

# 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  
Revisions approved by the University Staff 4/29/15  
Revisions approved by the University Staff 6/23/15  
Revisions approved by UWGB Shared Governance 12/14/16*

## 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. 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.
  - b. The election ballot, including all eligible and willing university staff members, shall be distributed by the Election Committee. The ballot shall include at least 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 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 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 at least 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 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.

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

e) 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.

f) To review denials of the promotional process.

g) To submit all findings and recommendations for review and conversion to the Director of Human Resources and the Chancellor.

h) 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 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 university staff 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. Following are descriptions of the joint committees:

### **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** (*eliminated 12/14/16 per UWGB Shared Governance executive committees and Faculty Senate*)

**Committee on Workload and Compensation**

- 1) **Membership and Terms**: The Joint Committee on Workload and Compensation (CWC) shall be composed of nine 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. These additional members shall each serve one-year terms or be reappointed annually for the duration of their service on the USC, ASC, or UC.
  
- 2) The chair of the CWC shall attend a meeting of the UC, ASC, and USC at least once per semester to update them and report on plans and progress.

The CWC is charged with both **reporting** and **action** responsibilities:

- a) 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.

## Learning Technology Collaborative Committee

- 1) Membership:
  - 4 Faculty members (one from each domain voting district)
  - 2 Academic Staff (instructional technologists, one from Academic Technology Services)
  - 1 Academic Staff member from campus at large
  - 3 University Staff
  - 1 student member
  - Director of Academic Technology Services (*ex officio*, non-voting)
  - Director of the Center for the Advancement of Teaching and Learning (*ex officio*, non-voting)
  - Director of Adult Degree Programs (*ex officio*, non-voting)
  
- 2) Terms: 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 University Staff Election Committee. University Staff members serve two years with terms staggered. The Student Representative is selected by the Student Government Association and serves a one-year term.
  
- 3) The Learning Technology Collaborative Committee serves as an advisory group to the Director of Academic Technology Services and the Director of Adult Degree Programs on matters involving learning and instructional technology. The members will consult the faculty and solicit feedback on issues of instructional technology planning and policy, as well as other items of general interest. The Learning Technology Collaborative Committee is a Joint Governance Committee.
  
- 4) Responsibilities: The charge of the Learning Technology Collaborative Committee is to:
  - a) develop and promote channels of communication between the learning and instructional technology staff and the faculty and students;
  - b) make suggestions regarding the operational support required for instructional technologies at UW-Green Bay at an institutional level;
  - c) evaluate learning and instructional services to identify efficiencies and possible areas of improvement;
  - d) explore and exchange ideas about new, existing, and maturing technologies;
  - e) advocate for the support of the University's instructional technology budgetary, professional development and support needs as necessary;
  - f) act as an advisory group to the Director of Academic Technology Services and the Director of Adult Degree Programs;
  - g) provide policy recommendations to the Technology Council as needed.

## **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.