

**ACADEMIC STAFF COUNCIL MEETING**  
**Tuesday, January 19, 2016**  
**10:30am-1pm**  
**Pyle Center, Madison**

Attendees: Erik Ernst, Lyn Fleming, Ryan Anderson, Shelle Michalak, Bill Klase, Tom Culviner, Molly Vidal, Aaron Brower, Judy Ballweg, Dan Hill, Jason Beier  
Phone: Lori Skelton

**Call to Order at 10:30am and Certification of Open Meeting Notice Compliance – Erik Ernst**

**Approval of December 1, 2015 meeting minutes**

Minutes approved.

**Dialogue with Chief of Staff – Molly Vidal**

- Discussion on UW-Ext shared governance and communication – Chancellor Sandeen was unable to join the January meeting. This topic will be discussed at a future meeting.
- Working on educating the legislature on the Coop Ext budget reductions,
- Institutional Campaign Themes is under the leadership of Lin Larson, Associate Vice Chancellor for Communications and Market. Lin is currently working on developing a survey with a tentative release date of February 1. We are approximately 1 month out from receiving the Governor's state budget proposal. Work needs to be done on branding, marketing, and telling our story ... tying all these pieces together for internal and external partners.

**Provost and Vice Chancellor Dialogue – Aaron Brower**

- Board of Regent approval was received at their December meeting. The Higher Learning Commission (HLC) application process has begun. The degree-granting initiative will be under a "candidacy" status for 3-5 years then a more permanent status is granted for 10 years then under an every 10 year review. Working closely with David Schejbal, Patti Wise, Peter Nordgren, Kim Kostka, Judee Richardson, and Suresh Chalasani.
- The Cooperative Extension restructuring (nEXT Generation) will be a priority for the next fiscal year and beyond. A town hall is planned for January 20. This topic will be on the March joint governance groups meeting agenda.
- Extension Reimagined has been completed by Eric Giordano. Themes that emerged will be shared as Coop Ext moves forward.
- Identifying the Need to Increase Staff Support for Shared Governance – Craig Saxe, UC/FS Chair is suggesting that Administration revisit the Secretary of the Faculty and Staff roles and responsibilities making it a full-time/permanent position. Aaron is asking what specifically hasn't been getting done this past year and what additional needs related to shared governance might be needed in the future. UC is asked to develop a hiring proposal outlining the scope and tasks of a full-time/permanent Secretary of the Faculty and Staff. Aaron would like to make a staffing decision this spring.
- Governor's State of the State is tonight focusing on growing our economy, developing our workforce, transforming education, reforming government, investing in infrastructure, and property tax relief.

**Dialogue with Rick Klemme, Dean and Director, Cooperative Extension**

- Rick provided background and an understanding of the Coop Ext budget implications for faculty and staff. The division is embarking on monumental changes in both organizational structure and delivery of priorities to best serve the current and future audiences along with significant changes to the local, county and tribal presence including relationships with campuses and administrative structure. To plan, implement and achieve the goals, it is important that the UW-Ext administration be in sync with Coop Ext. An Executive Sponsor team has been formed (Rick Klemme, Aaron Brower, Steve Wildeck). This team will set goals

for the Steering Committee. The Steering Committee will manage the planning and implementation of the project, identify how various aspects of the project should be implemented, engage the Dean and provide recommendations back to the Executive Sponsor team. A project manager (external individual) will be selected and charged to be the connector across the various components of model development and implementation. There will also be a project lead (internal individual) who has the divisional knowledge. Chancellor Sandeen has approved the recommendations and will formally charge the steering committee along with appointing implementation planning workgroups. As county/area positions are reconfigured, position descriptions will need to be rewritten. The Regional Directors are working to help county partners understand. The goal is to have the detailed implementation work plans finalized by the end of June, with the implementation phase beginning July, 2016. It was suggested that future agendas include an update from Rick, as appropriate. Judy will also forward all Coop Ext message related to this topic to ASC for their reference.

