



UW-Extension Classified Staff Advisory Council

Approved Minutes

Meeting with members of UWEX Co-op Classified Staff Advisory Council

March 4, 2014

1-1:30 PM

Room 205 Pyle Center

UW-Extension Classified Staff Council Members Present: Donna McLaughlin, Dan Wanish, Katy Sticha, Lisa Perkins, James Wegner, Suzanne Samuelson, Julie Hunter, Dan Kursevski

UW-Extension Co-op Classified Staff Advisory Council Members Present: Howard Fenton, Kim Schmitt, Cindy Dushack, Laurie Lindquist, (Katy Sticha, who is on both Councils)

- I. The Meeting was called to order by Dan Wanish at 1:05 p.m.
- II. Introductions were made.
- III. Howard Fenton provided a brief introduction about how the issue of Performance Evaluation for Classified Staff had come up in a governance context. The Co-op Extension Administrative Committee had approached Howard and others to facilitate a discussion. Historically, Academic Staff and Faculty have had a governance role in performance review issues, but Classified Staff has not. Several questions have emerged:
 - a. What input can Classified Staff have in the development of Performance Review Processes?
 - b. What does Performance mean?
 - c. How will Merit be defined?
- IV. Concerns Expressed
 - a. If Salary is going to depend on performance, benchmarks should be in place so that employees know what constitutes exceptional performance.
 - b. It appears that different divisions have different evaluation processes. While the different needs of the divisions need to be accommodated, it was the consensus

among those present that there should also be some consistency and transparency in evaluation and compensation policy across UW-Extension.

- c. Clear communication is needed about when performance evaluations are due.
 - d. Under UPS, will there be guidelines in place for dealing with the money set aside by divisions for merit compensation?
- V. Various Performance Evaluation ideas were shared.
- a. Classified Staff could have the identical staff evaluation process as Academic Staff. (BAMI is moving in that direction.)
 - b. Statement of Intent; an evaluation tool that can be used to identify areas of strength and areas to improve, which includes the concepts of Purpose, Vision and Values.
 - c. Connect employee performance not only to job duties, but also to the mission of the unit and UW-Extension.
 - d. A quarterly performance review process. By the year-end due date much of the employee evaluation process is completed and the employee will have addressed goals throughout the year.
- VI. It was concluded that our governance role in Performance Evaluation will require further discussion, including discussion with other governance groups. The meeting was adjourned at 1:30 pm.