



**University Staff Assembly Agenda
January 29, 2019, 1:30 – 3:00 p.m.
Phoenix Room C, University Union**

1. Welcome & Call to Order
2. Welcome, Associate Provost Clif Ganyard
3. Who Are We?
4. SOFAS, Steve Meyer
5. Human Resources Update
6. Committee Reports
7. Bylaws Vote
8. Q&A
9. Voting Results
10. Closing Remarks
11. Adjournment

**University Staff Committees, Campus Joint Governance
& Campus Appointive Committee & Working Group Reps
2018-19**

University Staff Committee		
Julie Flenz	Human Resources Liaison	Ex-officio, non-voting
Holly Keener	Secretary	2018-2020
Jayne Kluge	USC Member	2018-2020
Kim Mezger	Vice Chair	2018-2020
Theresa Mullen	USC Member	2018-2020
April Peissig	USC Member – Manitowoc	2018-2019
Monika Pynaker	USC Member	2017-2019
Brian Rabideau	USC Member – Marinette	2018-2019
TBD	USC Member - Sheboygan	2018-2019
Jan Snyder	Chair	2017-2019
Tracy Van Erem	Treasurer	2017-2019

Election Committee		
Holly Keener	Chair	2018-2020
Anna Maier	EC Member	2017-2019
John McMillion	EC Member	2018-2020

Personnel Committee		
Denise Baeten	PC Member	2018-2020
Brenda Beck	PC Member	2017-2019
Jenny Charapata	PC Member	2017-2018-2019 (replacement for Nathan Carlton's term & then Kathy Reissmann's)
Christopher Paquet	Human Resources Liaison	Ex-officio, non-voting
John McMillion	Chair	2018-2020
Pang Yang	PC Member	2018-2020

Professional Development Committee		
Julie Flenz	PDC Member	2017-2019
Dolly Jackson	PDC Member	2018-2020
Sarah (Pratt) Locke	PDC Member	2017-2019
Teri Ternes	Chair	2018-2020
TBD (replace Crystal)	PDC Member	2018-2020

UW System University Staff Representative	
Ron Kottnitz	2017-2019
Teri Ternes, back-up	2018-2020

Bylaws Restructuring Committee	
Jenny Charapata	UW-Green Bay
Holly Keener, SOFAS Liaison	UW-Green Bay
April Peissig	Manitowoc Campus
Brian Rabideau	Marinette Campus
Kay Sbarbaro	Sheboygan Campus
Jan Snyder	UW-Green Bay
Teri Ternes	UW-Green Bay
Amanda Wildenberg	UW-Green Bay

Joint Governance Committees		
Committee	Rep	Term
Awards & Recognition Committee (appointed)	Monika Pynaker	2018-19
Committee on Workload and Compensation (appointed)	Jenny Charapata	2018-21
	Kim Mezger	2017-20
	Lisa Schmelzer	2016-19
	Liaison to USC, non-voting (leave open)	2018-19

Campus Appointive Committees & Working Groups		
Committee	Rep	Term
Chancellor's Council on Diversity & Inclusive Excellence	Theresa Mullen	NA
Committee on Disability Issues	Jenna Hunt	2016-19
	Theresa Mullen, ex-officio	NA
Health & Safety Committee	Kathleen Jurecki	2018-20
	Kurt Nimmer	2017-19
Master Plan Advisory Committee	Holly Keener Fred Kennerhed Kim Mezger	NA
Strategic Budgeting Committee	Monika Pynaker Kevin Boerschinger (alternate)	NA
Wellness Committee	Lisa Schmelzer	2016-19

University Staff Assembly 2019

Committee Updates

UNIVERSITY STAFF GOVERNANCE COMMITTEES

University Staff Committee **2018-19 to Date**

Committee Members: Jan Snyder, Chair; Kim Mezger, Vice Chair; Holly Keener, Secretary; Tracy Van Erem, Treasurer; Jayne Kluge, Theresa Mullen, April Peissig, Monika Pynaker, Brian Rabideau; Julie Flenz, HR Liaison.

Terms: Membership terms begin on July 1, coinciding with the start of the campus fiscal year. They are 2 years in duration and are staggered for continuity (i.e. some members' terms are currently 2017-19, some are 2018-20).

Meetings: We meet the 3rd Thursday of each month August through June from 10:00-11:30 a.m. The June meeting is an informal time of transition, where we thank outgoing members and welcome incoming members.

