS

Accepted by the University Staff of the

University of Wisconsin-Green Bay 5/15/14

Approved by Chancellor Thomas Harden 6/12/14

Approved by UW System Administration 7/24/14

ARTICLE I - UNIVERSITY STAFF GOVERNANCE RIGHTS AND RESPONSIBILITIES

Board of Regents Classified Staff Governance Executive Summary, Resolution 1.2c.:

Upon the recommendation of the President of the University of Wisconsin System, the Board of Regents approves, effective September 6, 2013, the Regent Policy Document on Classified Staff Governance, which authorizes the classified staff of each UW System institution to structure themselves in such manner as they determine and to select representatives to participate in institutional governance.

Policy Statement:

The Board of Regents is vested with the primary responsibility for governance of the University of Wisconsin System {sec. 36.09(1), Wis. Stats.}. In discharging this responsibility, the Board has an interest in providing classified staff the opportunity to participate in institutional decision-making. Each UW System institution shall:

1. Provide its classified staff members, subject to the responsibilities and powers of the board, the president, and the chancellor and faculty of the institution, the opportunity to be active participants in the immediate governance of and policy development for the institution;
2. Provide its classified staff members full participation in the formulation and review, and representation in the development, of all policies and procedures concerning classified staff members, including classified staff personnel matters, except where State law preempts UW System policy and
3. Provide its classified staff members the right to structure themselves in a manner classified staff members determine, and to select their representatives to participate in institutional governance.

ARTICLE II - PREAMBLE

University staff members of the University of Wisconsin-Green Bay share a professional commitment to excellence through their support of students, academic staff, faculty, administration, and the community as they perform their duties in their respective areas of expertise. It is our mission to promote the professional development and individual career support of University Staff through education, training, mentoring, networking, and communication. We strive to maintain a cohesive

partnership with colleagues from all campus employee groups in support of the University's mission. In recognition of our commitment and mission, and in order to encourage the participation of University Staff members in the activities of the University, we hereby subscribe to the following governance structure.

ARTICLE III - UNIVERSITY STAFF COMMITTEE

A. Jurisdiction of the University Staff Committee

- 1) The University Staff Committee shall represent the university staff in all matters within the jurisdiction of the university staff and shall be known as the USC.
- 2) The USC is authorized to request action by the full university staff.

B. Membership of the University Staff Committee

- 1) Representatives: The USC comprises seven eligible university staff members with at least three elected each year for two-year terms. Members of the Committee should broadly represent the campus community.
- 2) Ex officio Members: In addition, there shall be one Human Resources representative *ex officio*, non-voting member, appointed by the Human Resources Director.

C. Election of University Staff Committee Members

1) Eligible Voters and USC Members:

- a. All members of the university staff with permanent appointments of 50 percent time or more shall be eligible to vote for and represent the university staff at-large as USC members.
- b. If a university staff member has an appointment in which there is an apparent conflict of interest, as determined by the USC, he or she will not be eligible for election to the USC.

2) Election Process:

- a. Names of all persons eligible to serve on the USC shall be distributed to all voters by the Election Committee. Persons willing to serve shall reply to the Election Committee and have their names added to the election ballot.
- b. The election ballot, including all eligible and willing university staff members, shall be distributed by the Election Committee. The ballot shall include two nominees when possible for each open USC seat. Voters may vote for as many candidates as there are open USC seats.

- c. When a vacancy occurs, the person receiving the next highest vote in the last election assumes full membership until the expiration of the term. If there are no available candidates, the USC shall determine, in consultation with the Election Committee, whether to appoint a replacement or to authorize a special election.

3) Terms of Office: Each USC member shall have a term of office of two years. Terms correspond to the University's fiscal year. A representative shall not serve more than three consecutive terms, and a one-year break is required for anyone serving the maximum term limit before resuming membership.

