

Classified Staff Council Meeting Minutes
Thursday April 17, 2014
10 am - 12 pm
Pyle Center

Members Present: Inga Foley, Julie Hunter, Dan Kursevski, Donna McLaughlin, Lisa Perkins, Suzanne Samuelsen, Katy Sticha, James Wegner

Member Not Present: Dan Wanish, Chair

Others Present: Chancellor Aaron Brower, Dan Hill, Interim Secretary of the Faculty and Staff; Rose Smyrski, Interim Vice Chancellor for Communication and External Relations

- I. Call to Order – Katy Sticha, Vice Chair
 - a. Katy called the meeting to order and certified compliance with the WI Open Meeting Law
- II. Minutes approval
 - a. The March 20 Draft Meeting Minutes (the corrected version which was passed out at the meeting) were approved.
- III. Interim Chancellor Aaron Brower
 - a. Chancellor Awards: As of April 17 there were 2 classified staff nominations. Encourage colleagues to nominate classified staff!
 - b. Budget Discussion:
 - i. The 2 year tuition freeze is disappointing and will be part of ongoing budget discussions.
 - ii. The Fund Balance referenced in the media was discussed.
 - iii. UW-Extension needs to be more self-reliant and entrepreneurial in finding new sources of revenue.
 - iv. Money needs to be earmarked for a supplemental fund for new projects.
 - v. UW-Extension needs to “tell our story” about being fiscally responsible.
 - c. There is a new Employee Assistance Program (EAP) for UW-Extension and UW Colleges. The new provider is “Life Matters.” Patrick DuCharme, our current EAP coordinator, has been very helpful during this time of transition.
- IV. Dan Hill – Relayed message from John Shutske, Interim Provost:
 - a. Discretionary Compensation: John met with divisional Deans and Directors about their communication with respect to any “discretionary” salary increases outside of the officially state-allocated pay plan. Faculty, academic staff and classified staff are urged to stay engaged in the process and decision making.
 - b. John also talked with each of the Divisional Deans and Directors about how they orient, educate and prepare people in supervisory roles (budget decisions, performance discussions, etc). Administration is committed to ramping up efforts to develop more skill and consistency. A design team is being discussed.
 - c. This generated a discussion about how UW-Extension has many functions and departments which makes communication and consistency challenging. Also, GEAS is not considered a division, yet employs many classified staff. Chancellor Brower will check with Jason Beier about GEAS being included in future initiatives as well as those mentioned above.

- V. Rose Smyrski, Interim Vice Chancellor for Communication and External Relations
 - a. Rose has been on the job for 3 weeks! Previously, she was Legislative Liaison for the Chancellor at UW-Platteville. Introductions were made.
 - b. Rose is working on the following: (1) getting clear numbers and a communication strategy to share with elected officials regarding our budget, (2) developing a plan to work with people in communities all over the state to educate on behalf of UW Colleges and UW-Extension.
 - c. Rose invited CSC members to offer feedback or share information that we may glean in our areas that would assist in the above two goals.
- VI. David Prucha, Director of Human Resources was not present. The HR topics on the agenda were postponed until next meeting.
- VII. Workplace Climate Survey Report:
 - a. Donna distributed the proposed CSC Report which contains suggestions gathered by the Workplace Climate Subcommittee. She also distributed results of some research on auditing classes at UW-Madison. She suggested removing one paragraph in the report about taking classes at UW-Madison which was not supported by her research.

Inga Foley motioned to accept Donna’s suggestion and strike the suggested paragraph from the report and then forward the edited report, on behalf of the Classified Staff Council, to Chancellor Aaron Brower and to Christine Curley in the Office of Inclusion. Seconded by Suzanne Samuelson, voice vote, motion carried.
- VIII. Chancellor’s Award nominations: Dan Hill will be nominating the CSC for an award. Julie will be nominating a co-worker for an award. Classified nominations are needed!
- IX. Secretary of the Faculty and Staff Report:
 - a. Classified Staff Council participation on Systemwide Extension Council – Dan Hill will investigate representation.
- X. Vice-Chair Report – Katy Sticha
 - a. CSC nominees for Chancellor’s Search and Screen Committee: James Wegener and Dan Wanish
 - b. Classified Staff Council Awards for Excellence – revisit topic at future meeting.
 - c. Leadership Training, April 23 – “Breaking the Bias Habit”. Katy agreed to re-forward the info.
 - d. UW System Shared Governance Conference, May 21 and 22. The info has been emailed to us by Dan Wanish. CSC members should let Dan Wanish know a.s.a.p. your plans to attend.
 - e. Classified Staff Council Members attend CEAC – revisit topic at future meeting.
 - f. CSC representative on UWEX Info Requests work group – revisit topic at future meeting.
 - g. CSC Committee on Compensation Issues - \$1.50/hr for IT eff. 7/1/14 – revisit topic at future meeting.
- XI. Setting our Priorities and creating subcommittees – Dan Hill
 - a. Dan facilitated a decision process. In analyzing our concerns, he had noticed that they naturally fell into clusters under broader topics. After some discussion we decided on the four broader topics:
 - i. Compensation
 - ii. Workplace Climate
 - iii. UPS
 - iv. Communication with and from Classified Staff

- v. Dan suggested a fifth topic, “On-Going Goal Setting and Planning”, which will be conducted by the Chair and Vice-Chair (to make sure there is movement and action taking place on the above priorities).
 - b. Then we went through the individual concerns exercise.
 - c. Then each member signed up for “Priorities of Interest”. Priorities are now subcommittees!
 - i. Compensation Subcommittee – Dan Wanish, Dan Kursevski
 - ii. Workplace Climate Subcommittee – Julie Hunter, Inga Foley, Donna McLaughlin
 - iii. UPS Subcommittee – James Wegener, Lisa Perkins, Donna McLaughlin, Suzanne Samuelsen
 - iv. Communication Subcommittee – Katy Sticha, Suzanne Samuelsen
 - d. The Subcommittees will be on the May meeting agenda for future planning.
 - e. Julie will email the summary of the priorities and subcommittees.
- XII. Identification of future Meeting topics
- a. CSC Subcommittees
 - b. HR – update
 - i. Classified email listserv and work locations
 - ii. Distribution of FY15 Pay Plan Guidelines
 - iii. Distribution of DMC/DERA info
 - c. CSC and CEAC participation?
 - d. CSC rep on UWEX Info Requests workgroup?
 - e. Classified Staff Council Awards for Excellence? General Discussion first.
 - f. Web link creation on CSC website for anonymous comments?
 - g. Employee handbook
 - h. Emeritus Status for Classified Staff

~minutes submitted by Julie Hunter~