Classified Staff Council Meeting Minutes
Thursday, July 17, 2014
2-4pm
Pyle Center

Present: Julie Hunter, Dan Kursevski, Donna McLaughlin, Suzanne Samuelsen, Katy Sticha, Aaron Brower, Dan Wanish, John Shutske, Dan Hill, Judy Ballweg

Guest: Greg Hutchins, Associate Vice Chancellor

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 June 19 meeting minutes approved.

III. Interim Chancellor Aaron Brower
   • Steve Wildeck will be returning as UWC/UW-Ext Vice Chancellor, Administrative and Financial Services, effective August 4.
   • Jason Beier, Interim UWC/UW-Ext Vice Chancellor, Administrative and Financial Services, will be returning to his previous position at UW System, effective August 4.
   • Fund Balance – Work and conversations continue around the budget process as we await its presentation at the August 21-22 Board of Regents meeting. Priority initiatives include urban education/programming, business growth initiative, urban gardening along with more opportunities for entrepreneurship. Diverse funding sources and partnerships resource can be found at the bottom of this weblink -- http://www.uwex.edu/about/
   • The UW System theme is “Building a Strong Wisconsin”… building a base (“cost to continue” funding), building infrastructure (compensation), building pathways (new programming) and building businesses. You will continue to hear this language as we move forward.
   • Classified staff emeritus status policy is moving forward with the help of David Prucha.

IV. Interim Vice Chancellor John Shutske
   • Workplace Climate Implementation Team met earlier this week. John distributed and discussed a draft document outlining priorities. Christine Curley will take the lead on revising this draft document. One immediate outcome is the work towards creating Professional Development for Organizational Leaders. Be looking for an email message from the Chancellor announcing the first steps in the implementation plan. The implementation plan will also be discussed at an upcoming Deans and Directors meeting to encourage their support (financial and time off). Council members were asked to double check the recommendations report against this draft document for anything missing. John and Donna will also do some double checking.
   • UW-Ext Innovation Investment Fund – Administration has been working with divisional deans/directors and divisional budget directors to create an Investment Fund with the following criteria:
     ➢ Increase revenue generating capacities within UW-Ext
     ➢ Build our UW-Ext brand and expand relationships
     ➢ Increase access to UW-Ext services/programs
Have the potential to improve processes and procedures
Demonstrate and foster cross-divisional collaboration and cooperation

The announcement to apply for these one-time funds was distributed through the governance group chairs. The deadline to submit proposals has been extended to September 5. It was suggested that Deans/Directors send a follow up email to their staff encouraging conversation and sharing of ideas.

- Reimagining UW-Ext – Greg Hutchins provided background. He distributed and discussed two handouts, “Extension Reimagined” and “How Should Coop Ext Help us Address our Problems and Pursue our Goals?” This project is designed to engage diverse stakeholders and the general public in discussions about the future scope and direction of Extension. The Steering Committee membership can be found on this handout. Focus group activities will be held throughout the next several weeks and Greg is asking to schedule a time to meet with the Council to discuss the future of Extension. Be looking for an invitation to meet with Greg in early September.

V. Human Resources Update – Dan Wanish (David Prucha unable to join us.)
- 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 will be scheduling a meeting with the CSC subcommittee on UPS to discuss “the path forward”.
- The IT Compensation Report is being finalized and will be shared with the Council when complete.
- A draft revision of the Emeritus Policy will be forwarded to the Chancellor, Provost and governance group within the next week. The rewrite entails including emeritus status as an option for all retirees from a permanent position (faculty, academic staff and classified/university staff).

VI. Classified Search and Screen Request Form – Suzanne Samuelsen
- Reviewed final copy of “Expression of Interest” to serve on Search and Screen Committees. Discussion followed and minor edits suggested. The Council understands this form will be submitted to and retained in HR. Follow up is needed on where to post this information on the website.

VII. Chair Report – Dan Wanish
- **August Meeting**: The CSC will meet on Tuesday, August 19, 1-3pm, Pyle Center
- **September Meeting**: The CSC will meet on Tuesday, September 16, 1-3pm, Pyle Center
- **January, 2015 Joint Meeting**: The Joint Meeting scheduled for Tuesday, January 6 has been cancelled.
- **Mark Your Calendar**: The UWC/UW-Ext Chancellor’s Award Program is scheduled for Thursday, September 18, 2-4pm, Pyle Center. Please make plans to attend!
- Dan Wanish expressed appreciation on behalf of the Council to Dan Hill and Judy Ballweg for their work on nominating the Council for the Chancellor’s Award of Excellence. The Council will receive this award and be recognized at the upcoming Awards Program scheduled for September 18.
- Chancellor’s Search and Screen Committee continues to accept applications. For additional information, please check out their website -- [www.uwex.uwc.edu/chancellorsearch](http://www.uwex.uwc.edu/chancellorsearch)
• Classified Staff Council Awards of Excellence – It was suggested this topic be discussed further at future meetings and then identify a workgroup to develop an event proposal for the Provost’s review/approval.
• UW System Shared Governance Workshop follow up – The planning team continues to meet to further discuss initiatives identified during the May 22 workshop. An outcome of that May workshop is an invitation to the Chairs of all classified staff councils (all institutions) from the Board of Regents to attend their August meeting in Oshkosh.

VIII. Shared Governance Description document – Suzanne Samuelsen
• Revisit this topic at the August meeting.

IX. UW-Extension Response to Information Requests – Julie Hunter
• This group met in July to review a checklist provided by David Prucha. No next steps were identified and no future meetings scheduled.

X. Committee Reports (if any)
• Compensation – IT Compensation Report is being finalized and will be shared with this group when complete.
• Workplace Climate – The Implementation Team will continue to discuss priorities and next steps.
• UPS – Outcomes from the HR Directors meeting will be shared with this group.
• 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. Discussion followed and concern shared about lack of communication in regards to the 1% pay plan.

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
• Election process (Katy Sticha, Dan Wanish)
• CSC representation on Systemwide Extension Council
• Future meeting locations and 30-min “meet and greet” time

~minutes submitted by Judy Ballweg~