D. Meetings

- 1) The USC shall meet monthly during the fiscal year or as business dictates.
- 2) Special USC meetings may be called by the Chair or by petition of two USC members.
- 3) A simple majority of the elected USC members constitutes a quorum.
- 4) Any member of the University community (students, faculty, or other employees of UW-Green Bay) may be recognized by the Chair to speak on any matter on the agenda.
- 5) USC members shall receive a USC meeting agenda prior to meetings and shall have access to summary minutes of the meeting.
- 6) Robert's Rules of Order shall be followed at all meetings.
- 7) It is expected that USC members attend all committee meetings unless excused. The USC members may, by a simple majority secret ballot vote, remove from the committee a member who has not attended at least 75% of the scheduled meetings during his/her current term. The person receiving the next highest votes in the last election assumes membership until the end of the vacant member's term.

E. Organization

1) The presiding officer of the USC shall be called the Chair. The Chair of the USC shall be elected from the members of the USC at the first USC meeting of the University's fiscal year in which a new chair is required (when the former Chair's term has ended).

2) In the event of a vacancy in the Chair position, the Vice Chair shall assume the Chair position for the remainder of the term of the Chair.

3) Duties of the Chair include:

a) Preparing the agenda for the USC meetings in consultation with USC members.

b) Coordinating the formation and operation of all university staff committees and assuring that all matters are brought before the appropriate university staff committees.

c) Reporting to the USC the disposition of each matter.

d) Reporting the results of all university staff elections and distributing the lists of nominees for appointed committees for approval by the USC.

e) Serving as the presiding officer at all meetings of the full university staff.

4) The Vice Chair of the USC shall be elected from the members of the USC at the first USC meeting of the University's fiscal year in which a new Vice Chair is required (when the former Vice Chair's term has ended). The Vice Chair shall be the presiding officer in the absence of the Chair. If there is a vacancy in the Vice Chair position, a new Vice Chair will be elected by the members of the USC at the first meeting after the vacancy occurs.

5) The Secretary of the USC shall be elected from the members of the USC at the first USC meeting of the University's fiscal year in which a new Secretary is required (when the former Secretary's term has ended). The Secretary shall take minutes at the USC meetings and oversee their distribution.

6) The Treasurer of the USC shall be elected from the members of the USC at the first USC meeting of the University's fiscal year in which a new Treasurer is required (when the former Treasurer's term has ended). The Treasurer shall maintain financial spreadsheets and report the budget status

to the USC at monthly meetings. The Treasurer shall also submit budget transaction documentation and report to the Provost Office as requested.

7) The USC shall determine its own organization in further respects, and if necessary will create committees whose membership need not be limited to USC members, adopting procedural rules for the conduct of its business.

F. Responsibilities

1) To promote and provide professional development and individual career support to university staff through education, training, mentoring, networking, and communication.

2) To recommend and actively participate in the development of campus policies and practices, which are in the best interest of the university staff at-large and consistent with the goals and mission of the University.

3) To appoint and recommend university staff members for University-wide committee service, including search and screen committees for administrative appointments and to approve the creation of joint governance committees.

4) To serve as the liaison to faculty, academic staff, and student governance groups.

5) To survey needs, review concerns, and identify goals of the university staff.

6) To call general and special meetings of the university staff, and/or call for special email ballot voting as deemed necessary, including responding to written petition of ten percent of the eligible university staff concerning USC action.

7) To serve as the channel for official communication from the Chancellor in regard to issues affecting the university staff, and to consider any matters which may be referred to the USC by the Chancellor.

8) To initiate communication with the Chancellor, other officers, and other employee groups of the institution when appropriate.

- 9) To establish and assign responsibilities to, receive resignations from, and recommend replacements for university staff committees, subcommittees, and task forces.
- 10) To annually review the University Staff Governance Bylaws and the policy guidelines affecting elected and appointive university staff committees, recommending revisions as needed.
- 11) To receive reports on the conduct of business from each university staff elective and appointive committee on a regular and consistent basis.
- 12) To communicate with the university staff on the conduct of its business on a regular and consistent basis, including calling meetings of the full university staff and/or initiating special email ballot votes when necessary.
- 13) To elect the University Staff Representative to the UW System and ensure that UW-Green Bay University Staff issues are brought to the attention of other representatives, as appropriate.
- 14) To play an ongoing and active role during all stages of the University's strategic planning and budget building process.
- 15) To participate in the selection and annual performance evaluation of the Secretary of the Faculty and Academic Staff.
- 16) To solicit periodic feedback from university staff on the performance of the University's administrators.
- 17) To promote the participation of all university staff members in the governance process.

