Classified Staff Council Meeting Minutes
Tuesday, September 16, 2014
1-3pm
Pyle Center

Present: Julie Hunter, Dan Kursevski, Donna McLaughlin, Suzanne Samuelsen, James Wegener, Lisa Perkins, Dan Wanish, John Shutske, Judy Ballweg, David Prucha

Guests: Mark Dorn, Assoc VC for Admin/Finance and Jordan Ott, Director of Extramural Support

Call to Order – Dan Wanish, Chair

- Dan called the meeting to order and certified compliance with the WI Open Meeting Law.

Introductions and Welcome – Dan Wanish

Minutes approval

- The August 16 meeting minutes approved.

Interim Chancellor Aaron Brower

- Fund Balance – Work and conversation with legislators continue around the budget process. The Board of Regents approved the budget as presented during the August 21-22 meeting. We anticipate the scheduling of an audit for the committed money identified in the proposed budget.
- UWC and UW-Ext will host Board of Regents Meeting: April 9-10, 2015, UW-Waukesha. A planning team has started thinking about ways to showcase our statewide programming via digital technology.
- Human Resources (HR) Redesign – The report highlights areas where there may be greater efficiencies within the current HR structure (central and divisional). The report also highlights areas that could be integrated, and, therefore complement the current HR structure. Such areas include Staff Benefits, Time Leave/Payroll, and Job Recruitment. There will be a Chief Human Resources Officer hired to oversee HR and this individual will report directly to Steve Wildeck.
- Philosophy on Merit and Annual Performance Reviews—
  - The current tools available for merit compensation include the DMC (Discretionary Merit Compensation) and the DERA (Discretionary Equity or Retention Adjustment).
  - In talking about annual performance reviews, we need to think about “how well does an individual perform his/her job within the context of the mission statement” and “what’s the impact on the institution?”
  - The decision to award merit dollars to employees should be made within the employment unit and by the person(s) evaluating the employee. Do you pool merit dollars within a unit and recognize the top performers (all categories)? Do you divide it out amongst all deserving?
  - According to UPS policy guidelines, all new money that comes in on behalf of supporting a classified staff pay plan needs to be allocated to classified staff.
  - How will we manage the differences in allocated money between units?
The merit distribution tool/rating system needs further discussion. Each tool/rating system benefits some and not others. Performance reviews are extremely valuable with or without merit compensation.

It was suggested that this topic be revisited in October bringing in resource people (Mark Dorn, Carol Edquist, David Prucha) who could help visualize/calculate scenarios.

Interim Provost and Vice Chancellor Update – John Shutske
• Investment Fund: The announcement to apply for these one-time funds was distributed through the divisional Deans/Directors. The deadline to submit a proposal was September 5. Twelve proposals have been received, totaling $3.4 million ($1.5 million is available). A review team has been established and the Chancellor will make final funding decisions by November 1.
• Workplace Climate Report Implementation Plan: Work continues on identifying professional development opportunities for organizational leaders. A “draft” competencies matrix has been developed. The inventory of workshops and programs continues to build. Be looking for an email from the Chancellor announcing the first steps in the implementation plan.
• GEAS Communications to Classified Staff – A group of Council members (Julie Hunter, Dan Wanish, Suzanne Samuelsen) have agreed to help strategize ways to improve more timely, accurate and inclusive email communications to support effective decisions. It was suggested that Steve Wildeck join the conversation. Revisit this topic in October.
• UWC/UW-Ext Administrative Council meets monthly and it was suggested that all governance groups be represented. Revisit this topic in October.

Research Misconduct Policy – Jordon Ott and Mark Dorn
• Jordon provided policy background and discussed the policy to build an awareness of examples of misconduct, talk about the investigative process and disciplinary action steps. Please send any comments/edits to Jordan by September 26. Revisit this topic in October for discussion/approval. Approval of this policy is needed for federal compliance. Once approved, online training will be offered.

Classified Staff Representation on Systemwide Extension Council – Judy Ballweg
• A motion was made and passed … to add a representative from the UW-Extension Classified Staff Council to the Systemwide Extension Council membership.
• Discussion and second motion with additional language … to add a representative from the UW-Extension Classified Staff Council to the Systemwide Extension Council membership. Classified Staff / University Staff are eligible to fill vacancies in those institutions with multiple seats.
• Question … from the original motion, does the newest vacancy need to be a CSC member or can this be a classified staff member designated by the Council?
• Revisit this topic in October. For additional information and to determine your interest to serve, please check out the SEC website -- http://www.uwex.edu/secretary/extension-council.html

Chair Report – Dan Wanish
• UW-Ext Reimagined focus group activity recap: September 2, 1:30-3pm, Pyle Center. All comments have been submitted to the planning team.
• Chancellor’s Awards Ceremony and Reception: September 18, 2-4pm, Pyle Center. Rod Rotar and Jim Stull will receive a plaque in recognition of their past work on the Council. Reminder: Photos will be taken.
Be looking for an email announcing the finalists for the UWC/UW-Ext Chancellor position and presentation schedule. Mark your calendar and plan to attend.

Inga Foley, Julie Hunter and Dan Wanish will not be running for re-election. The following nominations have been received and will appear on the ballot:

- Janet Waldburger, Business Services, GEAS
- Ramona Gasper, Chancellor’s Office, GEAS
- Nancy O’Neal, LTE, Conference Centers, GEAS
- Chris Scholke, Lowell Center, GEAS
- Katy Sticha, Program Development/Evaluation, Coop Ext
- Rick Mills, IT Support, Coop Ext
- Lisa Perkins, Family Living, Coop Ext

A nomination is needed from BAMI. James will work with divisional HR in an effort recruit a colleague.

What is the role of ex-officio and how involved can past members be on subcommittees? Revisit this topic in October.

Reminder: Academic Staff Council Awards of Excellence: October 14, 11:30am, Pyle Center. Be looking for an email announcing the award winners and inviting you to attend.

Human Resources Update – David Prucha

- Research will be done to determine if LTEs are on the classified staff listserv.
- The current list of operational policies was distributed and discussed. This list can be found to the UW System website -- [link](http://www.uwsa.edu/personnelsystems/development-documents/ops/list/) All UW System policies will need to reflect UW-Extension. HR websites will be populated as information becomes available.
- A draft version of UPG #4: Procedure for Awarding Emeritus Status is being revised. The Council discussed the definition of “eligibility”. David will research awarding this status to LTEs and work on eligibility language. Revisit this topic in October.

Shared Governance Description document – Suzanne Samuelsen

- Distributed and discussed website layout. Work continues on building a stronger website presence.

Classified Staff Annual Performance Review Process Changes – Julie Hunter

- A summary of the September 2 meeting regarding Annual Staff Preview Process was distributed and reviewed. Revisit this topic/document in October and perhaps develop a recommendations report to share with Aaron Brower, John Shutske, and David Prucha.

Committee Reports (if any)

- Compensation – no report
- Workplace Climate – The Implementation Team will continue to discuss priorities and next steps.
- UPS – Work continues on a grievance policy with an effective date of January 1, 2015. Board of Regents approval is needed.
- 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.
  - Secure future meeting locations where classified staff work and incorporate a 30-min “meet and greet” time.

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

~minutes submitted by Judy Ballweg~