

**ACADEMIC STAFF COUNCIL MEETING**  
**Tuesday, September 6, 2016**  
**10:30am-1pm**  
**Pyle Center, Madison**

Attendees: Mike Parsen, Sandy Tarter, Stephen Beers, Jennifer Hadley, Eric Fleming, Lyn Fleming, Judy Ballweg, Shelle Michalak, Matt Cogger, Aaron Brower, Jason Beier

**Call to Order at 10:30am and Certification of Open Meeting Notice Compliance – Shelle Michalak, Co-Chair**

**Introductions – all**

**Approval of July 5 and July 27-28 (Eau Claire) meeting minutes**

Minutes approved.

**Dialogue with Provost – Aaron Brower**

- Welcome: Andrea Cool, Secretary of the Faculty and Staff. See August 12 email announcement from Aaron Brower.
- Budget Update: The UW System budget proposal was approved at the August Board of Regents meeting. It now goes to the Governor's office. The final state budget will be announced at the Governor's State of the State scheduled for February 1. It was encouraged that the Academic Staff Council continue their annual meeting with a select Board of Regent member(s) and to work on testimonials/success stories to submit into Chancellor Sandeen's "Tap Into It" initiative.
- UPG#18 – Criteria for Achieving Distinguished Prefix: The Chancellor has recommended that the salary increase that goes with achieving the title of Distinguished Prefix be researched. It was suggested that the Council work with Jason Beier and Andrea Cool on next steps.
- Compensation Philosophy Workgroup: The document is in draft form. An ad hoc workgroup is being created to review the document and provide feedback. Each governance group will have representation. ASC co-reps are Lyn Fleming and Jennifer Hadley.
- Merit Exercise/Criteria: In anticipation of future state funded pay plans, a merit-based compensation document needs to be in place for each category of employment. Faculty Senate has completed their document for faculty. Shelle and Mike have been asked to work with Barb Barker, FS Chair, for guidance.
- UW-Extension Flex Business Degree: Open enrollment was 9/1/2016 and there is already one student registered with student work beginning in December.

**Dialogue on nEXT Generation – Aaron Brower**

- A leadership change was decided and Rick Klemme, Dean and Director of Coop Ext, has been asked to step down, effective November 1. (See August 29 email from Chancellor Sandeen.) An interim Dean will be named soon and will most likely serve in the role of 2-3 years to get us through the nEXT Generation implementation phase (2 year implementation + 1 year transition). Please join me in expressing appreciation for Rick's leadership.
- In regards to the Council obtaining updates from the nEXT Generation Steering Committee, Aaron expressed that himself and/or Jay Rowan (Project Manager-Huron Consulting Group) would be more than willing to provide regular updates to ASC. Alternatively, a nEXT Generation steering committee member could be asked to provide updates.
- In regards to the Council obtaining updates from the Committee on Academic Staff Issues (CASI), it was suggested that we work with Annie Jones about the process of either getting a Coop Ext ASC member on that committee or alternatively a current CASI board member could be asked to provide regular updates.

Coop Ext ASC members shared that there is concern amongst Coop Ext staff about the decision to ask Dean Klemme to step down during the nEXT Generation process. Dean

Klemme is perceived as a strong ally by both Coop Ext and partners and stakeholders across the state, particularly at the county level.

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

- Jason explained the recent distribution of UW System money: An increase for some in base pay vs. lump sum awards. One-time funds have also been tagged for those individuals who earn below \$40,000. It was requested that Jason provide a statistical breakdown on the percentage of faculty, academic staff, and university staff that received additional compensation.
- Jason explained that there have been several compensation review exercises over the past several years which may explain why it's been challenging for staff to follow what's happening and understand the process.
- Program Managers progression series: Jason and Erik Ernst have met with the Deans and Directors who have already provided input. Jason will locate suggested edits/remarks and share back with the Council. This review should move forward independently of the Title and Total Compensation Review Process. Lyn Fleming has agreed to meet with Erik Ernst and bring back documentation/recap of the conversation to the next Council meeting.
- Title and Total Compensation Structure Review Process Study and next steps – There will be a full review of all job titles and compensation structure for all employment groups (~30,000) enhancing our ability to recruit, develop and retain a highly qualified workforce. This review will primarily focus on Academic Staff, University Staff and Limited Term Staff. The review is expected to take 18-24 months. An advisor council has been set up and Steve Wildeck, UW-Ext CBO, is our institutional representative. Jason has been named the Project Manager. It was suggested that we invite Steve Wildeck to future meetings. The request-for-proposal for an external consultant is out.
- Discussion followed about the perceived lack of transparency within Human Resources. The Council would like additional dialogue around why employee resources are unknown/not broadly shared and work to identify ways the Council can assist in awareness building.
- As requested, Jason provided detailed information about the statistical makeup of UW-Ext including both the Head-county and the FTE-count. (If one person works half-time that's a head county of 1 and FTE county of 0.5).
  - number of faculty members: 239 (230.63)
  - number of academic staff members: 668 (627.07)
  - number of university staff members: 157 (153)
  - number of limited term/temporary staff members: 145 (FTE-count does not apply)
  - number of limited appointments (ex: Chancellor, Provost, Human Resources Reps): 66 (62.29)
- ASC asked Jason if he could provide information about how compensation is divided up amongst these same categories. Jason believed this could be done and would look into it.
- Fair Labor Standards Act has been approved. Contact will be made with individuals being affected along with their supervisor. Place this topic on the October meeting agenda. For more details, see June 6 email sent by Jason Beier and/or these weblinks:  
<http://news.wisc.edu/major-change-proposed-in-whos-considered-hourly/>  
<http://www.ohr.wisc.edu/compensation/flsa.aspx#3>