G. Full Meetings of the University Staff

- 1) The USC shall call a minimum of one meeting of the full university staff during the university's fiscal year to share information on university staff business conducted since the last full meeting and to hear concerns from the staff at-large.
- 2) A special meeting of the full university staff must be called by the USC Chair in response to a written petition of at least ten percent of eligible university staff. The petition shall be sent to the Chair, and requests for agenda items must be submitted to the Chair in writing two weeks in advance of the meeting. The meeting must be held within four weeks of receipt of the petition.

3) The Secretary of the Faculty and Academic Staff shall be responsible for notification of all full meetings of the university staff and verification of twenty percent of the eligible university staff as a quorum for conducting business.

ARTICLE IV - ELECTIVE AND APPOINTIVE COMMITTEES

A. Overview of Committee Structure

The university staff carries out its governance responsibilities through elective standing committees and joint governance committees. The same membership eligibility, service terms, vacancies, and meeting procedures that apply to the USC also apply to each standing committee.

Officers: The Chair of the USC shall appoint a convener to call the first meeting of each committee following elections. The convener shall direct the members in the selection of a committee chair. The chair shall call meetings as necessary and minutes shall be kept. Minutes will be sent to committee members and the Chair of the USC for posting to the Committee website, as well as for submitting to the SOFAS website author.

B. Election Committee

- 1) Membership: An Election Committee will consist of three university staff members serving two-year terms, with at least one member elected each year. All members shall be elected at-large.
- 2) Election: The Election Committee shall present a slate of candidates for staggered terms to ensure continuity. Space shall be provided on the ballot for write-in candidates. The Election Committee shall strive for broad representation of the campus community when preparing the slate of candidates.
- 3) Responsibilities:
 - a) To solicit candidates from among the eligible university staff to serve on elected and appointed committees via an annual survey.
 - b) To prepare ballots for the open positions on the university staff subcommittees in accordance with the membership criteria established for each committee, and to strive for broad representation of the campus community.
 - c) To facilitate and oversee the voting process, which includes two nominees when possible for each open committee seat, and provide space for write-in candidates.

d) To submit the numerical results of the election and the recommendations for campus-wide appointive committee assignments to the USC Chair prior to the last USC meeting of the fiscal year.

e) To consult with the Office of the Secretary of the Faculty and Academic Staff to determine whether vacancies occurring because of resignations or leaves of absence shall be filled by appointment or special election.

f) To facilitate retention of university staff and promote/encourage leadership and involvement in university staff governance.

g) To act as a liaison to Human Resources regarding new university staff hires and the campus-wide new employee orientation process.

C. Personnel Committee

1) Membership: The University Staff Personnel Committee, hereafter referred to as the Personnel Committee, shall consist of five university staff members elected by the university staff. All members shall be elected at-large. A representative from the Office of Human Resources shall serve as an *ex-officio, non-voting* member of the Personnel Committee. An alternate will be selected by the USC to replace any Personnel Committee member who must abstain from participation due to conflict of interest in a personnel matter.

2) Election: The Election Committee shall present a slate of candidates for two positions one year, and three positions the next. Space shall be provided on the ballot for write-in candidates. The Election Committee shall strive for broad representation of the campus community when preparing the slate of candidates.

3) Responsibilities:

a) To review annually and provide recommendations regarding existing institutional guidelines for the conversion of positions from university staff to academic staff, and academic staff to university staff.

b) To review annually all conversions of positions from university staff to academic staff, and academic staff to university staff.

c) To review annually, ascertain compliance with, and provide recommendations regarding existing institutional guidelines for vacant and/or new university staff positions.

d) To undertake related special assignments at the request of the USC.

D. Professional Development Committee

1) Membership: The University Staff Professional Development Committee, hereinafter referred to as the Professional Development Committee, shall consist of five university staff members elected by the university staff.

2) Election: The Election Committee shall present a slate of candidates for two positions one year and three the next. Space shall be provided on the ballot for write-in candidates. The Election Committee shall strive for broad representation of the campus community when preparing the slate of candidates.

