

Classified Staff Council Meeting Minutes
Thursday, January 15, 2015
10am-12noon
Pyle Center

Present: Dan Kursevski, Suzanne Samuelsen, Lisa Perkins, Donna McLaughlin, Janet Waldburger, Ramona Gasper, James Wegener, Russ Awe, Dan Hill, Chancellor Cathy Sandeen, Interim Provost & Vice Chancellor Aaron Brower

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.

Approval of December 18 and December 23 meeting minutes

- December 18 minutes. Suzanne S. noted one change to the section on Research & Misconduct Policy presented by Jordon Ott and Mark Dorn. The last sentence of the second bullet point in the draft minutes should be deleted, i.e. remove “The Chancellor and UW System approval is needed.” Although this may be true, this was not stated at the prior meeting. Janet W. made a motion to accept the minutes with such change and Ramona G. seconded. Minutes approved as amended.
- December 23 minutes. Suzanne S. noted that Dan Hill was also present during the WisLine meeting and his name should therefore be added as present. Ramona G. made a motion to accept the minutes with such change and Russ A. seconded. Minutes approved as amended.

Welcome and Introductions

- Introductions were made and everyone met Chancellor Sandeen.

Chancellor Dialogue – Chancellor Sandeen

- The Chancellor has met with all of the shared governance councils
- Most of her career has been in higher education and shared governance is a core value along with academic freedom and diversity of institutions. Academia and shared governance are supported by her and will work together with all groups.
- She is currently in the planning phase of how to work with all groups. She will first meet a few times individually with all councils and then will focus mostly on attending the joint council meetings. However, she will always be open to invitations to attend individual council meetings.
- She is planning on recording videos on a regular basis for all UWEX/UWC staff with the first one to come out hopefully next week.

INTERIM PROVOST DIALOGUE – Aaron Brower

- Transition with the Chancellor is going smoothly.
- System President Ray Cross is keeping in touch with UW-Extension/UW Colleges.
- The Governor will be announcing his budget on February 3. It’s not clear where the budget will go in regards to how UW-Extension will be affected. The budget release date is earlier than usual which will give legislators more time to review and present changes/cuts—UWEX will have to lobby hard. \$6-\$800 million state deficient so cuts are expected in every agency.
- UWEX took our base cut already so no structural deficit going forward. UWEX has more cash on hand to offset potential cuts.
- \$2 billion overall biennium deficit.
- Potential restructuring of UW System Administration
 - Looking at internal operations
 - Example. Each institution uses a different version of D2L.
- Human Resources Restructure
 - Finalists have been interviewed; reference checks being completed; hope to announce hire in 1-2 weeks.

- Dan Hill asked question of outsourcing to both Chancellor Sandeen and Provost Brower citing UW-Marathon custodial outsourcing as an example. Provost Brower also mentioned that the Bookstore contracts had been combined and it was handled within a transparent collegium—everyone was involved in discussions. Unfortunately, in these times, all avenues need to be looked at.

BYLAWS AMENDMENT: 7.0 AND 8.0 – Janet Waldburger

- Janet W. made a motion to remove the last sentence of Article 8, i.e. “Officers who have served a full term (12 months) are not eligible for re-election to the same office without a 1 year absence from that office.” Lisa P. seconded the motion. Unanimous approval by all members attending. Motion carried.

COMMUNICATIONS – Suzanne Samuelson

- Suzanne S. presented a draft copy of a newsletter as well as a survey. The newsletter is scheduled to be sent via email to all Classified staff and posted to the CSC website last week of January. The survey will serve as a mechanism for classified staff to submit feedback, questions, comments to the council. A link will be placed on the CSC website in the near future.
- Ramona G. commented that it would be nice to add to the newsletter a section about “What’s Next” or “Next Steps.”

GEAS COMMUNICATION WITH CLASSIFIED STAFF – Dan Hill

- Dan H. provided update to the Council that Steve Wildeck is talking with the Executive Cabinet on this matter. It is still a work in progress.