### **2016-2017 Vision List Topic**

- Mike and Shelle distributed and discussed the handout, "How should we organize, prioritize and work on visioning ideas?" After much discussion the Council decided to focus on three categories – Human Resources as it Relates to Academic Staff, Internal Matters of Interest to Academic Staff, External Matters of Interest to Academic Staff. It was suggested that we revisit a topic at each of our future meetings.
- Mike and Shelle agreed to start prioritizing tasks (Vision list bullets) for each of the three categories in time for the October meeting.

### **Co-Chair Report – Mike Parsen, Shelle Michalak**

- Recap "out of Madison" meeting in July: All who participated appreciated the experience of meeting with the WPR-Eau Claire Bureau along with Board of Regent Behling and Board of

Regent Manydeeds. The Regents both suggested we do more of this small group dialogue in an effort to get to know each other better and to showcase the work of UW-Extension. It was further suggested by both Regents that ASC consider preparing a presentation to the full Board of Regents during a regularly scheduled meeting. Mike and Shelle work with Molly Vidal to pursue future opportunities to meet with the Board of Regents.

- In an effort to showcase academic staff work, each Council member is being asked to create a 1-page, “day in the life” of your work, to be completed by the November ASC meeting. Please send this document to Matt Cogger who has agreed to collect them.

#### **UW System Rep Update – Stephen Beers**

- Participated in a teleconference with President Ray Cross on August 8 discussing the upcoming UW System budget. Attended the August Board of Regents meeting where the budget and flexibilities were discussed. UW System is working a new initiative “2020 Fwd: Moving Wisconsin and the World Forward” emphasizing strategic framework and budget priorities. Compensation was also discussed in terms of “merit based”. It was suggested that we ask UW-Ext administration to define “merit based”.

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

- ASC currently does not have a Coop Ext member serving on CASI. Shelle and Mike agreed to contact Annie Jones to inquire about the possibility of having one of three Coop Ext ASC members join CASI. Alternatively, a current CASI member could be asked to provide regular updates.

#### **nEXT Generation Steering Committee Update – formerly Bill Klase**

- Since ASC currently does not have a Coop Ext member serving on a nEXT Generation group, Aaron expressed that himself and/or Jay Rowan (Project Manager-Huron Consulting Group) would be more than willing to provide regular updates to ASC. Alternatively, a nEXT Generation steering committee member could be asked to provide updates.

#### **Committee Reports:**

##### **Nominations Committee – Jennifer Hadley, Eric Fleming**

- Five nominations for the 2016 Academic Staff Awards of Excellence have been received. Jennifer and Eric plan to meet later this week to recommend two individuals for Provost Brower’s endorsement. The Awards Reception is Tuesday, October 4, 11:30am-1pm, AT&T Lounge, Pyle Center. More information will be shared via email as the date draws closer.

##### **Distinguished Prefix – Lyn Fleming, Chair**

- Portfolios are due to the Secretary of the Faculty and Staff by December 1.

##### **Communications Committee – Sandy Tarter, Chair**

- The “Big 3” from this meeting –
  - (1) Welcome to Andrea Cool, Secretary to the Faculty and Staff  
Action:
  - (2) Showcasing our work as it relates to the UW-Ext Chancellor’s “Tap Into It” initiative  
Action: Prepare a 1-page “A day in the life” of the work you do.
  - (3) 2016-2017 Vision List  
Action: The Academic Staff Council has divided out their visioning list into three categories – Human Resources as it relates to academic staff, Internal Matters as it relates to academic staff, and External Matters as it relates to academic staff. Please send the co-chairs your concerns/challenges as it relates to these categories – [michael.parsen@uwex.edu](mailto:michael.parsen@uwex.edu) or [Michelle.michalak@uwex.edu](mailto:Michelle.michalak@uwex.edu). Thank you!

#### **Future agenda topics:**

- Institutional Philosophy / Guidelines workgroup update – Jason Beier, Aaron Brower
- 2016-2017 Vision List Topic: Brainstorm representation on other committees/governance groups?
- Title and Total Compensation Structure Review Process and next steps – invite Steve Wildeck

- Fair Labor Standards Act – Jason Beier
- As a way to get to know the Academic Staff Council and to seek interested individuals to run for future seat on the Council, it was suggested that we utilize the September “Third Thursday” Pyle Center Rooftop as a place to gather and mingle. Shelle has drafted an email message to send to all academic staff members.

Meeting adjourned at 1:15pm

~minutes submitted by Judy Ballweg~