Members Present: Suzanne Samuelsen, Dan Wanish, Katy Sticha, David Prucha, James Wegener, Aaron Brower, Julie Hunter, Donna McLaughlin, Judy Ballweg, Rose Smyrski

Members Not Present: Inga Foley, Dan Kursevski, Lisa Perkins

Call to Order at 10:05am and Stated Open Meeting Notice Compliance – Dan Wanish, Chair

Approval of April 17 meeting minutes
- Minutes approved

Interim Chancellor Update – Aaron Brower
- Pleased to report on the great pool of classified staff nominations for the Chancellor’s Awards.
- A Town Hall Meeting is scheduled for UW-Extension on May 22, 12noon, Pyle Center. The event will be audio archived. The conversation will focus on the Fund Balance and strategizing next steps. The intent is to explore an easier way to discuss the budget process and showcase local stories.
- Audience-Specific Town Hall Meetings – May 12 (Communicators), May 19 (Administrative Council), May 21 (UW Colleges), May 22 (UW-Extension). Be looking for an email announcement including ways to participate.
- Immediately following the Town Hall Meeting on May 22, the Chancellor’s Search and Screen Committee will host an open meeting in an effort to gather information from colleagues on expectations of the new chancellor.
- Reviewed the general budget development process:
  - Between May and August: institutions will be prioritizing needs (ex: compensation, cost to continue)
  - End of August: Board of Regents present budget to the Governor
  - August – January: Governor works on the proposed budget
  - November: Pre- and Post- Election discussions
  - January: Governor presents the budget
  - End of January – May: Legislative discussions / budget approved

Human Resources Update – David Prucha
- The classified-staff-all listserv is active, maintained, and monitored.
- Classified-related HR documents to be posted to the UW-Ext website.
  David distributed and discussed a snapshot of what’s currently posted to the website. The second page of the handout lists resources that need to be incorporated and linked to the source document for ease of maintaining/editing. It was suggested that (1) an “Exiting” policy be incorporated for all categories of employment (2) the “Sickleave” broken link be corrected.
- $1.50/hr IT Compensation Pool will generate a pool of new money to be used by the agency appointing authority to address discretionary adjustments by those employees generating the funds. David distributed and discussed, “2013-2015 Compensation Plan”. After much
discussion it was suggested that a workgroup be formed to gain a better understanding of the process and criteria around these new funds. David offered to convene the group to include Dan Kursevski, Julie Hunter, James Wegener, plus an IT manager from each division. Dan Wanish will take the lead in soliciting additional classified staff.

Interim Secretary of the Faculty and Staff Report – Dan Hill
- Process for Prioritizing Issues/Goals for the Upcoming Year – revisit in June
- CSC rep on Systemwide Extension Council – revisit in June
- Workplace Climate Report Implementation Plan – revisit in June

Chair Report – Dan Wanish
- The Chancellor Search and Screen Committee is meeting weekly. Please see the three questions listed on today's agenda and provide feedback to Dan Wanish or Art Lersch (chair of the committee). You can also share your input during an open committee meeting scheduled immediately following the Town Hall Meeting on May 22.
- 2014-2015 Meeting Schedule has been shared – please mark your calendar!
- Approval of Shared Governance Description document
  Katy Sticha motioned to approve the document as presented today, Julie Hunter seconded. Motion approved. Communication plan will be discussed at the next joint meeting.
- UW System Shared Governance Conference: May 21 (reception), May 22 (conference)
- CSC Award of Excellence – revisit this topic in June
- CSC members attend CEAC – revisit this topic in June
- CSC rep on UW-Ext Response to Information Requests workgroup. Workgroup members include: Don Taylor, Kathy Eisenmann, Michael Childers, Tim Rehein, Yvonne Horton, Jason Beier, David Prucha, Emily Johnson, Julie Hunter, Rose Smyrski. Needed is a representative from youth development. Be looking for meeting information from Don Taylor who has offered to convene the first meeting. Revisit this topic at next joint meeting.

Committee Reports – no activity to report, revisit topic in June
  Compensation: Dan Wanish taking lead
  Workplace Climate: Donna McLaughlin taking lead
  UPS: James Wegener taking lead
  Communication: Katy Sticha taking lead

Emeritus Status for Classified Staff – Katy Sticha
- Distributed and discussed Chapter 20, “Resignations and Retirement” and UPG #4, “Procedure for Awarding Emeritus Status”. UW-Madison has a system in place for classified staff and Katy will take the lead on behalf of UW-Ext. Let Katy know your interest in joining this group.

Classified Search and Screen Request Form – Suzanne Samuelsen
- Distributed the Service Form developed by Suzanne. Please forward edits to Suzanne. We will revisit this topic in June.

~minutes submitted by Judy Ballweg~