

Draft distributed – not yet approved

**University Committee Meeting Minutes
December 11, 2007
523 Extension Bldg, 432 N. Lake St.**

1. Call to Order/Certification of Open Meeting Notice Compliance

Chair Burke called the meeting to order at 1:05 p.m. and certified compliance with the open meetings law. Members/others attending in Room 523: Dave Hart, David Prucha, Marv Van Kekerix, Ray Schultz, Kate Wodyn. Members joining by phone: Rob Burke, Karen Nelson, Christine Kniep, David Nack.

2. Approval of Minutes of November 14, 2007 meeting

Hearing no changes Burke considered them approved.

3. Vice Chancellor/Provost Remarks

At the last meeting, Van Kekerix gave an extensive update on the various task forces, and he commented that there is not much more to report except that their work continues. Today, he'd like to talk more about the UW System strategic planning framework. The input from last meeting was forwarded to Don Mash and a specific reference to our feedback was made at the Board of Regents (BOR) meeting. We were one of two institutions that provided that kind of feedback. There were good comments from Kevin Reilly about the listening session that was conducted on Nov 27 in many county offices. Van Kekerix thanked all who were involved in that because it was a significant undertaking; everything he has heard is that it went extremely well. What happens next? There were seven think tanks and two committees at the System level looking at tuition policy and the Colleges. The first discussion of all this information will take place with the President's cabinet this week and then on December 18 with chancellors. A larger all-day meeting including chancellors, vice chancellors, and the president's cabinet is scheduled on Jan 18. A report to the BOR will be made at the February meeting. Van Kekerix thinks there will be some interesting questions and recommendations made. He also updated on the UW Colleges/UW-Extension strategic planning steering committee; three meetings have been held so far. The committee is spending time on the strategic priorities and how the individual unit plans relate to those. So far, the Divisions of Entrepreneurship and Economic Development and Broadcasting and Media Innovations have presented their strategic plans to the committee. Many plans are very specific and now the challenge is to step back to get a view of the bigger themes. The next committee meeting is on Dec 21. Van Kekerix is still hoping to have a draft document in early January. Kniep added it has been helpful for her to learn more about the other divisions.

Van Kekerix next mentioned that he will be leaving as Provost/Vice Chancellor of UW-Extension on Feb 1 to work on the Madison campus as head of their division of continuing studies. He said he has indicated to the Chancellor that he will continue working on the strategic planning process and will perhaps have two drafts before he leaves. The chancellor is in the process of looking for an interim provost, although the role will be somewhat different from what he has been doing. Moving forward it will be more narrowly defined as provost for Extension. A national search to fill the position will be launched soon and the interim position is fairly short-term. Van Kekerix reflected that he has spent 7 years in Extension, mostly as Vice Chancellor, but also as Interim Dean for Continuing Education, Outreach & E-Learning twice, Interim Chancellor for Extension and Interim Chancellor for Extension and Colleges. The position he has accepted is also interim, for 18-24 months, and fits very nicely with his retirement plans. He said this has been a great experience for him and he has appreciated working with the governance groups and thanked them. He is proud of the way this group has weighed in on a number of important issues in the past years. He admitted that it will be very difficult to walk away from Extension on his last day. Members expressed how much they will miss Marv.

4. Chair Remarks

Burke commented on the draft of the revised Article 4 from the ad hoc committee. This will be a discussion item on the Jan 16 Faculty Senate agenda. The Chapter 3 ad hoc committee will conduct a focus group in Stevens Point with academic department chairs, FTAC members, SRP committee

members and the Provost and Deans. Related to that, he has been in touch with Kathy Eisenmann (FTAC chair) about having a meeting of department chairs, SRP committee members, and FTAC members later in the year to further discuss tenure/promotion. A conference call with the Provost and Cooperative Extension Dean is scheduled next week. Burke's concern is that this remain an institutional discussion rather than just in Cooperative Extension. Schultz expressed a concern about two discussions on this matter going on without communication between the two and that the teleconference may get ahead of the Chapter 3 committee's work. Rob said he will get someone from the Chapter 3 committee involved in the teleconference.

