1. Call to Order at 11:35am and Certification of Open Meeting Notice Compliance – Krystal Wambold
2. Welcome to Rick Klemme and Introductions
3. Dialogue with Rick Klemme
   - Discussed the Wage Study conducted within Cooperative Extension and it revealed that county faculty wages are behind their peers. Discovered that a number of positions are long in service and low in salary. Focus will be on equity by program area, then by gender, and then by region. Questions and Discussion followed.
4. Approval of November 5 and December 3 meeting minutes
   - Minutes approved.
5. Chair Update – Krystal Wambold
   - Dialogue with Dean/Director:
     --February 4: Malcolm Brett, Director, Broadcasting and Media Innovations
     --March 4: David Schejbal, Dean, Continuing Education, Outreach and E-Learning
6. Academic Staff Council Strategic Plan Reports
   - Academic Staff Conference: Emily, Bill and Shelley have developed a survey to send to all academic staff members asking their interest in a conference. Emily will send the survey to the Council for their feedback. She will then ask Judy to send the survey to all academic staff members.
   - ASC elevator speech: Bill and Krystal will meet to review/revise the contents of the ASC brochure as well as develop a message for internal and external audiences.
   - Relationship Building with Legislators: John is encouraging everyone to take advantage of opportunities to stop and say 'hello' to their legislators.
7. Committee on Academic Staff Issues (CASI) Report – Bill Klase
   - December meeting focused on Title Review Process and how to prepare a successful packet.
8. Academic Leadership Standing Committee (ALSC) Report – Shelley King-Curry
   - December meeting focused on the new performance review system which allows employees to record results as time goes along. Implementation date is spring 2014.
9 UW System Academic Staff Report – Tom Culviner
   - Nothing to report
10 Title Progression Workshop during WNEP Conference, March 4 – Shelley King-Curry
    - Dan Hill will moderate a 90-minute breakout session.
11 Committee Reports
   Communications Committee – John Munson
   - Big “3” from this meeting include: (1) Dialogue with Rick Klemme, Dean and Director, Cooperative Extension (2) Pay Plan and (3) Working on an Academic Staff elevator speech. John will create an email message for Judy to send to all academic staff.
   Distinguished Prefix Committee – John Munson
   - Committee will meet on January 22. John will provide an update at February meeting.
12 Out-of-Madison Meeting – John, Lori, Bill (carryover to February)
   - Time frame being considered: Day 1, 12noon-Day 2, 12 noon
   - Date being considered: June 5-6, include incoming Council members
   - Locations being considered: Wausau, Stevens Point, Eau Claire
• Agenda topics being considered: Council Meeting, Strategic Planning, New Member Orientation

13. Chapter 10 and Next Steps – Erik Ernst (carryover to February meeting)
• Erik distributed and discussed Chapter 10 revised language along with Chapter UWS 10. These handouts outline how and why these letters should be used. Possible next steps:
  --David Prucha will take the lead in revising this document given today’s conversation.
  --The revised document will be shared with divisional HR reps for their input.
  --The revised document will be shared with UW System Legal for their input.
  --Place topic on February Deans/Directors meeting for reaction/wrap-up
  --Invite all Deans/Directors to an upcoming meeting in an effort to wrap-up the process.

14. Identification of Future Meeting Topics
• Rolling Horizon appointments for academic staff in UW-Ext
• Program Manager category

15. Meeting Adjourned at 1pm

~minutes submitted by Judy Ballweg~