As a result of the delay of the implementation of the University Personnel System, this temporary policy document, the creation of which is influenced by the University Staff Council Bylaws approved by the Chancellor and adopted by the Council, replaces the name “University Staff Council (on a temporary basis) with the name “Classified Staff Advisory Council” (CSAC). This document will guide business procedures and actions taken by the CSAC during the interval in which the University Staff Council Bylaws are held in abeyance.

Interim Policy
University of Wisconsin Colleges
Classified Staff Advisory Council
(University Staff Council)
July 30, 2013

1.0 Preamble

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

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

With the delay of the implementation of the University Personnel System (UPS) University Staff Council (formerly known as the Classified Staff Advisory Council) will officially be incorporated into the shared governance structure within UW Colleges, effective July 1, 2015. In the event the UPS is implemented on a date earlier than July 1, 2015, the University Staff Council (formerly known as the Classified Staff Advisory Council) will officially be incorporated into the shared governance structure within UW Colleges on the date the UPS is implemented. The original bylaws for the University Staff Council were adopted on June 4, 2013. The Interim Policy document was drafted in July 2013.

2.0 Vision

Upon implementation of the University Personnel System, all Classified Staff who work at the University of Wisconsin Colleges will have the opportunity to participate in institutional governance through active participation in the governance and policy
development for the institution, along with the University’s administration, groups, and organizations participating in the process of shared institutional governance, as provided under Chapter 36 of the Wisconsin Statutes and the University of Wisconsin System Board of Regents policy on University Staff Governance.

3.0 Name

The name of the organization as created in September 2012 is the UW Colleges Classified Staff Advisory Council (CSAC).

4.0 Character and Charge

CSAC is created as an unincorporated organization that operates within the administrative and shared governance structure of the University of Wisconsin Colleges. The UW Colleges CSAC is charged with the following responsibilities: (1) to participate in the development of future plans for the University while also promoting and sustaining a positive professional environment for all Classified Staff employees; (2) to promote programs and services that support professional development activities; (3) to encourage informed communication among Classified Staff and with the broader University community, including the recognized governance groups; (4) to serve as advisors to the UW Colleges and UW-Extension Chancellor and other University administrators; and (5) to perform such other duties and functions as befits a voluntary organization committed to creating and sustaining an affirming and supportive operational environment that supports, promotes and encourages excellence in teaching, working, leading, and serving the community that is the University of Wisconsin Colleges.

5.0 Membership

All employees holding Classified Staff positions are eligible, and encouraged, to be members of the UW Colleges CSAC. The CSAC is comprised of 15 members, each serving a two-year term. The Classified Staff at each individual UW Colleges campus shall elect one representative per campus plus a UW Colleges Online representative and a central office representative. CSAC members are elected by vote of all participating and interested members of the Classified Staff at their respective University of Wisconsin Colleges campus/location.

The duties and responsibilities of the members of the UW Colleges CSAC are to attend meetings and participate in CSAC business; to participate and/or chair a committee; to embrace the vision, character and charge of the CSAC; and to serve as the campus liaison and represent their campus Classified Staff issues to the UW Colleges CSAC.

6.0 Administrative Liaison

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

7.0 Terms of Services

UW Colleges CSAC members shall serve a two-year term with seven members being elected in odd-numbered years and eight members being elected in even-numbered years. Members from UW Colleges Central Office, UW-Fox Valley, UW-Manitowoc, UW-Marinette, UW Colleges Online, UW-Richland, and UW-Sheboygan shall be elected in odd-numbered years. Members from UW-Baraboo/Sauk County, UW-Barron County, UW-Fond du Lac, UW-Marathon County, UW-Marshfield/Wood County, UW-Rock County, UW-Washington County, and UW-Waukesha shall be elected in even-numbered years. Individuals can nominate themselves or other members of the Classified Staff for appointment to serve on the CSAC. Nominations to fill vacant seat(s) will be in July and August, and the subsequent voting for all members will take place in September, with those being elected beginning their term in October. If an elected member leaves before the term is completed, the Classified Staff at the affected college will elect a new member within 30 days to complete the remainder of the term. All elections will be initiated by the CSAC Nominations and Elections Committee.

8.0 Officers

The UW Colleges CSAC shall have the following officers who serve single-year terms: (1) Chair; (2) Vice-Chair (who serves as Chair-Elect); (3) and Secretary. In addition to the election of officers, a member-at-large will be elected for a one-year term to serve on the Executive Committee of the CSAC. The Executive Committee is comprised of the UW Colleges CSAC officers, the Member-at-Large, and an Administrative Liaison (ex-officio) appointed by the Chancellor.