Primary charge:

- 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.
- Serve as liaison to faculty, academic staff, and student governance groups.
- Survey needs, review concerns, and identify goals of the university staff.
- Channel information regarding university staff issues between the USC and the Chancellor, other university administrators, or UW System officials.
- Play an ongoing and active role during all stages of the University's strategic planning and budget building process.
- Facilitate the retention of and promote/encourage involvement and leadership in the university staff governance process.

2018-19 Activity:

- Reviewed layoff status notice for 1 university staff member for significant reduction in position (from 100% to 71%) due to grant funding.
- Work continues with representatives from the 3 branch campuses during this 2018-19 transition year, including restructuring the bylaws, which will hopefully be finalized at today's assembly. Beginning with the 2019 terms, all university staff employees from all 4 campuses will be eligible for election to shared governance committees.
- The University Staff Governance website was transitioned to the Kentico platform, and committee meeting agendas and minutes are now being posted there for easier access.
- Discussed and provided feedback and suggestions for the campus revised Mission Statement.
- Submitted names of university staff employees interested in serving on the Provost Search and Screen Committee.
- Confirmed that per our bylaws, upon the USC Chair's retirement (Jan Snyder), the Vice Chair, Kim Mezger, will assume the Chair's responsibilities until the end of Jan's 2017-19 term. Jan's spot on the committee will be filled after the upcoming election for the term beginning in July 2019, and a new chair will be determined by the USC.

Submitted by Jan Snyder, Chair

Election Committee

2018-19 to Date

Committee Members: Holly Keener, Chair; Anna Maier, John McMillion.

Terms: Membership terms begin on July 1, coinciding with the start of the campus fiscal year. They are 2 years in duration and are staggered for continuity (i.e. some members' terms are currently 2017-19, some are 2018-20).

Meetings: The committee meets as needed during the year, particularly in late winter to prepare for elections.

Primary charge: Prepare for and facilitate the election process each year, and determine recommendations for committee vacancies as they arise.

2018-19 Updates: *Given verbally during Assembly.*

Submitted by Holly Keener, Chair

Personnel Committee

2018-19 to Date

Committee Members: John McMillion, Chair; Denise Baeten, Brenda Beck, Jenny Charapata, Pang Yang; Christopher Paquet, HR Liaison.

Terms: Membership terms begin on July 1, coinciding with the start of the campus fiscal year. They are 2 years in duration and are staggered for continuity (i.e. some members' terms are currently 2017-19, some are 2018-20).

Meetings: The committee meets as needed during the year.

Primary charge:

- a) To serve as a hearing body and submit findings and recommendations at the request of the Chancellor, Human Resources, and/or budget authority for the following personnel issues:
- i. Complaints
 - ii. Grievances
 - iii. Position conversions
 - iv. Promotion denials
 - v. Dismissals for cause
 - vi. Terminations
- b) To provide procedural information at the request of an employee for any personnel issues listed in section a) above.
- c) To review proposed and approved University policy changes that pertain to university staff and submit feedback to the USC as deemed necessary.
- d) To undertake related special assignments at the request of the USC.
- e) To report the committee's activities to the USC, and to submit an annual report to the Secretary of the Faculty and Staff.

2018-19 Updates: We are working with Christopher and Megan in HR to put together a handbook/guidebook on how to handle specific situations that come up with employees. This handbook will be something that will be

handed down from chair to chair. There is no estimated timeframe for the completion of this document, but we are all committed to getting it done.

Submitted by John McMillion, Chair

Professional Development Committee 2018-19 to Date

Committee Members: Teri Ternes, Chair (2018-2020), Julie Flenz (2017-2019), Dolly Jackson (2018-2020), Sarah Locke (2017-2019), Interim TBD (2019-2020, replace Crystal Williams)

Terms: Membership terms begin on July 1, coinciding with the start of the campus fiscal year. They are 2 years in duration and are staggered for continuity (i.e. some members' terms are currently 2017-19, some are 2018-20).

