Joint Mtg: University Committee and Academic Staff Council and Classified Staff Council  
Tuesday, May 6, 2014  
1:30-4pm  
Pyle Center, Rm. 213  
702 Langdon Street, Madison, WI

Attendees: Donna McLaughlin, Shelley King-Curry, Bill Klase, Greg Hutchins, Erik Ernst, Daniel Kursevski, Tom Culviner, Krystal Wambold, Emily Johnson, Suzanne Samuelsen, Craig Saxe, Art Lersch, Marty Havlovic, Jason Beier, Julie Hunter, Katy Sticha, Aaron Brower, Dan Wanish, John Shutske, David Prucha, Kelly Thomas, Rose Smyrski, Judy Ballweg

1. Call to Order and Certification of Open Meeting Law Compliance – Art Lersch, UC Chair
2. Introductions
3. Approval of March 4 meeting minutes
   • Approved with minor edit.
4. Interim Chancellor – Aaron Brower
   • Fund Balance – We are in the middle of a long budget process and have strong relationships with legislators in place.
   • Audience-Specific Town Hall Meetings – May 12 (Communicators), May 19 (Administrative Council), May 21 (UW Colleges), May 22 (UW-Extension). Be looking for an email announcement including ways to participate and an audio recording feature.
   • Talking Points – These will be shared and coupled with your success stories for telling “our story”.
   • Flex Option – Continuing to go very well and we are experiencing a real shift in higher education.
   • Employee Assistance Program (EAP) – We are transitioning from an in-house approach to a contract with Life Matters (1-800-634-6433; www.mylifematters.com / password: SOWI). An orientation session is scheduled for Tuesday, May 20, 12-12:30pm, Pyle Center and offered via webcast. More details will be shared on how to access this presentation.
   • Supplemental Compensation – Supplemental compensation is outside of the normal processes already in place. These funds will be used to compensate employees who show an impact related to exceptional performance. It was suggested that we leverage the existing performance review process and bring in the criteria for supplemental compensation. Discussion included how do we find/generate these funds?

4. Investment Fund – John Shutske
   • Administration has been working with divisional deans/directors and divisional budget directors to create an Investment Fund with the following criteria:
     ➢ Large projects with large revenue potential
     ➢ Cross-divisional (min: 2) / UW Colleges qualifies
     ➢ Increase access (ex: audience, geography)
     ➢ Brand Recognition
     ➢ Foster Innovation / Creativity
     ➢ Create Efficiencies / Better Process

   A workgroup is being formed with Malcolm Brett serving as Chair. More information will be shared as details become available.

5. Interim Provost and Vice Chancellor – John Shutske
   • John distributed and discussed handout, “Leadership/Management/Supervisor Professional Development Project. This professional development is for those individuals who find themselves in these roles with limited experience and the goal is to share best practices across divisions and improve the overall workplace climate. More information will be shared as details become available.
6. Employee Assistance Program Changes and Impact – Jason Beier, Kelly Thomas, David Prucha
   - Employee Assistance Program (EAP) – We are transitioning from an in-house approach to a contract with Life Matters (1-800-634-6433; www.mylifematters.com / password: SOWI). A brochure and FAQ was distributed and discussed. An orientation session is scheduled for Tuesday, May 20, 12-12:30pm, Pyle Center and offered via webcast. More details will be shared on how to access this presentation. Patrick DuCharme will continue to provide employee assistance services through mid-August. Discussion followed and focused on reviewing the change, the decision making process and the communication plan. For additional information, please contact Kelly Thomas (Kelly.Thomas@uwex.uwc.edu).

   - Joint Committee on Employee Relations (JOCER) formally approved UPS, a Board of Regents mandate, effective July 1, 2015. Human Resources Directors are meeting in June to discuss next steps and developing a framework for classified staff. Information will be shared as it becomes available.

8. University Committee Chair Update – Art Lersch
   - Work continues on developing a consistent annual performance review system. Faculty Senators have formed a subcommittee that will share findings with administration and together work to improve the current system.
   - Faculty Tenure Orientation was held on April 15, in Stevens Point. There were over 70 registrants making for a very successful workshop.
   - Coop Ext Supplemental Compensation Plan is being discussed/explained with an effective date of July 1.

9. UW-Ext and UW Colleges Search and Screen Committee Update – Art Lersch
   - Art Lersch is chair of this important committee. The committee is scheduled to meet next on May 8. Please forward any comments or suggestions to Art (art.lersch@co.lincoln.wi.us)
   - Be looking for an email from Art asking for your input/reaction/thoughts to three questions:
     - What are the primary issues this Chancellor should focus on in the coming years?
     - What role should this Chancellor play within the larger UW System?
     - One suggestion to help this Chancellor perform at the highest possible level?

10. Academic Staff Council Chair Report – Krystal Wambold
    - The May meeting included dialogue with David Schejbal, Dean, Continuing Education, Outreach and E-Learning (CEO-EL)
    - UW-Ext Chapter 10, “Academic Staff Appointments” revisions is now policy! A big thank you to Erik Ernst who provided leadership to the editing process.
    - Council election is currently underway and encouraging academic staff members to vote!

11. Classified Staff Council Chair Report – Dan Wanish
    - Four subcommittees have been formed around high priorities: Compensation, Workplace Climate, Communication, and UPS.
    - UW System is offering its first annual shared governance conference, May 22.
    - Workplace Climate Survey recommendations report has been approved by the Council and forwarded to the Office of Equity and Inclusion as well as the Office of the Chancellor.

12. Classified Staff Council Workplace Climate Survey Recommendations – Donna McLaughlin
    - The recommendations report has been approved by the Council and forwarded to the Office of Equity and Inclusion as well as the Office of the Chancellor. John Shutske, Greg Hutchins and Dan Hill will be taking the lead on implementation. This report has been posted to the Classified Staff Council website – www.uwex.edu/secretary/classified-staff-council.html. Place this topic on the June Faculty Senate meeting agenda.

13. 2014-2015 Meeting Schedule / Approval
    - Approved by consensus
   • Workgroup members include: Kathy Eisenmann, Michael Childers, Tim Rehbein, Don Taylor, Yvonne Horton, Jason Beier, David Prucha, Emily Johnson. Needed is a representative from youth development and CSC (not needing to be a Council member). Be looking for meeting information from Don Taylor who has offered to convene the first meeting.

15. UC, ASC, CSC share goals/priorities for the coming year and next steps
   • Art Lersch has shared a final version of, “UW-Extension Description of Shared Governance”. This document has been approved by the Academic Staff Council and the University Committee. This item has been placed on the May Classified Staff Council agenda and the June Faculty Senate agenda for their approval.

16. Identification of Future Meeting Topics
   • Classified Staff Council Workplace Climate recommendations report
   • UPS Update (after HR directors meet in June)
   • Emeritus Status for classified staff
   • Investment Fund Workgroup – Malcolm Brett
   • How does UW-Ext Respond to Information Requests
   • Joint Meeting Big “3”

Meeting Adjourned at 4:15pm.

~minutes submitted by Judy Ballweg~