9.0 Election of Officers

9.1 The 15 UW Colleges CSAC members elected by their respective campus shall elect a Vice-Chair, Secretary, and Member-at-Large at the October meeting from among the 15 CSAC members who have been elected to serve. A newly elected member must be present at the October meeting to be nominated for an office. In the event that the Vice-Chair cannot serve as the Chair, UW Colleges CSAC will elect a new Chair from among the 15 CSAC members. The duties and responsibilities of each officer are set forth below:
9.2 The UW Colleges CSAC Chair: Calls meetings of UW Colleges CSAC and presides over the meetings, coordinates activities, and attends meetings with the Chancellor and other groups as needed. Summaries of all meetings attended by the UW Colleges CSAC Chair, with the Chancellor or any other body, shall be reported in writing to the council for review and discussion within 10 working days. The Chair distributes the agenda for public posting a minimum of 24 hours prior to all CSAC meetings and distributes the agenda and final draft minutes to the current UW Colleges CSAC members for review in advance of scheduled meetings.

The UW Colleges CSAC Chair will request recommendations and nominations of Classified Staff to serve on CSAC Committees. The CSAC Chair makes appointments to CSAC committees and other committees as requested by the Chancellor.

9.3 UW Colleges CSAC Vice-Chair: Serves as Acting Chair (and performs those duties) when the UW Colleges CSAC Chair is absent or unable to perform those duties and attends meetings with the Chancellor and other groups as needed. Becomes Chair after completing one-year service as Vice-Chair.

9.4 UW Colleges CSAC Secretary: Records the minutes of CSAC meetings and saves approved copy in UW Colleges CSAC files on the designated website. The Secretary distributes draft meeting minutes to UW Colleges CSAC members for review within 10 working days, attends meetings of the UW Colleges CSAC Executive Committee and accompanies the Chair and Vice-Chair to meetings with the Chancellor and other groups with the duty of recording minutes.

9.5 UW Colleges CSAC Member-at-Large: Attends meetings of the UW Colleges CSAC Executive Committee and accompanies the Chair and Vice-Chair to meetings with the Chancellor and other groups as needed.

10.0 Meetings

10.1 Scheduling: Regular WisLine meetings of UW Colleges CSAC shall be held bi-weekly. Face-to-face meetings will be held on an as needed basis, as determined by the CSAC. CSAC meetings are open to all UW Colleges employees. Members of CSAC will be allowed to attend meetings in paid status. Any employee serving as an elected member of CSAC who is assigned to work the second or third shift will be allowed to use flex work hours to attend these meetings. Arranging to work a flex schedule is the responsibility of the affected member and shall be discussed with the appropriate supervisor. The CSAC Administrative Liaison shall actively help to resolve any issues or problems that may arise relating to these scheduling and workload considerations. The annual meeting schedule for the upcoming year will be determined by the members of CSAC at the October meeting.
10.2 Quorum: A quorum for any meeting of the UW Colleges CSAC shall be eight (8) members.

10.3 Attendance: Each UW Colleges CSAC member must attend at least 75% of the regularly scheduled meetings in a given fiscal year to retain his/her seat.

10.4 Leave of Absence: If a CSAC member knows he/she will not be able to attend meetings for a period of time, he/she may request a leave of absence from these assigned responsibilities. CSAC members requesting a leave longer than three months are encouraged to resign from CSAC, in which case, the Classified Staff at the affected college will elect a new member to complete the term. Replacement members have full voting rights and privileges.

11.0 Committees (The specific charge of UW Colleges CSAC committees shall be modified and adjusted as the work of this council continues under active development.)

CSAC committees (including ad hoc committees) may be established or disbanded by a majority vote of the CSAC. Classified Staff do not need to be members of the CSAC to serve on UW Colleges or CSAC Committees. Each active CSAC committee will include at least one CSAC member; however, this requirement may be waived by a majority vote of the CSAC. One of the committee members will report to the CSAC. All committees will select their own chair (or co-chairs) from among themselves. Each committee is responsible for developing a list of duties and responsibilities. Committee meetings shall be held during paid work hours. Any elected CSAC member serving on a committee of the CSAC and working second or third shift will be allowed to flex work hours to attend Committee meetings. Arranging to work a flex schedule is the responsibility of the affected council member and shall be discussed with the appropriate supervisor. The administrative liaison shall provide support and assistance if needed.