Recap of USPDC charge:

- Consists of 5 University Staff members elected by University Staff
- Annually surveys University Staff to determine development needs
- Plans programming for conferences and seminars
- Works jointly with Academic Staff Professional Development Program Committee to sponsor professional development events/workshops
- Reviews and approves funding procedures and requests submitted by University Staff

The University Staff Professional Development Committee had a busy and successful year. The committee meets monthly setting plans for our fall conference; more often when necessary. In addition, they meet regularly with the Academic Staff Professional Development Programming Committee to plan joint workshops throughout the academic year. The USPDC is also responsible for planning our winter after hours social. Here is a recap of events this committee is responsible to address:

Fall Conference: The Professional Development committee sponsored a successful University Staff Fall Conference 2018 on September 28 at the Tundra Lodge. Plans for 2019 have already started. Save the date: October 18, location TBD. We can always use help with the conference, so let us know if you are interested!

Professional Development Joint Workshops: The University Staff Professional Development Committee joined with the Academic Staff Professional Development Program Committee and has sponsored several workshops in the '18-'19 academic year to include: (1) 'Dealing with Disruptions'; (2) Trauma Informed Care I & II. A workshop entitled "Wisconsin Demographics – How the Changes Affect the University Potential" is scheduled for April.

Social: The committee would like to encourage all university staff to attend our after-hours winter social scheduled for February 19, 2019, at Mackinaw's Grill & Spirits. It is a great opportunity to enjoy good food, have a few laughs, and rekindle old and new friendships with co-workers. Snacks provided; cash bar.

Professional Development Funding: The committee reviews the procedure and funding request amount yearly. The 2018-19 maximum allotment is 50% of the registration fee at a maximum of \$300. The funding request form can be found <https://www.uwgb.edu/university-staff-governance/professional-development/professional-development-funding/>.

I would like to extend a huge 'Thank You' to the individuals who are serving on the USPDC. Terms will be ending for Sarah and Julie in June. I encourage anyone who has an interest in planning professional development

events and who is willing to give of their time & talents, while having a little fun along the way, to consider serving on the Professional Development Committee.

Submitted by Teri Ternes, Chair

UW System University Staff Representative 2018-19 to Date

Representative: Ron Kottnitz

Terms: Appointed by the USC. Membership term begins on July 1, coinciding with the start of the campus fiscal year, and it is 2 years in duration.

Meetings: Representative attends meetings in Madison three times per semester, and is also invited to Board of Regents monthly meetings (attendance optional).

2018-19 updates: The University Staff UW System reps meet six times with reps from the other governance groups in Madison, and once with just our group and system president Ray Cross. During the meetings we got updates from University Staff on what was taking place on individual campus as well as information from System on things going on with a system wide impact. This included the restructuring, title and total compensation study, budget proposals, legislative activity, centralized services, and others. The Meeting with Ray Cross was primarily focused on professional development for University Staff and how it could be improved. All information from these meetings was shared at the USC meetings.

Submitted by Ron Kottnitz, UWS University Staff Representative

JOINT GOVERNANCE COMMITTEES

Awards & Recognition Committee

University Staff Representative: Monika Pynaker

The university staff representative typically is the person selected as the previous year's recipient of the University Staff Award for Excellence.

Primary charge:

- Coordinates with the Provost/Vice Chancellor and Chancellor in nominating candidates for awards and recognitions.
- 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.
- The committee advises the Chancellor as to candidates for non-academic awards.

Updates: Deadline for submitting nominations for the Founders Association Awards for Excellence is March 8, 2019. For more information regarding the call for nominations and descriptions of the various award categories, please go to <https://www.uwgb.edu/foundation/founders-association/awards/>.

Submitted by Monika Pynaker, Representative

Committee on Workload and Compensation

University Staff Representatives: Jenny Charapata, Kim Mezger, Lisa Schmelzer.

Primary charge:

- Identifying the various existing and potential components of workload and forms of compensation for Academic Staff, University Staff, and Faculty,
- Identifying areas of concern and stress among personnel relating to workload and compensation, and
- Formulating options for remedying perceived workload and compensation shortcomings, dysfunctional procedures, or inequities on this campus.

Note: A campus project committee was formed by Human Resources, in conjunction with the UWS Title and Total Compensation Study, and its membership is primarily representatives from the Committee on Workload and Compensation. Progress of this study has been shared through HR newsletters, and is available on the [UWS website](#).

Updates: None reported.

CAMPUS APPOINTIVE COMMITTEES & WORKING GROUPS

Chancellor's Council on Diversity & Inclusive Excellence

University Staff Representative: Theresa Mullen

Purpose: In the spirit of the University's guiding principle to "support a community devoted to diversity/inclusivity of thought and experience," the Chancellor's Council on Diversity and Inclusive Excellence will provide the Chancellor with advice and recommendations that will promote a learning community that pursues and embraces equity, diversity, and inclusion.

