Classified Staff Council Meeting Minutes
Tuesday, August 19, 2014
1-3pm
Pyle Center

Present: Julie Hunter, Dan Kurcevski, Donna McLaughlin, Suzanne Samuelsen, Katy Sticha, James Wegener, Lisa Perkins, Dan Wanish, John Shutks, Dan Hill, Judy Ballweg, David Prucha, Steve Wildeck, Rose Smyrski, Howard Fenton

I. Call to Order – Dan Wanish, Chair
- Dan called the meeting to order and certified compliance with the WI Open Meeting Law.

II. Minutes approval
- The July 17 meeting minutes approved.

III. Interim Chancellor Aaron Brower
- Fund Balance – Work and conversations continue around the budget process as we await its presentation at the August 21-22 Board of Regents meeting. The budget request focuses on the Talent Development Initiative, a three-pronged forward-thinking framework for Wisconsin’s future expanding the groundwork for a talent pipeline that will most certainly increase Wisconsin’s economic footprint. We need to continue to position ourselves to be self-sufficient and creative.
- Board of Regents Meeting, April 2015: UW System and UW-Ext will host this meeting. Rose Smyrski will chair the planning team.
- Human Resources changes (Huron Education Report) – Aaron Brower, Steve Wildeck – The report highlights areas were there may be greater efficiencies within the current HR structure (central and divisional). The report also highlights areas that could be integrated, and, therefore complement the current HR structure. Such areas include Staff Benefits, Time Leave/Payroll, and Job Recruitment. There will be a Chief Human Resources Officer hired to oversee HR and that individual will report directly to Steve Wildeck. The recruitment process could start within the next few weeks.
- Employee Assistance Program – Patrick DuCharme is no longer with the institution. He has accepted a position at UW-Madison. An EAP webinar is scheduled for Tuesday, September 30 (see Aug. 18 email for more details).
- Discretionary Supplemental Compensation Plan – The current tools available include the DMC (Discretionary Merit Compensation) and the DERA (Discretionary Equity or Retention Adjustment). In talking about annual performance reviews, Council members expressed concern that some divisions are not awarding the “exceptional” rating that is needed to qualify for merit dollars. John Shutks will bring this concern to an upcoming Deans/Directors meeting. It was suggested that the Council coordinate a time to meet with the Dean(s) in question and include David Prucha in the conversation.

IV. Interim Provost and Vice Chancellor Update – John Shutks
- Workplace Climate Report Implementation Plan: Work continues on identifying professional development opportunities for organizational leaders. Be looking for an
email from the Chancellor announcing the first steps in the implementation plan.

- Innovation Investment Fund: The announcement to apply for these one-time funds was distributed through the governance group chairs. Submit proposals to the Dean/Director of your division by September 5. By the end of September, final funding decisions will be made by the Chancellor.
- GEAS Communications to Classified Staff – A small group of Council members stayed after the meeting to discuss this topic.

V. CSC Nomination and Election Process – Dan Wanish

Representation of classified staff by Division:
GEA/S- 101 permanent + 36 LTE’s = 137 total (41.3%)
Coop- 53 + 58 = 111 (33.4%)
BAMI- 40 + 30 = 71 (21.4%)
CEOEL- 11 + 1 = 12 (3.6%)
DEED- 1 + 0 = 1 (.3%)
Total- 207 + 125 = 332

Representation of returning Council members:
GEA/S- 1
BAMI- 1
CEOEL- 1
DEED- 1

Representation of Open Positions on the Council:
GEA/S- 2
Coop- 2
BAMI- 1

A motion from Katy Sticha that the UW-Ext Classified Staff Council “call for nominations” to fill the five vacancies on the Council keep divisional membership the same as last year, seconded by Suzanne Samuelsen. Voice vote, motion carried.

Judy Ballweg will send an email to all UW-Ext classified staff seeking nominations to fill the five vacancies. Self-nominations are accepted.