#### **Human Resources Update – Jason Beier**

- Program Managers Update – the document will be distributed and discussed at the January Deans/Directors meeting.
- Institutional Compensation Philosophy/Guidelines – input from governance groups will be needed as these guidelines are developed.
- Merit Criteria – all future pay plans are now merit based and academic staff will need to develop merit criteria specific to their work.

#### **Chair Report – Erik Ernst**

- 2016 BOR Academic Staff Excellence Awards – a UW-Ext nomination has been submitted and we are awaiting selection announcement.

#### **Review Chapter 12: Layoff of Academic Staff for Reasons of Budget or Program**

- The Council would like to have a conversation with the Chancellor regarding “layoff” and “rehire”. Revisit this topic at the February 2 meeting.

#### **2015-2016 Meeting Schedule and Discussion with University Staff Council**

- The University Staff Council is unable to change their meeting day to Tuesday. One member does not work on Tuesday. Plan to revisit the schedule in the spring when the 2016-2017 meeting schedule is developed.

#### **2015-2016 Vision List Topic: Continue to strengthen the Council’s relationship with leaders within the organization and make it a priority that meetings are attended by the Chancellor, Provost, HR Director/Representative, Dan Hill, Judy Ballweg**

- We are striving for a rotation between the Chancellor and Chief of Staff in attending our meetings. The Provost along with HR Director, Dan Hill and Judy Ballweg join us regularly.

#### **Committee on Academic Staff Issues (CASI) Update – Bill Klase**

- Last meeting was in December, topics included nEXT Generation Recommendations, performance evaluation/review, faculty plan to participate in a performance review pilot exercise, academic staff decided not to participate.

#### **Committee Reports:**

##### **Nominations Committee – Bill Klase, Chair**

- Nothing to report

##### **Distinguished Prefix – Lori Skelton, Chair**

- Three applications have been received. A Distinguished Prefix Advisory Committee orientation was held January 20. Portfolios will be reviewed on February 4.

### **Communications Committee – Ryan Anderson, Chair**

- The “Big 3” from this meeting – (1) An upcoming survey will be used to finalize Institutional campaign themes for use in informing legislators and the wider public on how the work of UW-Ext benefits all Wisconsinites. (2) Provost Aaron Brower shared information regarding the passage of the UW-Ext Mission Statement change and upcoming work surrounding the creation of a business degree. (3) Dean and Director Rick Klemme shared the nEXT Generation Model for Cooperative Extension.

### **Future agenda topics:**

- Review Chapter 12: Layoff of Academic Staff for Reasons of Budget or Program (in light of Coop Ext restructuring)
- Discussion on UW-Ext shared governance and communication (with Chancellor)
- Identifying the Need to Increase Staff Support for Shared Governance – what didn’t get done this past year and what additional needs related to shared governance do you see in the future. Aaron is asking governance groups to develop a hiring proposal outlining the scope and tasks of a full-time, permanent Secretary of the Faculty and Staff.
- Program Managers title update – Jason Beier, Melissa Mayo, Erik Ernst, Lyn Fleming
- Institutional Philosophy / Guidelines update – Jason Beier, Aaron Brower
- Continue to invite Rick Klemme, Dean and Director, Coop Ext to discuss the divisional restructuring
- 2015-2016 Vision list: Affirm our involvement with the hiring of administrators and leaders within the organization.
- Begin planning and coordinating a 2016 meeting with Board of Regents Member. Molly suggested Regent Grebe (Milwaukee) or Regent Drew Pederson (Madison). Regent Pederson chaired the UW-Ext Mission Statement language change public hearing. The Council will work with Molly on identifying a future event/meeting. Ryan Anderson and Bill Klase will look through their 2015 planning minutes and will lead a discussion on next steps.

Meeting adjourned at 1:05pm

~minutes submitted by Judy Ballweg~