Updates: None reported.

Committee on Disability Issues

University Staff Representative: Jenna Hunt; Theresa Mullen, ex-officio

Primary charge: The Committee on Disability Issues is responsible for providing information and recommendations relating to the needs and concerns of persons with disabilities. As needed, the Committee also examines existing programs and investigates unmet needs of persons with disabilities.

Updates: None reported.

Health & Safety Committee

University Staff Representatives: Kathleen Jurecki, Kurt Nimmer

Purpose: The University of Wisconsin-Green Bay Health & Safety Committee is established to advise the Vice Chancellor for Business and Finance on issues relating to the health, safety, and wellness of the university community.

Public Safety completed their security review of each campus. Here are some of the items that will be addressed in the near future:

- Coastal campus policies will be brought up to match UWGB policies including building access;
- they will begin CEO walks on the coastal campuses to match our chancellor walk each year;
- UWGB will take over emergency management in July 2019; because coastal campuses do not have

- police, decisions will need to be made regarding security plans for the campuses;
- campuses will be moved to our GB Alert system which will allow users to sign up for one or more campus locations;
- the committee is looking into adding coastal campus members to the Health & Safety committee;
- Public Safety will be offering their “Dealing with Disruptions” presentation on each campus.

Other items that were addressed at the meeting include:

- Inattentive driving and walking is still a concern around campus. Police will increase enforcement for these violations;
- The hallway in the Union by MESA seems narrow, but it is up to code;
- Roundabouts on Nicolet Drive? This is a city of Green Bay issue;
- Fire Drills – most people exited the building quickly. There was one issue with a classroom not leaving;
- Recycled plastic bags can no longer be stored in the hallways due to a flammability issue, they were moved to the loading dock;
- Electronic door locks will continue to be installed on the exterior doors. Facilities was about ¾ done a couple of years ago and then had an issue with the contract and needed additional funds to finish the work;
- Card swipe doors on the STEM building will be controlled by the County;
- Security cameras: Kress added cameras, Union will be adding cameras, Residence Life will be adding cameras to all buildings;
- There may be an issue with the blue security phones on campus. This is a 20-year old system that is failing. Administration and student government will be discussing the future of the blue phones on campus. There really has never been an emergency call on the emergency phones since they have been in service. The only 2 calls on these phones have been when someone couldn't find their cars. These phones are also grouped in with the elevator phone services and are analog systems.
- AED locations were discussed. The Wellness committee for the heart walk has everyone walk past the AEDs. They should continue this practice.
- Smoke free campus discussion was held. The student rep is taking the discussion back to SGA for input.

Submitted by Kathleen Jurecki, University Staff Representative

Master Plan Advisory Committee

University Staff Representatives: Holly Keener, Fred Kennerhed, Kim Mezger

Purpose: To collaborate with campus administration as they consider some modifications to the campus Master Plan related to arising opportunities (e.g., STEM Innovation Center, Phoenix Innovation Park, siting of the Viking Long House), as well as long-range capital plans.

Updates: No report.

Strategic Budgeting Committee

University Staff Representative: Monika Pynaker (alternate is Kevin Boerschinger)

Charge summary: This committee is advisory to the Chancellor and provides leadership in the development and coordination of internal planning processes, including strategic planning and budgeting. The fundamental responsibility of this committee is to ensure that planning occurs in a coordinated, integrated, and timely manner.

Updates: UWGB has been working with Huron Consulting on the development of a new budget model. Because of this, the Strategic Budgeting Committee was temporarily paused in mid-November, and brought into the

Budget Alignment & Development Steering Committee. This committee consists of the divisional leaders of the largest revenue and expense divisions on campus. Together, the membership informs the change from an incentive based budget model to a responsibility-centered one. A RCM (Responsibility Centered Management) budget model mean the revenue-generating units, such as the four colleges, are wholly responsible for managing their revenues and expenditures. Once the model is prepared and a process outlined for the future, the Strategic Budgeting Committee will resume.

Submitted by Monika Pynaker, University Staff Representative

Wellness Committee

University Staff Representative: Lisa Schmelzer

Purpose: The Wellness committee is committed to promoting and supporting programs that foster the wellness of the campus community.