3) Responsibilities:

a) To survey the university staff annually to determine professional development needs and priorities.

b) To notify university staff of the availability of professional development funds.

c) To meet to review individual funding requests, make decisions in compliance with UW System budget regulations, and inform applicants of the committee's decision.

d) To plan programming for university staff conferences and seminars.

e) To work with the academic staff to plan programming for joint professional development events.

f) To report the committee's activities to the USC.

g) To review the funding procedure and present recommendations to the USC on an annual basis.

4) Review: The funding procedure shall be reviewed each year by the USC, in consultation with the Professional Development Committee, to ensure that it is meeting the needs of the university staff. Any revisions to the guidelines shall be approved by the USC.

E. Campus-wide Appointive Committees

Nominations are derived from the annual interest survey solicited to all university staff by the University Staff Election Committee Chair for currently active campus committees formed by various administrators and other governance groups. The nominations are forwarded to each appointive committee for selection. When vacancies occur because of resignations or leaves of absence, the University Staff Election Committee Chair will consult with the Secretary of the Faculty and Academic Staff to determine how to replace the appointees.

Members of the faculty, academic staff, university staff, or administration may propose the creation of joint governance committees. The proposal must specify a charge, or set of responsibilities, and a method of determining membership (including number, distribution, terms, and voting rights). The proposal must secure the approval of the Faculty Senate, the Academic Staff Committee, the University Staff Committee, and an appropriate administrator in order to advise or act on behalf of shared governance.

The University Staff Election Committee will appoint classified representatives based on the yearly university staff election results, and the Election Committee Chair will then forward the names to the appropriate campus committee chairs. See descriptions of the following joint committees in the University Staff Handbook:

Awards and Recognition Committee

- 1) **Membership:** The Committee on Awards and Recognition is composed of four appointed faculty members, with no more than two from one domain voting district, four appointed academic staff members, one appointed university staff member, and two appointed student members.
- 2) **Terms:** Appointments to the Committee shall be for a term of two years with the terms of faculty, academic staff, and university staff staggered so as to ensure continuity of membership. Student members are appointed annually.
- 3) The Committee coordinates with the Provost/Vice Chancellor and Chancellor in nominating candidates for awards and recognitions.
- 4) The Committee nominates for the following awards: Faculty Award for Excellence in Teaching; Faculty Award for Excellence in Scholarship; Academic Support Award for Excellence; University Award for Excellence in Institutional Development; University Award for Excellence in Community Outreach; University Award for Excellence in Collaborative Achievement; University Staff Award for Excellence.
- 5) The Committee advises the Chancellor as to candidates for non-academic awards.
- 6) The Committee advises on matters of public events and aids in arranging commencements, honors convocations, and other convocations and public functions as requested by the Chancellor.
- 7) The Committee recommends names for buildings and other physical facilities and features of the campus.

NOTE: The faculty members on the Committee constitute the core of the Honorary Degree Committee.

Committee on Legislative Affairs

- 1) **Membership**: The Legislative Joint Committee is composed of three members of the university staff, selected by the University Staff Committee on the recommendation of the Election Committee; three members of the academic staff, selected by the Academic Staff Committee on the recommendation of the Academic Staff Leadership and Involvement Committee; and three members of the faculty, appointed by the University Committee on the recommendation of the Committee on Committees and Nominations. Two of the faculty members must be members of the Faculty Senate and one must be a non-Senator. The University's Legislative liaison serves as an ex officio voting member.

- 2) **Terms**: Members of the Legislative Joint Committee serve two-year staggered terms.

3) Responsibilities:

- a) To monitor legislative and Board of Regents activities of concern to faculty and staff.
- b) To advise and collaborate with Administration efforts to advance the interests of UW -Green Bay and its faculty and staff.
- c) To report as appropriate to governance bodies and annually to the university through the SOFAS office.

