

**ACADEMIC STAFF COUNCIL MEETING**  
**Tuesday, November 3, 2015**  
**10:30am-1pm**  
**Pyle Center, Madison**

Attendees: Erik Ernst, Lyn Fleming, Lori Skelton, Bill Klase, Tom Culviner, Ryan Anderson, Judy Ballweg, Dan Hill, Jason Beier, Aaron Brower, Jeanne Stuckert

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

**Approval of October 6 meeting minutes**

Minutes approved.

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

- Increasing Staff Support for Shared Governance – the University Committee has suggested that administration revisit the Secretary of the Faculty and Staff roles and responsibilities making it a full-time/permanent position. Aaron would like to know what specifically didn't get done this past year and what additional needs related to shared governance that we see in the future as the new Coop Ext model evolves. Some items identified may be handled through temporary support. This revisiting of the position description is not a reflection on the high quality and high standards of current staff members. Aaron has asked UC to develop a hiring proposal outlining the scope and tasks of a full-time, permanent Secretary of the Faculty and Staff. He is now asking ASC to do the same as a way to help frame the position description.
- In regards to the UW-Ext Mission Statement revised language, there is a UW-Madison faculty member gathering information and collecting documents that makes it appear as though there are significant unanswered questions from the Chancellor and UW System President. The institution will be working with UW System Legal on a coordinated response due to an open records request.

**Merit Recommendation – Aaron Brower**

- There are self-funded tools:
  - out of cycle pay adjustment (ex: retention, market, equity, merit)
  - pay exercise [BOR and JOCER (Joint Committee on Employment Relations) approval needed]

Needed: a plan, definition, criteria, implementation

Criteria needs to be based on:

- impact
- local distinction
- transparency

This is an institutional priority. How do we move forward and also actively involve governance groups along with Deans/Directors? Perhaps this could be a collaborative exercise amongst all governance groups? Could we research working models?

Jason Beier will be involved in developing an Institutional Compensation Philosophy / Guidelines including a set of guiding principals.

It was suggested that the document and tool be ready by end of 2016.

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

- Program Managers Update – Erik Ernst, Jason Beier and Melissa Mayo met to discuss and develop a Program Managers progression series policy. Lyn Fleming has joined this workteam. The draft policy will be shared at the December ASC meeting and at an upcoming Deans/Directors meeting.
- Proposed Changes to Health Care – Jeanne Stuckert was available to answer any additional questions and shared the UW System website for additional information -- <https://www.wisconsin.edu/ABE>

## **Chair Report – Erik Ernst**

- 2016 BOR Academic Staff Excellence Awards – please see October 8 call for nominations email sent by Judy Ballweg. Council members have agreed to work with their respective Dean/Director along with the HR Director to encourage nominations. Dan Hill will work with Business and Entrepreneurship (Mark Lange). It was suggested that Aaron place this item on an upcoming Deans and Directors meeting agenda.
- UW System Strategic Planning Listening Session – governance group chairs are organizing a broader listening session during the joint meeting today at 1:30pm. In addition, all Council members are encouraged to complete the online web survey reminder sent Nov 2 with a deadline date of November 9.
- ASC Annual Accomplishment Report and Intended Audience – a starting point would be to review the “Big 3” generated after each Council meeting. Clarity is needed on who is the intended audience. Molly Vidal will talk more about this at the Joint Meeting, today at 1:30pm.
- Review vision for the coming year – the list includes:  
Vision for the coming year
  - Continue to work on program manager title progression
  - 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 and Judy Ballweg.
  - Continue to be involved in the hiring of institutional administrators and leaders.
  - Continue to have representation on the UWC/UWEX Administrative Council (currently Ryan Anderson)
  - Continue to explore mechanism for merit
  - Continue to explore mechanism for rewarding long-term employees and their value
  - Play a role in advancing the work of UW-Ext Reimagined and the institutional strategic planning process
  - Continue advocacy work with Board of Regent members
  - Continue to assist new Council members regarding their role and responsibilities

It was also suggested that future Council meetings include a focused discussion around one of the Vision bullet points.

## **Committee Reports:**

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

- The ASC Awards Reception on October 6 went very well and was highly attended. A reminder for next year ... be sure to capture a photo of Chancellor with award recipient. Judy will follow up with Adam Paris for posting photos on the ASC website.

### **Distinguished Prefix – Lori Skelton**

- No applications have currently been received. The deadline is December 1. Judy will share a current committee roster with Lori.

### **Communications Committee – Ryan Anderson**

- The “Big 3” from this meeting – (1) merit compensation and discussion, (2) program managers title progression update, (3) Board of Regents academic staff member nominations (see October 8 email from Judy Ballweg).

**Future agenda topics:**

- Program Managers title review – Jason Beier, Melissa Mayo, Erik Ernst, Lyn Fleming
- Budget Implications for faculty and staff – Rick Klemme, Dean and Director, Coop Ext
- Focus on one item from the 2015-2016 Vision list – all
- UW-Ext Mission Statement public hearing recap – Aaron Brower
- Planning 2016 meeting with Board of Regents Member
  - work with Molly Vidal and/or Government Relations Director
  - build upon previous opportunities ... Regent Drew Peterson (chaired the UW-Ext Mission Statement language change public hearing, perhaps invite Regent Peterson to an upcoming ASC meeting or a divisional meeting/event, perhaps invite Regent Peterson to the ASC Awards Reception along with the ASC meeting held prior to the Reception.
- Institutional Philosophy / Guidelines – Jason Beier, Aaron Brower

Meeting adjourned at 12:30pm

~minutes submitted by Judy Ballweg~