Classified Staff Council  
Meeting Minutes  
October 30, 2014

Present: Dan Kursevski, Julie Hunter, Donna McLaughlin, Lisa Perkins, Suzanne Samuelson, Katy Sticha, Dan Wanish, Dan Hill, John Shutske, Interim Chancellor Aaron Brower

Guests Present: Rick Mills, Coop Extension and Office of Diversity, Equity and Inclusion, Janet Waldburger, Business Services

I. Meeting was called to order and Open Meeting compliance was confirmed.
II. September 16 Meeting Minutes were approved.
III. Rick Mills, Classified representative from the Office of Equity, Diversity and Inclusion, presented about the Multi-Cultural Awareness Program:
   a. Shared his experience as a facilitator and encouraged us to apply to become facilitators and to encourage our co-workers as well.
   b. Explained the process of becoming a facilitator – There is a two year training process, a big commitment but very rewarding professionally and personally. Trained facilitators will be asked to facilitate one to three trainings per year.
   c. Deadline to apply is November 7th
   d. A discussion followed about the importance of diversity at UW-Extension: there is an institutional commitment to diversity and we can all share responsibility.
   e. Obtaining supervisor support for the commitment was discussed.

IV. Interim Chancellor Dialogue – Aaron Brower
   a. Chancellor Brower has spoken with Cathy Sandeen (new Chancellor as of Dec. 15). She is excited to start meeting people and learning about everything.
   b. Chancellor Brower will return to Provost Position.
   c. Budget: After the election the next phase of the budget is active lobbying with the Governor’s Office and Legislature. We should be aware that during this process the UW System’s statements about the university will be aimed for an external audience.
   d. Long-term Compensation planning – Looking for tools to re-allocate funds to meet compensation goals. Will be “looking under every rock” for efficiencies. No agenda to close units currently. Best option is to develop revenue generating programs and Grants.

V. Interim Provost Dialogue – John Shutske
   a. John will probably be returning to UW-Madison but will be with us until December.
   b. He has started a number of projects that he is relaying for continuance:
      i. Re-Imagine Extension
      ii. Grant Support Center
      iii. Salary target goals model
      iv. Innovation Investment Fund project
      v. Merit definitions/evaluations for Faculty and Academic Staff
      vi. Climate improvement plans
vii. Marketing and Branding Plan

c. Climate Update
   i. John Shutske has met with all Divisional HR Unit leaders
   ii. Will be holding a meeting within the next few weeks to identify 10-12 key competencies for Supervisors
   iii. Then will visit with Governance Groups
   iv. The plan is to continue to map out supervisor skills needed and a time frame toward developing competencies.
   v. Hoping for support from HR going forward in training and resources
   vi. Suggestion: We should be patient; this will be a long process. But we should stay on this issue.

d. Compensation model will be brought to joint governance meeting Nov 4

e. Recommendation to CSC for going forward with new chancellor: CSC should read some of Cathy Sandeen’s articles and get familiar with her priorities and philosophy. As a Council we can then better show how classified staff are important to the UW-Extension mission.

VI. Election Process

a. The Office of the Secretary and Staff has had problems getting accurate email lists of classified staff. It was discovered that many classified have not been getting the emails, including the election email.

b. It has been determined that the list is accurate now and Judy will resend the email for voting- asking people to vote if they have not yet voted. If people try to vote a second time the program will not allow.

c. Judy will send email to CSC candidates explaining why the results are still pending.

d. New terms begin in November. CSC Members should consider running for office. The Chair position is a big responsibility.

VII. General Election Voting Discussion - Employees can take up to 3 hours off work to vote without loss of pay but should send note to supervisor two days ahead. It is too late to send notice out to Classified Staff; perhaps will do for the next election, though it might be best if that message came from Administration.

VIII. Human Resources Update – David Prucha

a. David couldn’t be present due to recently expanded duties but sent the following information: At the last State wide meeting HR directors concurred that a series of video conversations about shared governance concepts and practices would be helpful to governance groups. System Administration is putting this initiative together David encourages CSC members to participate.

IX. Classified Staff Representative to State Wide Extension Council – Per Dan Hill, yes there is a vacancy for a member of CSC to participate. CSC should discuss who will be the representative at the November meeting with the new Council.

X. Administrative Council: It is comprised of Deans and Directors for both UW-Extension and UW Colleges. Administrative Council has invited reps from the governance groups to attend their meetings. Dan attended the October meeting. Katy Sticha volunteered to attend the next meeting.
XI. Classified Staff Annual Performance Review Process. Julie passed out notes from Merit Discussion Sept 2. CSC members will read and discuss at next meeting. We will work toward creating an official report of recommendations.

XII. Initiative to split Classified Staff’s insurance deductions between paycheck A and paycheck B: Dan will email Classified Staff and based on results we will vote at next meeting whether to officially endorse this initiative which was generated by UW-Eau Claire.

XIII. Committee Reports –
   b. Compensation – in process – no new report
   c. Communication – Classified Staff Survey will be resent from Dan W and will include the question about splitting insurance premiums between two paychecks.
   d. Another State-wide Classified Council meeting is being held Oct 31.
   e. Climate – See John Shutske’s discussion above

XIV. Items for next Agenda
   a. Bringing Diversity to the Recruitment Process – Christine Curley
   b. System-Wide Extension Council member
   c. Administrative Council attendee
   d. How do we want to approach privatization issue as a governance group? (and with new chancellor)
   e. Future CSC Meeting times and locations
   f. “The Big Three”
   g. Widening Salary Gap: UWSP article?
   h. Meet and Greet

XV. Next Meeting: Nov 20th 10:00-12:00 PYLE CENTER
    Next Meeting after that: Dec 18th 10:00-12:00 PYLE CENTER