- Hosted annual onsite health screening events in April and September 2018
- Hosted an annual Well Wisconsin Flu Shot clinic in October 2018 –
- Booth at the annual Benefits & Wellness Fair in October 2018
- Hosted quarterly lunch 'n learn viewings of StayWell webinars
- Coordinated annual 9/11 memorial stair climb event
- Coordinated UW-Green Bay corporate team in the Bellin Run in June 2018, offered \$10 registration fee discount and team t- shirts to employees
- Promote area walks/runs, and other wellness events/activities via our UW-Green Bay HR Connect blog, FaceBook page, and Twitter
- Posted healthy recipes and wellness related articles from StayWell on HR Connect blog weekly.
- Coordinated Winter Break Fitness Challenge; invited all employees to participate; encourage employees to exercise on campus over winter break. Participants are entered in a drawing for small prizes.
- Spring Poker Walk challenge on campus trails, prizes given to top participants
- Offered a free outdoor yoga class during Employee Appreciation Week in May 2018 – participants received a gift Coordinated annual Healthy Potluck for employees to share healthy dishes and eat lunch together
- Promoted organic fruits, veggies & eggs available for employees to purchase & delivered to campus.
- Promoted unlimited summer employee access to campus fitness center, and limited employee access during school year on blog, website, Facebook and Twitter.
- Offered 2 free self-defense workshops for employees (workshop cost paid by ETF grant) participants attended and received an incentive gift purchased with ETF grant funds and donation by vendor.
- Offered 5 mindfulness classes to employees
- Offered fitness and workstation items for rotational use by employees - resistance bands, pedometers, chair wobble cushions, under-desk pedal exerciser. exercise ball chairs, and kneeling chairs

Submitted by Lisa Schmelzer, University Staff Representative

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 university 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 will represent the university staff in all matters within the jurisdiction of the university staff and will 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 is comprised of nine eligible university staff members with at least one member from each of the three branch campuses, with staggered three-year terms. Members of the Committee should broadly represent the university staff employee community.
- 2) Ex officio Members: In addition, there will be one Human Resources representative *ex officio*, non-voting member, appointed by the Human Resources Director.

C. Organization

- 1) Officer positions of the USC are Chair, Vice Chair, Secretary, and Treasurer. Officers will be elected by USC voting members at the first USC meeting of the University's fiscal year in which former officers' terms have ended.
- 2) In the event of a vacancy in the Chair position, the Vice Chair will assume the Chair position for the remainder of the term of the Chair.
- 3) All other vacancies of USC positions will be filled for the duration of the term by the person receiving the next highest vote in the last election.
- 4) The presiding officer of the USC will be called the Chair. 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 all university staff governance matters.
 - 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.
 - f. Submitting a yearly report on the activities of the USC to the Secretary of the Faculty and Staff.

- 5) The Vice Chair will be the presiding officer in the absence of the Chair. She/he will assist the Chair with her/his duties.
- 6) The Secretary will take minutes at the USC meetings and oversee their distribution.
- 7) The Treasurer will maintain financial spreadsheets and report the budget status to the USC at monthly meetings. The Treasurer will also submit budget transaction documentation and report to the Provost Office as requested.
- 8) The USC will 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.

D. 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/or recommend university staff members for shared governance and university committee service.
- 4) To approve the creation of shared governance committees in conjunction with the faculty and academic staff executive governance bodies.
- 5) To serve as the liaison to faculty, academic staff, and student governance groups.
- 6) To survey needs, review concerns, and identify goals of the university staff.
- 7) 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.
- 8) To channel information regarding university staff issues between the USC and the Chancellor, other university administrators, or UW System officials.
- 9) To receive resignations from university staff governance committee members and notify the Election Committee of vacancies.
- 10) To establish and assign responsibilities for project committees, subcommittees, and task forces to address university staff issues as needed.
- 11) To annually review the University Staff Governance Bylaws and the policy guidelines affecting elected and appointive university staff committees, recommending revisions as needed.
- 12) To receive reports on the conduct of business from each university staff elective and appointive committee on a regular and consistent basis.

- 13) 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.
- 14) 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.
- 15) To play an ongoing and active role during all stages of the University's strategic planning and budget building process.
- 16) To participate in the selection and annual performance evaluation process for the Secretary of the Faculty and Staff and University administrators, as requested.
- 17) **To facilitate the retention of and promote/encourage involvement and leadership in the university staff governance process.**

E. Election of University Staff Committee Members

All members of the university staff with ongoing appointments of at least 50 percent will be eligible to vote for and represent the university staff at-large as USC members.