5. **System Faculty Reps Remarks**

UW System Shared Governance Principles and Guidelines draft - Nelson reported that this was not discussed much at the Nov 30 meeting other than that they are waiting for responses due Feb 15. Burke has drafted what his thinking is on the proposal (sent today via email). He recommends that the Faculty Senate vote not to endorse it. Others members agreed. Nack commended Burke on his draft and suggested perhaps lines of communication with other institutions could be opened by sending this to them. Burke is interested in forming a subgroup to work on the final version of this cover letter to send out. **Motion by Nack to form a subgroup to draft a cover letter to the shared governance principles and guidelines draft and send to the full Faculty Senate on January 16 with the recommendation to not endorse it, and also to share it with all other UW governance groups. Seconded by Kniep. Discussion ensued. Motion carried unanimously.** Subcommittee members: Burke, Hart, Nack, Nelson, Kniep. Nack will work on the next draft and circulate it to all in the next few days.

6. **Appoint Selection Committee for UW-Extension nominees for Regents Teaching Excellence Awards**

Van Kekerix outlined the Regents awards call for nominations that went out recently. Two faculty members are needed to form a selection committee with an academic staff council member to select the single Extension nominees for the Teaching Excellence Awards (both individual and group categories). We typically do not get many nominations so there is not a lot of material to consider. **Kniep and Hart volunteered.** Wodyn outlined timeline.

7. **January 16 Co-located Meeting with UW Colleges**

Burke referenced an email from Judy Knudsen outlining the agenda. A panel discussion on professional evaluation (tenure/promotion) is planned and a faculty representative is needed to serve on that panel. Rob will follow-up on the recommendation of Katy Forsythe. Other agenda items for Jan 16 (afternoon): Updates from Article 4 and Chapter 3 ad hoc committees; shared governance principles and guidelines draft; Regents award nominee selection; report on strategic planning process (in Vice Chancellor's report). April will provide another opportunity for a co-located meeting.

8. **UPG #16 Progress Report**

This follows-up the discussion from the November meeting on how to move forward. A language revision was approved by both governance groups at that meeting. System legal has cleared it and it is now in front of the chancellor with a recommendation for him to approve it.

9. **Leave Reporting Recommendations to the Board of Regents (BOR)**

David Prucha reported that last week the BOR approved three resolutions: 1) reaffirming current policy for reporting leave in half-day increments; 2) an individual who fails to file leave reports timely and appropriately will be docked in how much sick leave they can accumulate through the course of a year; 3) absence due to illness must be accounted for even if the sick employee has colleague coverage (this is a non-issue for UWEX).

10. **Criminal Background Check Policy**

UW-Extension has been doing criminal records checks for several years, however, the Systemwide policy effective December 1, 2007 is new to every other institution. For us it is pretty much business as usual, the only change would be perhaps not doing records checks for students and LTEs in all

instances. Prucha will send latest version of the System policy to Schultz to distribute to University Committee.

11. Health Care Plan Options for Northwestern Wisconsin

Prucha said the issue has been a dearth of health care insurance plan options in that part of the state. One thing that happened this fall is that a qualified health care plan provider became available and therefore the SMP was no longer available to employees. In fact, the Dept. of Employee Trust Funds (ETF) extended the dual-choice signup in those counties in order for them to assess their options. The UW really has no voice in how this works. The ETF "owns" this process and the group insurance board sets the policies, rates, etc. Health care providers may choose not to participate because it is not profitable for them. If employees have concerns or requests, they should be directed to the Dept. of Employee Trust Funds.

12. Pay Plan information and discussion

Burke mentioned a new twist is a proposal for tuition to fund additional pay raises. Initial conversations about any additional pay plan increases were for faculty only, but UW System has come down on the side that any additional increases need to be for all unclassified employees (including academic staff). This is a work in progress. For the 2% across-the-board increase for 2007-08 that has been approved, the first increase will be seen on the February paycheck with a lump sum for July – January on Feb 12. The 2+1% increase for 2008-09 will be distributed in the 1/3, 1/3, 1/3 formula.

13. Adjourn

The meeting adjourned at 3:13 p.m.

Recorded by Wodyn, 12-11-07