UPS COMMITTEE UPDATE – James Wegener

- The Committee met last week. They are currently reviewing the compensation/LTE operational guidelines. Next priorities will be the recruitment procedures and performance evaluation guidelines.
- Donna McLaughlin sat in on the statewide UPS teleconference. The group is working on incorporating pay-for-performance into performance evaluation.

HUMAN RESOURCES UPDATE – David Prucha

- David P. could not attend but provided update to Dan K. More operational guidelines on the UPS website soon for review.

CLASSIFIED STAFF COUNCIL ORIENTATION – Dan Hill

- Dan H. will have Judy B. send out a doodle survey for a 1 hour session on open meetings, conducting meetings, etc., to Council members. It is possible the session may be set up as a videoconference.

CHAIR REPORT – Dan Kursevski

- UPS Update. The work of the UPS subcommittee was recognized. Grievance policy has been approved for UW-Extension and will be submitted to System. Dan K. and Donna M. attended the statewide SEC.
- Role/Involvement of past Council members and candidates on recent ballot. Discussion was held indicating these individuals may be interested in serving on committees. Ramona G. asked if there was a list of all classified staff. James W. said he will run a list from the HR system and provide to Council members. This list can serve as a basis for contacting individuals to serve on committees.
- Secure meeting space/future meeting dates—30 minute “meet and greet.” Discussion was held about where the next meeting would be held and if it would involve a meet and greet session. Russ A. stated that BAMI was willing to host the meeting in Vilas Hall. It was decided that there would be a 15 minute meet and greet prior to the regularly scheduled Council meeting on February 19. A 30 minute tour of the studios and remote truck will be held for Council members after the regular meeting. The meeting will be shortened by half hour to accommodate the tour. Meeting details unless changed are: Thursday, February 19, Vilas Hall – Studio C. Meet and Greet at 9:45 a.m. Council meeting 10:00am-11:30 am. Council tour 11:30am-12noon. Members on the Council representing BAMI will take care of details. A photo of the Council is also scheduled to be taken at this meeting.

- Future meeting with the Office of Equity, Diversity & Inclusion will be scheduled.

UWC/UWEX ADMINISTRATIVE COUNCIL REPORT.

- Katy Sticha is the representative for this meeting. She was unable to attend but did prepare notes. The notes were handed out.

SYSTEMWIDE EXTENSION COUNCIL (SEC) REPORT – Donna McLaughlin

- Key points:
 - Future of non-credit outreach. Is it growing? Should it be continued?
 - Topics to share with Cathy Sandeen
 - CE role in Flex, what non-credits, vision & mission, salaries, program revenue, BOR placement of importance with UWEX, focused learning
 - Reimagining Extension. Greg Hutchins is lead on this. Upcoming sessions. Facilitator training now going on.
 - Open discussion of what was happening on campuses.
 - April Board of Regents meeting.

CLASSIFIED STAFF ANNUAL PERFORMANCE REVIEW PROCESS CHANGES – Dan Kursevski

- Dan K. presented recommendations developed by the Compensation Committee from the September 2 joint meeting with the Cooperative Extension Classified Staff Advisory Council. These recommendations will be discussed at the next couple of Council meetings.

COMMITTEE REPORTS

- Compensation – discussed above.
- Workplace Climate – Donna M. is working on the OEDI Workplace Committee for supervisory/leader training. They are currently developing a list of competencies and training modules. Recommendation will be to make training mandatory. Policy established must go to the Board of Regents.
- UPS – discussed above.
- Communications – discussed above.

IDENTIFICATION OF FUTURE MEETING TOPICS

- Merit based performance
- January 26 Administrative Council meeting minutes (since they were handed out but no discussion)
- Sharing the “Big 3” from each meeting.
- Educating organizational leaders about shared governance.

A motion to adjourn was made by James W., second by Suzanne S. Motion carried. Meeting adjourned at 11:58 am.

~minutes submitted by Suzanne Samuelsen~