1) Election Process:

- a. An annual interest survey will be distributed to all persons eligible to serve on the USC by the Election Committee. Persons willing to serve will reply to the Election Committee indicating their desire to have their names added to the election ballot.
- b. The election ballot will be distributed by the Election Committee. The ballot will 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 will determine, in consultation with the Election Committee, whether to appoint a replacement or to authorize a special election.

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

F. Meetings

- 1) The USC will 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 or more USC members.
- 3) A simple majority of the elected USC members constitutes a quorum.
- 4) Any member of the University community (employees or students) may be recognized by the Chair to speak on any matter on the agenda.

- 5) USC members will receive a USC meeting agenda prior to meetings and will have access to summary minutes of the meeting.
- 6) Robert's Rules of Order will be followed at all meetings.
- 7) It is expected that USC members attend all committee meetings either in person or via remote connection unless excused. The USC may remove from the committee any member who has not attended at least 75% of the scheduled meetings during their current term, by a simple majority secret ballot vote. The person receiving the next highest votes in the last election assumes membership until the end of the vacant member's 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.

G. Full Meetings of the University Staff

- 1) The USC will 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 will 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 will 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 shared 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 will appoint a convener to call the first meeting of each committee following elections. The convener will direct the members in the selection of a committee chair. The chair will call meetings as necessary and minutes will be kept. Minutes will be sent to committee members and the Secretary of the Faculty and Staff as required, and updates will be reported to the University Staff Committee for its monthly meetings.

B. Election Committee

- 1) Membership: The Election Committee will consist of three university staff members, with each member serving a three-year term. All members will be elected at-large.

2) Responsibilities:

- a) To solicit candidates from eligible university staff to serve on elected and shared governance 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.
- c) To facilitate and oversee the voting process, which includes at least two nominees when possible for each open committee seat.
- d) To recommend candidates for nomination to shared governance committees.
- e) To submit the numerical results of the election and the appointments to shared governance committees to the USC Chair prior to the last USC meeting of the fiscal year.
- f) 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 will be filled by appointment or special election.
- g) To report the committee's activities to the USC, and to submit an annual report to the Secretary of the Faculty and Staff.

C. **Personnel Committee**

1) Membership: The University Staff Personnel Committee, hereafter referred to as the Personnel Committee, will consist of five university staff members, each serving a three-year term. All members will be elected at-large. A representative from the Office of Human Resources will 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 abstains from participation due to conflict of interest in a personnel matter.

2) Responsibilities:

- a) To serve as a hearing body and submit findings and recommendations at the request of the Chancellor, Human Resources, and/or budget authority for the following personnel issues:
 - i. Complaints
 - ii. Grievances
 - iii. Position conversions
 - iv. Promotion denials
 - v. Dismissals for cause
 - vi. Terminations
- b) To provide procedural information at the request of an employee for any personnel issues listed in section a) above.
- c) To review proposed and approved University Human Resources policy changes that pertain to university staff and submit feedback to the USC as deemed necessary.

- d) To undertake related special assignments at the request of the USC.
- e) To report the committee's activities to the USC, and to submit an annual report to the Secretary of the Faculty and Staff.

D. Professional Development Committee

- 1) Membership: The University Staff Professional Development Committee, hereinafter referred to as the Professional Development Committee, will consist of five university staff members, each serving a three-year term. All members will be elected at-large.
- 2) Responsibilities:
 - a) To annually survey the university staff to determine professional development needs.
 - b) To review the funding procedure to ensure that it is meeting the needs of the university staff, to present recommendations to the USC on an annual basis for approval, and to notify university staff of the availability of professional development funds.
 - c) 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 seminars, workshops, and conferences.
 - 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, and to submit an annual report to the Secretary of the Faculty and Staff.

E. Shared Governance Committees

Members of the faculty, academic staff, university staff, or administration may propose the creation of shared governance committees. The proposal must specify a charge, or set of responsibilities, and a method of determining membership (including number of members, 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 submit university staff nomination recommendations to the appropriate University committee chairs based on the yearly university staff preference survey results. 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.

Refer to the [Secretary of Faculty and Staff website](#) for the current list of committees, as well as their charges, memberships, and terms.

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.