Committee on Workload and Compensation

- 1) Membership and Terms: The Joint Committee on Workload and Compensation (CWC) shall be composed of six members serving three year terms (eventually, but not initially, to be staggered three year terms). The University Staff Committee (USC) shall appoint three university staff representatives, the Academic Staff Committee (ASC) shall appoint three academic staff representatives, and the University Committee shall appoint three tenured faculty representatives: one from the College of Professional Studies, one from the College of Liberal Arts and Sciences, and one at-large, subject to the condition that at least one of the three members shall also be a member of the Graduate Faculty. In addition, the Director of Institutional Research, one representative from the UC, one from the ASC, and one from the USC shall serve as ex officio (non-voting) members of the CWC.
- 2) The chair of said committee shall attend a meeting of the UC, ASC, and USC at least once per semester to update them and report on plans and progress.
- 3) The CWC is charged with both **reporting** and **action** responsibilities:
 - a) In light of prevailing fiscal conditions, the committee is charged with:
 - i. identifying the various existing and potential components of workload and forms of compensation for faculty, academic staff, and university staff,
 - ii. identifying areas of concern and stress among said personnel relating to workload and compensation, and
 - iii. formulating options for remedying perceived workload and compensation shortcomings, dysfunctional procedures, or inequities on this campus.

Rather than creating formal reports, the Committee is asked to simply advise the UC, the ASC, and the USC on an ongoing basis (per item 2, above).

- b) On an ongoing basis, and at least once per semester, the Committee is asked to present Resolutions (relating to 3a) to the University Staff Committee, the Academic Staff Committee and the Faculty Senate for action.

Library and Instructional Technology Committee

- 1) **Membership and Terms**: The Library and Instructional Technology Committee is composed of four faculty members, one from each of the four domain voting districts, three persons from the academic staff, three university staff members, and one student. The faculty members are elected from a slate prepared by the Committee on Committees and Nominations. Faculty members serve three-years with terms staggered to assure continuity. The academic staff members are elected from a slate prepared by the Leadership and Involvement Committee. Academic staff members serve two years with terms staggered. The university staff members are elected from a slate prepared by the Election Committee. University staff members serve two years with terms staggered.
- 2) The Library and Instructional Technology Committee is advisory to the Associate Provost for Information Services, the Director of the Cofrin Library, and the Technology Council on policy matters pertaining to instructional technology and library automation. Ex officio (non-voting) members of the committee include the Associate Provost for Information Services, Director of the Cofrin Library, Manager of the Learning Technology Center, and Director of the Center for the Advancement of Teaching & Learning.
- 3) The Committee represents the faculty, academic staff, and university staff in making recommendations on library and instructional technology policy matters pertaining to all units which are under the direction of the Chief Information Officer and University Librarian.

ARTICLE V - AMENDMENTS

Amendments to these bylaws are under the jurisdiction of the eligible university staff and must be approved by a two-thirds majority of the eligible university staff voting either at a meeting of the full university staff or by a special email ballot at any time.

Proposed University Staff Governance Bylaws Amendments April 2015

1. Article III, Section C, 2a (p. 2) – change to read: An annual interest survey shall be distributed to all persons eligible to serve on the USC by the Election Committee. Persons willing to serve shall reply to the Election Committee indicating their desire to have their names added to the election ballot.
2. Add the words “at least” in Article III, Section C, 2b (p. 2): “The ballot shall include **at least** two nominees when possible...”
3. Add the words “at least” in Article IV, Section B, 3c (p. 6): “...which includes **at least** two nominees when possible...”
4. Move Article IV, Section B, 3g (p. 7 under Election Committee) to Article IV, Section C, #3 (p. 7 under Personnel Committee; this item and proposed amendment #4 below will require rearranging the letters in #3 of the bylaws).
5. As of July 1, 2015, when UPS is implemented, add the following “on hold” responsibilities to Personnel Committee – Article IV, Section C3 (p. 7):
 - To serve as a hearing body in personnel issues, including but not limited to termination, denials of position conversion, dismissal for cause, complaints, and grievances, and submit findings to the Chancellor.
 - To review denials of the promotional process.
 - To submit all findings and recommendations for review and conversion to the Director of Human Resources and the Chancellor.

Please see the full version of the proposed updated bylaws, showing these amendments in highlights, on the USC SharePoint by [clicking here](#).