

University of Wisconsin-Milwaukee University Staff Council

USC FAQ

Who is USC?

The University Staff Council, or USC, is a 15-member body proportionally representing all University staff at the University of Wisconsin-Milwaukee. All University staff members in permanent employment status are eligible, and encouraged, to be a member of USC. USC members are elected by vote of all participating and interested members of the University staff at the University of Wisconsin-Milwaukee. USC's 15 members serve three-year terms.

What is USC's purpose?

USC is an organization that operates within the administrative and shared governance structure of the University of Wisconsin-Milwaukee. USC 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 University staff employees (whether represented, non-represented, limited term, or project appointment); (2) To promote programs and services that support professional development activities; (3) To encourage informed communication among University staff and with the broader University community, including the currently recognized governance groups; (4) To serve as advisors to the 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-Milwaukee.

How is the committee's membership distributed among the University staff?

A list of University Staff employees is supplied to the Election Committee by Human Resources at least annually. Employment categories are grouped by divisions which evenly divides the total number of University staff into three categories for election purposes. These are called the Proportional Distribution Categories (PDC).

What are the Terms of Service?

Terms of service on USC shall be staggered so that five seats are open each year. Individuals can nominate themselves or other members of the University staff for appointment to serve on USC. New Members begin their term of service at the June Meeting, but should be present at the May meeting to participate in the election of officers.

Nominations to fill any vacant seat(s) will be accepted beginning in February and continuing until the USC Meeting occurring the third Tuesday of March. Voting for all members will be conducted on the second Tuesday of April. Officers will be elected on the third Tuesday of May, with those chosen beginning their term the third Tuesday of June. If an elected member leaves before their term is completed, the Chair will nominate a new member to complete the

remainder of the term upon approval of the majority of the Council. The nominee shall be from the same proportional distribution category as the vacating member.

Are there USC Officers?

USC shall have the following officers who serve single-year terms: (1) Chair; (2) Vice-Chair; (3) Treasurer; (4) Secretary; and (5) Immediate Past Chair. USC officers constitute the Executive Committee. The Immediate Past Chair (IPC) will retain a vote if his/her term on USC is not completed. If it is, the IPC will serve as a nonvoting member.

The 15 USC members who have been elected or appointed to serve for the following year shall elect new officers at the May USC meeting. A newly elected member must be present to be nominated for an office. Outgoing members can nominate but do not vote. In order to be elected to serve as Chair, the individual must have been a member for at least one year prior to that election. The duties and responsibilities of each officer are set forth below.

Chair: Calls meetings of USC and presides over the meetings, coordinates activities, and attends meetings with the Chancellor. The Chair, or their designee, will serve as the representative of USC to other campus governance groups. The Chair makes all final decisions on appointments to campus committees as requested by the Chancellor or a designee.

Vice-Chair: Serves as Acting Chair and performs all of those duties when the Chair is absent. The Vice Chair will coordinate the candidate search for committee appointments as requested by the Chancellor or a designee.

Treasurer: Manages, reconciles, and reports on the budget to USC at all monthly meetings. The Treasurer oversees all payments for USC bills or obligations. The Treasurer serves as an Advisor to the Special Events Committee and is responsible for tracking all budgets and expenditures of the events.

Secretary: Prepares and distributes the agenda for all USC meetings, takes minutes of USC meetings and files approved minutes. Serves as a permanent member of the Communications Committee.

Immediate Past Chair: Assists in preparing and mentoring new officers on current and past issues, acts as advisor to the Committee and Officers, and performs other duties as assigned by the Committee. The Immediate Past Chair (IPC) will retain a vote if his/her term on USC is not completed. If it is, the IPC will serve as a nonvoting member.

What is my commitment to the USC?

Each USC member is expected to attend at least 75% of the regularly scheduled meetings. Regular meetings of USC shall be held on the third Tuesday of each month, with other meetings called by chair. USC meetings are open to all University employees. Members of USC will be allowed to attend meetings in paid status. Any employee serving as an elected member of USC, and who is assigned to work the second or third shift, will be allowed to use flex work hours to attend these meetings. Arrangement to flex work schedule should be discussed with the appropriate supervisor.