



## The Universities of Wisconsin System Administration Academic Staff Committee

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**April 13, 2026**

**1 - 2 pm**

**Teams or Room 126 780 Regent St**

**Present:** Sarah Ebben, Cayla Leikin, Jenna Swartz, Ka Lia Smith, Holly Cho, Aaron Dumas

**Not Present:** Jack Moldenhauer, Lindsey Smeaton

### AGENDA

1. Opening of meeting (Cayla)
2. Review of Open Meetings Law Requirements (Aaron)
  - a. Conduct business in open session (except for limited, specified circumstances) and post in advance public notices (Wis. Stat. §19.81-19.98)
  - b. Governmental body- numerically defined membership and ability to exercise power or provide advice on specific matters
    - i. Must have quorum and be acting pursuant to directive collective duties
  - c. Can be in person, virtual, email discussion, “walking quorum”
  - d. Legal requirements-
    - i. Advance public notice (internet and physical and media outlets who request) including time, date, place, subject matter (including closed session items and statutory exceptions) at least 24 hours in advance
    - ii. Business must be conducted in open session unless closed session is permitted per exception)
      1. Public must be allowed to attend but not necessarily to speak
      2. Record keeping- all motions and votes must be recorded
  - e. Consequences for violation- meeting must be held again and all motions from the first meeting are voided; if knowingly violating requirements, there can be personal liability
  - f. WI department of justice provides guidance on open meetings laws
  - g. Supplemental materials are not required to be posted- can be subject to public records requests
  - h. Subcommittees are subject to open meetings when exercising and acting on discrete duties
  - i. Resolution drafting subcommittee and public records- disclosure exception for drafts (but still must be retained) so long as only people who view the draft are members of the subcommittee
3. Subcommittee Updates and Goals (All)
  - a. Awards- awaiting word from HR regarding plans for Eugene Craven award

- b. Communications- hosting Oreo tasting events May 18 and 19; webpage created and awaiting a QR code from Communications team for posters
    - i. Summer event planning- Mallards game (on July 23?)- website would be created with a portal for employees to buy tickets
  - c. Elections- no updates
  - d. Personnel Policies/Bylaws and Divisional Representation- merged with UWSA Policy Review and HR liaison subcommittee
  - e. Resolution Drafting- met to discuss process and templates
  - f. UWSA Policy Review and HR Liaison- received handbook comments from Aaron's review, will start working through those with HR and subcommittee
4. Updates from divisions (All)
    - a. OBE has all staff meeting on Wednesday and Thursday
  5. Statewide Rep update (Cayla)
    - a. Meeting with Regent President Bogost, Regent Vice President Weatherly, and Acting Executive in Chief Patton to discuss presidential leadership transition
    - b. Takeaway- discussions had been ongoing for a long time prior to the news
    - c. Made request for academic staff representation on new presidential search committee
  6. "Coffee with Jay" Event Updates (Cayla)
    - a. Will look for opportunities to engage with leadership in the future
  7. Brainstorming and open discussion as needed (All)

#### **Next meeting May 14**

<https://www.wisconsin.edu/uwsa/shared-governance/academic-staff/meetings/>

Persons wishing to appear before the Academic Staff Committee to address an issue on the agenda, or wishing to request an issue be added to the agenda, are urged to contact the Academic Staff Committee Chair (608-263-0221, [cayla.leikin@business.wisconsin.edu](mailto:cayla.leikin@business.wisconsin.edu)) to do so. Advance notice is requested so that arrangements can be made to appropriately address an issue, including having background information and key contacts available.