

Classified Staff Council Meeting Minutes
Thursday June 19, 2014
10 am - 12 pm
Pyle Center

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

Members Not Present: Julie Hunter

Call to Order at 10:04am and Stated Open Meeting Notice Compliance – Dan Wanish, Chair

Approval of May 15 meeting minutes

- Motioned by Suzanne Samuelsen to approve the minutes with edits, seconded by Dan Wanish. Voice vote, motion carried.

Process for Prioritizing Issues/Goals for the Upcoming Year – Dan Hill

- Revisit priorities generated in March 2014.
- Continue to include Committee Reports on future agendas.

Interim Secretary of the Faculty and Staff Report – Dan Hill

- CSC rep on Systemwide Extension Council – The SEC meeting scheduled for June was canceled due to storm damage at UW-Platteville (host campus). At their next meeting, Dan will lead a conversation with SEC about including classified staff representation on their Council. Should the SEC approve, Katy Sticha has been identified to represent CSC.
- Workplace Climate Report Implementation Plan – John Shutske, Greg Hutchins and Dan Hill will take the lead on implementing at the institutional level. Divisional-level implementation is also needed. Cooperative Extension is discussing the report and determining next steps. This topic is scheduled to be discussed at the July Deans/Directors meeting. Donna McLaughlin, Dan Wanish, Julie Hunter, Christine Curley and John Shutske will meet soon to discuss further.

Classified Staff Member Search and Screen Committee Service Form

- After much discussion, it was suggested that the form be edited to “expression of interest” to serve on Search and Screen Committees along with an introductory piece that provides some background. Suzanne will provide the edits. Dan Hill has agreed to share this form and conversation with John Shutske. It was suggested that this topic be discussed at the July Dean/Directors meeting in an effort to build awareness and gather feedback. The CSC Workplace Climate Committee has agreed to track future activity around this topic. Once approved, the completed form will be submitted to Human Resources and a list of classified staff members interested in serving on search and screen committees will be maintained.

Chair Report – Dan Wanish

- The Council responded to three questions being asked of the Chancellor Search and Screen Committee:

What are the primary issues this Chancellor should focus on in the coming years?

- Workplace Climate

- * relationships – internal/external
- * Budget and Funding
- * Raising Profile and Awareness of UW-Ext
 - urban areas

What role should this Chancellor play within the larger UW System?

- Continue to advocate for UW-Ext to UW-Ext's advantage
- Don't let progress slip
- Co-represent with President all UW System institutions because of UW-Ext's statewide presence
 - * maintain strong relations with chancellors

One suggestion to help this Chancellor perform at the highest possible level?

- Get to know all staff in UW-Ext
 - * everyone matters
 - * listen
 - * learn and communicate the depth and breadth of UW-Ext
 - Legislative relations / non-partisan
- Shared Governance Description – Dan Hill provided background on the June 3 Faculty Senate discussion around this document and pending approval. Faculty Senator Don Taylor expressed concern that the document was too limiting/excluding. (Dan Wanish will forward to the Council an email from Don Taylor.) A Faculty Senate motion to approve the document was defeated. (The CSC approved this document in May.)

It was suggested that the Council go on record to rescind the May approval. Motioned by Suzanne Samuelsen to rescind the May 15, 2014 approval of the Shared Governance Description document, seconded by Katy Sticha. Voice vote, motion carried.

All agreed that a description of shared governance, along with introductory language, is needed on the Council website. Suzanne Samuelsen will take the lead in editing the original document along with writing the introductory piece. Revisit this topic in July.

- CSC Awards for Excellence – The Council would like to pursue an awards event. Discussion included an individual award/reception or perhaps an “all classified staff” reception/appreciation. The Council is also interested in exploring the possibility of granting a monetary award. Currently there is no system in place to support monetary awards. As the Council continues to discuss this topic, Dan Hill suggested outlining their request for John Shutske's review/approval. Dan Hill will also ask John to place this topic on an upcoming Dean/Directors meeting agenda.
- UW System Classified Shared Governance Conference Recap – It was great to be part of a gathering that brought together representation from all institutions ... it was history making! The conference workgroup will meet again on June 20 via Wisline/Weblink to recap and provide future direction.
- CSC members attend CEAC – It was suggested that we continue to work through Coop Ext representatives and revisit topic in July.

- UW-Extension Response to Information Requests – Clarity and policy is needed as to what documents are public vs personal. A workgroup has been created to work on institutional guidelines bringing clarity to what's a public record and what needs to be shared upon request. A consistent and timely process for releasing the information is also needed. Workgroup members include: Don Taylor, Kathy Eisenmann, Michael Childers, Tim Rehbein, Yvonne Horton, David Prucha, Emily Johnson, Julie Hunter, Rose Smyrski. Don Taylor is taking the lead and this group is scheduled to meet on June 30. Julie Hunter will provide updates, as necessary.

Committee Reports:

- Compensation (Dan Wanish) – Recent activity focused around a workgroup formed to discuss the \$1.50/hr IT Compensation Pool and the generated new money to be used by the agency appointing authority to address discretionary adjustments. This workgroup has met and developed the following six criteria: salary compensation, internal/external equity consideration, market data, performance, retention issues and special skills. David Prucha sent the criteria to managers for their use. David will provide a summary report to be shared with the Council and Deans/Directors.
- Workplace Climate (Donna McLaughlin) – The committee will meet with Christine Curley for further discussion and next steps.
- UPS (James Wegener) – This group met last week and generated the following questions: (1) What is the process going forward? (2) How big of a role can the Council play? (3) Where are we at right now? Discussion followed.
- Communication (Katy Sticha) – A draft survey was shared with the Council. Please review and forward edits to Katy Sticha (katy.sticha@ces.uwex.edu) by June 30. An introductory message will accompany the survey. Katy will work with 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.

The Council discussed future meeting locations and to consider meeting where classified staff work ... ex: Pyle Center, Lowell Center, Vilas Hall, CEO-EL, and Regent Street. It was suggested that a 30-minute "meet and greet" time be added to Council meetings (either 9:30-10am or 12-12:30pm). Revisit this topic in July.

Human Resources Update – David Prucha

- HR directors will be meeting in June to identify priorities related to the implementation of UPS (July 2015). Priorities include: recruitment, compensation, grievance procedures, lay-off procedures, defining/reviewing current position descriptions (salaried and hourly), employee environment, and timeline for Board of Regents approval. Revisit this topic in July.

Emeritus Status for Classified Staff – Katy Sticha

- David Prucha reported that Aaron Brower, Interim Chancellor, is supportive of granting Emeritus Status. David will draft a policy for John Shutske's review/approval.

Meeting adjourned at 12:10pm.

~minutes submitted by Judy Ballweg~