Classified Staff Council Meeting Minutes  
Thursday, January 16, 2014  
10am-12noon  
Rm. 320 Pyle Center

Present: Dan Wanish, David Prucha, Dan Kursevski, James Wegener, Suzanne Samuelsen, Dan Hill, Aaron Brower, Julie Hunter, Donna McLaughlin, Judy Ballweg, Lisa Perkins, Katy Sticha, Inga Foley

Call to Order – Dan Wanish
Dan called the meeting to order at 10:10am. Judy Ballweg stated that the notice requirements of the open meetings law had been met.

Introduction and Welcome

Approval of December 19 meeting minutes
Minutes approved.

Interim Provost and Vice Chancellor – Aaron Brower
- Ray Cross has been hired as UW System President, effective February 15.
- Aaron Brower has been named Interim UW Colleges and UW-Ext Chancellor, effective February 15. The interim role could be for up to one year.
- Art Lersch, University Committee Chair, has offered to draft a joint (CSC, FS, ASC) resolution honoring Ray Cross’ service as Chancellor. All committee members approved.
- Federal Budget bills are moving forward and good news for SNAP-Ed (Supplemental Nutrition Assistance Program’s Nutrition Education) Coop Ext. programming.
- Continuing to work on long term compensation tools. A “Supplemental Compensation Pool” has been established by each division. Each division has earmarked money for their use in addressing individuals with the highest compensation need using existing tools (promotion, title change, retention).
- The current pay plan will roll out the same as last year. Those with “satisfactory performance” will receive a 1% increase.

Human Resources – David Prucha
- Pay Plan: The pay plan includes a 1% increase for those with “satisfactory performance”. The pay plan also includes a financial adjustment for those employees working under the Information Technology titles and the Financial Specialist series. Once under UPS, all increases will be performance-based.
- LTEs under UPS: David Prucha distributed and discussed “The University of Wis. System UPS OPERATIONAL POLICY:HR7, Subject: University Staff Temporary & Project Appointments”. The UPS workgroup is meeting today to prioritize policies/procedures and outline next steps. Under UPS, future classified exempt positions will be filled as academic staff and be paid a monthly salary. A study is planned to examine classified staff titles, salaries and benefit package.
Classified Personnel Guidelines: The institution is still operating under the guidance of OSER (Office of State Employee Relations), Chapter 230, “State Employee Relations”. It’s anticipated that effective 7/2015 we will be operating under the title of University Staff and will need to explore guidelines, policies and procedures. It was suggested that the Council take a look at the Unclassified Personnel Guidelines (UPG) in place for Academic Staff and Faculty Senate -- http://www.uwex.edu/human-resources/policies.html#unclassified UPGs 1-19. It was also suggested that subcommittees be formed once issues are identified.

Workplace Climate Survey – Donna McLaughlin
- Donna did not receive any additional recommendations and, therefore, no report.
- The Council discussed tuition/professional development reimbursement and inequity. Dan Wanish e-mailed Chancellor Cross with details of tuition reimbursement issues brought to his attention by Classified staff. Questions to consider include … what is the criteria for reimbursement? Who initiates the request (staff or supervisor)? Are supervisors encouraging participation? What can we do to think beyond the current culture/pattern? Current system falls short of supporting existing staff. Alternative is to move on and look for other employment. The chancellor is very supportive of professional development and will continue to work on the issue.
- It was suggested that the promotional piece for Academy for Leadership and Innovation be rewritten to be more inclusive of Classified staff and less intimidating.
- It was suggested that we need more opportunity for professional collaboration with academic staff and faculty. Place this topic on the joint meeting in March.
- Coop Ext is working on addressing elitism/professional development/tuition reimbursement. Katy Sticha plans to take the lead in bringing this topic to the joint meeting in March.
- Donna will send a reminder email asking for recommendations and will prepare a recommendations report for February in an effort to create a workgroup around this topic.

Chancellor’s Award Program and Committee – Julie Hunter
- Julie received few additional recommendations and, therefore, no report.
- David Prucha distributed and discussed, “Chancellor’s Awards: 2013 Nomination Guidelines”. The Selection Committee will meet in January to review guidelines and begin the 2014 process. It needs to be emphasized that classified staff see themselves as eligible.
- Katy and Inga will begin the planning for a Brown Bag Lunch in March. David Prucha is scheduled to be on the agenda. Be looking for a Doodle Scheduler in an effort to secure the date and begin promoting.
- Julie will send out a reminder email asking for recommendations.

Bylaw Revisions – Dan Wanish, Dan Hill, Matt Vieth
- Dan Wanish walked us through the bylaw revisions.
- Donna McLaughlin motioned to approve the bylaws as revised (12/19/2013), seconded by Julie Hunter. Voice vote, motion carried.
- Dan Hill will forward the revised bylaws to the Chancellor for approval.
Chair Report – Dan Wanish

- Prioritizing Issues
  --place on February meeting agenda
- Classified Staff Council participation on Systemwide Extension Council
  --a Council rep is needed
  --place on February meeting agenda
  --SEC meets on March 5, 10am-3pm, Pyle Center
- Provost Office budget workshop – Lisa Perkins, rep
  --Dan Hill will follow up with Aaron Brower on next steps.
- Website Development
  --continue to send revisions to Dan Wanish
- Future Brown Bags – Katy Sticha and Inga Foley
  --plans are underway to offer a Brown Bag lunch in March
  --David Prucha is scheduled to be on the agenda
  --be looking for a Doodle poll in an effort to secure a date and begin promoting
- DMC/DERA Information follow up
  --place on February meeting agenda
- Tuition Reimbursement
  --send recommendations to Donna McLaughlin
- Leadership Training ideas
  --A reminder that the Meeting Management WisLine audio recording and powerpoint can be found at the Secretary of the Faculty and Staff website -- http://www.uwex.edu/secretary/
- Appreciation to Rod Rotar and Jim Stull for their leadership in the formation of UWEX Classified Staff Council
  --Katy is coordinating.
- Mark Your Calendar:
  --Joint Meeting: CSC, FS, ASC on March 4, 1:30-4pm, Pyle Center

Bus Pass Payment Options – Katy Sticha

- Place on February meeting agenda.

Identification of Future Meeting Topics:

- Forming a joint workgroup (ASC, FS, CSC) to address UW-Ext response to information requests. Place on joint meeting scheduled for March 4.

Meeting Adjourned at 12:10pm.

~minutes submitted by Judy Ballweg~

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