Committees are reviewed annually and those that are no longer necessary will be eliminated by majority vote of the CSAC. Classified Staff serving on committees will submit a written report to the council prior to CSAC meetings.

The UW Colleges CSAC Chair will request recommendations and nominations of Classified Staff to serve on CSAC Committees. The CSAC Chair makes appointments to CSAC committees and other committees as requested by the Chancellor.

11.1 Executive Committee
As noted above, in Section 8.0 Officers, the CSAC Executive Committee is comprised of the CSAC Chair, Vice-Chair, Secretary, Member-at-Large, and an administrative liaison (ex-officio) appointed by the Chancellor. The chair will call meetings of the Executive Committee as necessary and shall preside over them. In extraordinary circumstances, and when necessary due to deadlines or timelines imposed by external parties or requirements, the Executive Committee shall be authorized to exercise the powers of the CSAC in the event that a quorum cannot
be convened. All actions shall be reported in writing to the CSAC, which shall review and ratify or reject them at its next meeting.

11.2 **Bylaws Committee**
Reviews USC bylaws and this Interim Policy document and proposes changes as necessary. Whenever possible, at least one member from the past year’s committee will serve the following year.

11.3 **Shared Governance Committee**
Classified Staff Advisory Council’s Shared Governance Committee responsibilities:
- Outlines the opportunities, roles and responsibilities of Classified Staff in Shared Governance.
- Brings the committee’s topics and recommendation to the Classified Staff Advisory Council.
- Communicates with Classified Staff and other appropriate groups regarding Classified Staff Shared Governance roles and responsibilities in UW Colleges and UW Campuses.
Whenever possible, at least one member from the past year’s committee will serve the following year.

11.4 **Nominations and Elections Committee**
The founding CSAC members will establish terms and procedures for the first elections. Subsequent elections are the responsibility of this committee. This committee is composed of three Classified Staff members. The committee will select the chair from among themselves and the Chair will thereafter be the convener of the committee. During the months of July and August, the committee Chair is responsible for soliciting nominations from the Classified Staff at the UW Colleges campuses, UW Colleges Online and the UW Colleges Central Office. Early in the month of September, the committee chair is responsible for coordinating the elections at the respective locations receiving, and tallying the votes cast for Classified Staff to fill the vacant seats. The Chair will report the election results to the council at the September CSAC monthly meeting. With those elected beginning their term in October, members-elect are encouraged to attend the September CSAC meeting to familiarize themselves with the CSAC. The Elections Committee shall request nominations for and conduct the election of CSAC officers at the October meeting.

11.5 **Communications Committee**
The committee is responsible for facilitating the dissemination of information to the Classified Staff of UW Colleges. This may include, but not be limited to a CSAC web page and newsletter.

11.6 **Classified Staff Personnel Policy Committee**
The UW Colleges Classified Staff shall enjoy the same rights, privileges, and protections afforded the Classified Staff of each institution of the UW System. All
CSAC committees are responsible for defining and maintaining a list of committee duties and responsibilities.

The committee is responsible for working with UW Colleges administrative units and UW Colleges Senate on the development and oversight of various policies and procedures.

12.0 Changing the Bylaws

12.1 This UW Colleges CSAC Interim Policy shall be subject to continuing review and revision until such time when the UPS is implemented and the University Staff Council Bylaws are no longer in abeyance. At that time, this document will become obsolete and the USC Bylaws will become active. At a minimum, this document should be reviewed quarterly and any necessary changes made pursuant to the following:

12.2 Changes to this Interim Policy document require an affirmative vote by two-thirds of the CSAC membership at a CSAC meeting. Before such a vote will take place, members of the CSAC must be given notice regarding the intent to vote on proposed changes. All proposals must be discussed during at least one council meeting prior to a vote on the proposed changes. In extraordinary circumstances, and when necessary due to deadlines or timelines imposed by external parties or requirements, the CSAC Executive Committee shall be authorized to exercise the powers of the CSAC in the event that a quorum cannot be convened. All actions shall be reported in writing to the council, which shall review and ratify or reject them at its next meeting.

12.3 Amendments to this Interim Policy document that have been approved by the UW Colleges CSAC shall be submitted to the UW Colleges and UW-Extension Chancellor for approval. If approved by the Chancellor, they shall be effective on the approval date unless otherwise noted.