

**Classified Staff Council Meeting Minutes**  
**Thursday, February 19, 2015**  
**10am-12noon**  
**Vilas Hall, Studio A**

Present: Dan Kursevski, Suzanne Samuelsen, Lisa Perkins, Janet Waldburger, James Wegener, Russ Awe, Dan Hill, Cathy Sandeen, Aaron Brower, David Prucha, Jason Beier, Julie Hunter, Dan Wanish, Katy Sticha, Inga Foley, Jill Pongetti, Malcolm Brett, James Steinbach, Judy Ballweg

**Call to Order and Certify Open Meetings Requirement – Dan Kursevski, Chair**

- Dan called the meeting to order at 10:05am and certified compliance with open meeting law.

**Welcome and Introductions – James Steinbach, Director of Wisconsin Public Television**

**Approval of January 15 meeting minutes**

- Motioned by Janet to approve the minutes as presented, seconded by Suzanne. Voice Vote, motion carried.

**Chancellor Dialogue – Cathy Sandeen**

- An [internal Budget Blog](#) for UW Colleges and UW-Extension staff has just recently been launched. We are in the very early stages of the budget process, and the Budget Blog site will provide you with up-to-date information until the budget passes. Information you can find at this site include – talking points, timeline, schedule of legislative hearings, FAQs, how to write a letter to the editor. Please share the site with your colleagues in an effort to strengthen organizational communication.

Discussion followed.

**Provost Dialogue – Aaron Brower**

- Communication plan 10 include –
  - Town Hall, February 9 (<http://www.uwex.edu/ics/stream/event.cfm?eid=78844>)
  - Deans and Directors Meeting (Feb 13, Feb 20) to discuss divisional/planning.
  - Weekly 30-min budget updates, via WisLine, with Governance Group Chairs, beginning February 25.
  - Tracking the budget time line (<https://studentsuwc.sharepoint.com/sites/CER/budgetblog/Budget%20Related%20Documents/Budget%20Process.pdf>)
  - Submitting Letters to the Editor (<https://studentsuwc.sharepoint.com/sites/CER/budgetblog/Budget%20Related%20Documents/Letter%20to%20the%20Editor%20Writing%20Tips.pdf>)
  - Knowing members of Finance Committee (<http://docs.legis.wisconsin.gov/2015/committees/senate/1367>)

Discussion followed.

- GEA (General Extension Administration) communication concerns should be shared with Steve Wildeck.

**Human Resources Update – David Prucha / Jason Beier**

- David Prucha has announced his retirement, effective early July 2015. Until that time, he will continue to work with the CSC and the implementation of UPS policies.
- Jason Beier, Assistant Vice Chancellor-Human Resources, UW Colleges and UW-Ext, has joined the organization, effective Feb. 16 (Extension Building, 5<sup>th</sup> Floor, 890-1066). Identified goals:
  - Identifying efficiencies and synergy as the organization makes progress towards UPS readiness.

- Counseling employees currently in the classified staff "exempt" category in finding an appropriate new job classification under UPS.

Discussion followed on topics such as the implementation of UPS and future hiring (flexibility, better recruitment strategies, non-degree vs degree requirement)

#### **UW-Extension Classified Staff Brown Bag – Thursday, March 12, 12noon-1pm, Pyle Center**

- A "save the date" email has been sent. Presenters include – Cathy Sandeen, Aaron Brower, Jason Beier, David Prucha. A message from the Chancellor will be sent to all UW-Ext employees encouraging classified staff to attend without having to take personal time to attend this professional development opportunity.

#### **Communications Committee Report**

- A newsletter is scheduled to be distributed every two months.
- An anonymous feedback link will be added to the classified staff website.
- FAQ document is in progress
- An Events Committee is being created with Ramona taking the lead. Please contact her with your interest.

#### **Future Meeting Dates**

- Thursday, March 19  
10am-12:30pm (lunch provided)  
Pyle Center
- Thursday, April 16 (Lisa Perkins will chair the meeting)  
10am-12:30pm (tentative)  
Pyle Center
- CEO-EL would like to host an upcoming meeting. Discuss date and logistics (ex: transportation).

#### **Joint Committee on Merit (ASC, FS, CSC)**

- Dan Wanish and Donna McLaughlin will represent classified staff.

#### **Compensation Subcommittee – Dan Wanish**

- Merit-Based Employee Evaluations Recommendations Report was distributed and has also been submitted to Chancellor Cathy Sandeen.

#### **UWC/UWEX Administrative Council Report – Katy Sticha**

- Katy distributed a written report recapping the January 26 meeting.

#### **Meeting Adjourned at 11:33am**

#### **Studios and remote truck tour followed the meeting: Russ Awe**

~minutes submitted by Judy Ballweg~