VI. CSC Interim Liaison – Rose Smyrski

- Rose is coordinating legislative visits with the Chancellor.
- The next Board of Regents meeting is scheduled for August 21-22. Be looking for an email from the Chancellor outlining any budget decisions.
- Rose will share with the Council the budget wish list/priorities identified by UWC and UW-Ext.
- UW System and UW-Ext will be hosting the April 2015 Board of Regents meeting. Rose will chair the planning team. Workgroups are being formed and program showcasing is being identified/coordinated.

VII. Human Resources Update – David Prucha

- The HR Directors meeting focused on review of operational policies addressing recruitment and assessment, grievance procedures, compensation structure and tools, layoff procedures, performance evaluation and workplace expectations, and
FLSA status. These and other operational policies will soon be posted by UW System in their final draft form on the UPS website. David met with the CSC subcommittee on UPS to discuss “the path forward”. All UW System policies will need to include language that incorporates UW-Extension. HR websites will be populated as information becomes available.

- The Discretionary IS Market Adjustments Report was distributed and discussed. The document will be shared at an upcoming Deans/Directors meeting and is posted on the CSC website – http://www.uwex.edu/secretary/classified-staff-council.html
- A draft version of UPG #4: Procedure for Awarding Emeritus Status was distributed and discussed. David will research awarding this status to LTEs. Revisit this topic in September for any additional edits/approval.

VIII. Classified Search and Screen Request Form – Suzanne Samuelsen

- Reviewed final copy of “Expression of Interest” to serve on Search and Screen Committees. Completing and submitting this form does not guarantee serving on a committee. The Council understands this form will be submitted and retained in HR. This form is posted on the CSC website -- http://www.uwex.edu/secretary/classified-staff-council.html

IX. Chair Report – Dan Wanish

- Chairs of all UW System classified staff councils are invited to attend the August Board of Regents meeting in Oshkosh.

**Next Council Meeting:**

- Tuesday, September 2, 2014, Pyle Center
  11:30am: Working Lunch (box lunches)
  12:30pm: Discussion with Coop Ext Classified Staff Advisory Council regarding annual performance review
  1:30pm: UW-Ext Reimagined focus group activity (Greg Hutchins)
  3:00pm Adjourn

- CSC will have a regular business meeting on Tuesday, September 16, 1-3pm, Pyle Center.
- Chancellor’s Awards Ceremony and Reception: September 18, 2-4pm, Pyle Center. All agreed to verbally recognize Rod Rotar and Jim Stull for their past work on the Council. **Reminder:** Photos will be taken.

X. Shared Governance Description document – Suzanne Samuelsen

- A few minor edits to the document and website are needed.

XI. Classified Staff Annual Performance Review Process Changes – Katy Sticha

- Howard Fenton, Coop Ext Classified Staff Advisory Committee, distributed and discussed a draft copy of “UW System UPS Operational Policy: HR 5 – Performance Management”. After much discussion, and a deadline of September 5 to provide feedback, all agreed to schedule additional time on the September 2 agenda. This discussion will begin at 12:30pm. Council members are being asked to come prepared to provide feedback/recommendations. It was suggested that a recommendations report be developed and shared with Aaron Brower, John Shutkske, and David Prucha.
X. Committee Reports (if any)
- Compensation – no report
- Workplace Climate – The Implementation Team will continue to discuss priorities and next steps.
- UPS – HR Directors meeting outcomes have been shared with this committee. In addition, the group is developing a grievance policy with an effective date of January 1, 2015. Board of Regents approval is needed.
- Communication – The classified staff survey and introductory message will be sent to Dan Wanish and/or Judy Ballweg for email distribution. Dan Wanish will work with supervisors to provide a hard copy of the survey for those classified staff who do not have access to email.

XI. Identification of Future Meeting Topics:
- Educating organizational leaders about shared governance
- Identifying outcomes of the Workplace Climate Recommendations Report
  --search and screen committee form
  --professional development for organizational leaders
- CSC representation on Systemwide Extension Council
- Future meeting locations and 30-min “meet and greet” time

~minutes submitted by Judy Ballweg~