Cooperative Extension Administrative Council

October, November, December, January, February, March
October State Conference debriefing
County leadership conference
WACEC Conference
Updating strategic directions
Future workforce
County, State and Federal budgets
Engaging in Evaluation
- what are our expectations as a department, program, team, individual impact as part of a team, county based person, etc?
- how are we communicating the value of evaluation throughout a person’s career
Chancellor Search and Screen, New Chancellor Orientation
Human Resource System
Political Effectiveness
Structuring Ourselves for Success

CEAC members, minutes, and schedule are located at http://www.uwex.edu/ces/admin/committees/committee.cfm?committeeid=2

Academic Department Chairs

December, March
Joint letter from Academic Department Chairs to Dane County tenure track employees:
“University of Wisconsin Cooperative Extension Service policy is that faculty receiving a promotion in rank be awarded a compensation increase of $2,500 for promotion from Instructor to Assistant Professor, $3,500 for promotion from Assistant Professor to Associate Professor and $4,500 for promotion from Associate Professor to Professor. (See http://www.uwex.edu/ces/admin/policies/UnclassifiedCompRes.pdf and http://www.uwex.edu/ces/hr/policies/documents/SalaryReferenceguide072.DOC.)

We are informing you that your respective Academic Departments have not agreed to any alternative compensation increase for these promotions.

Salary equity
County support of salary increases
Salary generation
Interim positions melding into permanent
Electronic filing of promotion documents
Review of candidates in interim positions
Collaborative and creative thinking in county reinvestment
Core functions of departments
Support of Extension Associates and movement into departments
Academic Leadership Standing Committee  
*December, March*
State and federal budgets  
Update on new Extension Network  
Dialogue with Dean Klemme  
Reports from University Committee, Classified staff and Academic staff  

ALSC mission, members and minutes are at  
[http://www.uwex.edu/ces/admin/committees/committee.cfm?committeeid=3](http://www.uwex.edu/ces/admin/committees/committee.cfm?committeeid=3)

Tenured Faculty Review Committee  
Letters to District Directors requesting summary of self initiated performance evaluations from the past five years for TFR reviewees  

*February*  
Review of six faculty members, with written feedback forwarded to the Dean

Vice Chair Teleconferences  
*October, November, January*  

Preparation for department meeting, including discussion of department expenses, support of probationary faculty, the department’s role in staffing, hiring and compensation, nominations, bylaw/handbook updates, professional scheduling  

Agendas and minutes are located at  
[http://www.uwex.edu/ces/4h/department/committees/listallcommittees.cfm](http://www.uwex.edu/ces/4h/department/committees/listallcommittees.cfm)

Leadership Forum  
*January, February*  

Program – Staffing changes  
Department – Professional scheduling, starting salaries, honoring pay increases, bylaw changes, revenue requirements, training and support for probationary staff  
Academic Staff – Title review process forms are finalized  
Association – Membership numbers, PILD, JCEP, Association Leadership Conference  
Other – National 4-H Hall of Fame Nominations
Questions asked at October 2010 Department Meeting

- Generation of part of a person’s salary. How often does this happen? Does the person know about this at time of hire? If a county asks for this from a person after they are hired, what role does the institution, department or program area have in working with the faculty member or the county?

Revenue – either as a requirement for funding the position or there are external dollars from another source that is actually funding part or all of the salary for the position.
Find it more frequent in urban settings. It is part of the position description. When it occurs after hire, adjustments may be needed. Most often it is an office revenue requirement and not an individual requirement.

- What happens when a county will not accept salary increases due to promotion, market adjustments, or any other salary increase from the university the county does not choose to honor?

District Directors in North, East and Central said they were not aware of this happening in their districts.

- Are starting salaries for faculty in youth development typically at a lower level than some other program areas?

District Directors reported trends and factors that affect starting salary:
  o Longevity of the predecessor in the position. (This is impacted by the aggressiveness, the availability and the degree of success the colleague has in seeking salary augmentations.)
  o Salaries of the peers in the office and district
  o Salary expectations of successful candidate
  o We have had people in competition for other positions at the same time and we are forced to make a stronger offer.
  o External revenue – either as a requirement for funding the position or there are external dollars from another source that is actually funding part or all of the salary for the position.

In August 2008 there was discussion of operational guidelines at CEAC to work for a $40,000 minimum starting salary for master degree faculty and academic staff, and $38,000 for Extension Associates. (See salary table)

Other

- Website updates
- Addressing questions from department members (i.e. department expenses, use of tax exempt number, emeritus privileges, professional development resources, planning and reporting guidelines, timeline extensions, acquiring faculty status, tenured faculty review process, mentoring)
- Preparing for Department meeting
• Letter of support from the department for a faculty member’s award submission
• Letter to the Dean requesting emeritus status for Steve Kinzel
• Represent the Department in the 4-H Youth Development priority setting process
• Welcome letter to new faculty
• Request information from District Directors on starting salaries comparison across departments
• Request information from District Directors on what happens when a county will not accept salary increases due to promotion, market adjustments, or any other salary increase from the university that the county does not choose to honor
• Submit travel reimbursement requests from department members
• Request that discussion of professional scheduling be done at the Department Head Leadership Conference in March, that liaisons add it to their discussion list with probationary colleagues, and that PDAC committee discuss how they might increase awareness of it.
• Teleconference on Extension Associates – hiring, educational plan, annual reviews, mentoring
• Letters to the Dean requesting timeline extensions
• Filing annual accomplishment reports, plans of work, and mentee and mentor reports from faculty
• Letters to the Dean in support of Tenure and Professor candidates