

**University Committee Meeting Minutes**  
**Tuesday, August 6, 2013**  
**1-4pm**  
**Pyle Center, Madison**

Present: Art Lersch (Chair), Nancy Anne Miller, Craig Saxe, Marty Havlovic, Kathy Eisenmann, Karen Dickrell, Yvonne Horton, Judy Ballweg, Greg Hutchins, Rosemary Potter

**Call to Order**

Art called the meeting to order at 1pm and certified that the notice requirements of the open meetings law had been met.

**Approval of July 9 Meeting Minutes**

Motion by Kathy, seconded by Craig, to approve the minutes. Voice vote, motion carried.

**Cooperative Extension Policies on Lateral Transfers and Next Steps – Art Lersch/Yvonne Horton**

- Documents discussed:
  - Cooperative Extension Guidelines for Implementing UW-Ext Unclassified Personnel Guidelines (UPG) #7: Recommendations for Lateral Transfer and/or Retaining of Tenured Faculty
  - Expectations and Guidance Document for Reassignment of Tenured Faculty
  - UPG#7: Recommendations for Lateral Transfer and/or Retraining of Tenured Faculty (review 7.03)

Art provided background on the work of the University Committee. The revised documents were presented to Coop Ext administration, for advice and next steps. Yvonne provided background on how/when these documents were developed and the need to bring together a broader review team to continue refining the language and intent. After much discussion, some additional editing will be done and the revised documents will be shared with Faculty Senate members prior to the September 10 meeting.

Yvonne also shared that she is working with a review team in an effort to improve the current performance review system (SIPR). This new performance management system will be set up for continuous feedback. Yvonne distributed and discussed a document, "Performance Support". The Performance Review Committee currently being chaired by Kathy Eisenmann will provide input. The new performance management system is anticipated to be in place in 2015.

Concerns were expressed about the inconsistency related to implicit assumption of a performance problem and not referencing UPG 7.02.

**Government Relations – Rosemary Potter, Government Relations and Development**

Rosemary provided an update on legislative outreach activities that will help to develop and strengthen state legislator relationships. John Munson, Academic Staff Council Member, has offered to be a liaison to help improve relationships between UW-Ext and state legislators.

### **Board of Regents Relations – Rosemary Potter, Government Relations and Development**

Rosemary reported that traditionally one or two Regents have been assigned to be liaisons to the various divisions of the system. She will soon provide the names of the Regents assigned to Extension.

### **UW System President Search – Rosemary Potter, Government Relations and Development**

Rosemary reported that we're looking at ~4 month interim leadership appointment, search and screen committee will be appointed soon, could name someone as early as January/February 2014.

### **Interim Provost Update – Greg Hutchins (on behalf of Aaron Brower)**

Greg provided a report that Aaron had given at the Academic Staff Council meeting, earlier in the day.

- Currently searching for Assistant Vice Chancellor for External Relations
- Currently searching for Assistant Vice Chancellor/Director, Office of Equity, Diversity and Inclusion
- Currently searching for Chief Information Officer (technology and communication)
- Deans and Directors meeting on August 28 will focus on budget and planning. Steve Wildeck will be available to provide guidance on developing a 5-year budget plan with a 6% budget reduction.
- Working on developing a compensation toolkit to include funding guidelines and ways to support salaries.
- Time Allocation (continue to keep this topic on future agendas): need to explore options for streamlining and sharing the Chancellor's Dialogue (ex: video conferencing, in person reporting at FS and Joint Meetings (not UC meetings), bringing in other administrative colleagues to report (ex: Rosemary Potter, Steve Wildeck, Greg Hutchins).

**Motion by Craig Saxe that future University Committee meetings incorporate a rotation of Chancellor and Provost reports, that administrative colleagues be invited to report on behalf of the Chancellor and Provost, and further requesting that the Chancellor attend all Faculty Senate meetings, seconded by Kathy Eisenmann. Unanimous vote in favor.**

- FTAC timetable / Promotion Review: A review of the current FTAC meeting schedule is needed to ensure that all documents have ample administrative review time. This topic will be discussed at the SRP/FTAC Scholarship Forum on August 13.

### **University Committee Chair Update – Art Lersch**

- Community Resource Development representation on Faculty Senate

Motion by Kathy Eisenmann that Patrick Nehring be nominated, to a 3-year term, as Community Resource Development representative on Faculty Senate, seconded by Nancy Anne Miller. Unanimous vote in favor.

- FS Orientation Meeting, September 10:  
--The planning team met on July 12 to finalize the orientation portion of the agenda. Art will send suggested topics to all University Committee members for their review. Art will also send a welcoming letter to all incoming FS members. All members will be asked to bring their Nexus tablet or laptop to follow along to an orientation of the website. It was suggested that more recently appointed FS members provide feedback on their experience.
- UC and FS Primary Goals for 2013-2014: continue to work on this list and share with Academic Staff Council at joint meeting scheduled for November 5.

- continue to strengthen communication with administration
- finish up work on the Policies on Lateral Transfer (UPG 7)
- finish up work on faculty performance reviews
- continue to encourage Faculty Governance Unit election
- work on defining Faculty Senate roles/responsibilities (video? brochure?)
- continue to strengthen communication with regional directors
- continue University Personnel System (UPS) Updates (David Prucha)
- continue to invite dialogue with Dean Rick Klemme during UC/FS meetings

- **Peer Support Network Initiative**

- Sharon Klawitter will provide an update on this topic at the Faculty Senate Meeting, Sept. 10.

- **Dialogue with Coop Ext Regional Directors**

- The Regional Directors will be attending the University Committee meeting scheduled for Tuesday, October 16, 1-4pm. Art will contact directors for agenda topics. Please send your agenda topics to Art.

**Coop Ext Wage Study**

Daniel Malacara will provide an update on this topic at the Faculty Senate Meeting, Sept. 10. He will be meeting with QTI, the consultant firm conducting the study, on August 12. He will also discuss the study with CEAC during its August 27 meeting. It was suggested that materials be shared with Senators prior to that meeting.

**University Committee Reports**

- Systemwide Extension Council (Karen Dickrell): Council met on June 19, UW-Eau Claire. Topics included program revenue, institutional priorities and entrepreneurship. Next meeting is September 4, Madison.
- Academic Leadership Standing Committee representation on University Committee:

Motion by Kathy Eisenmann that Art Lersch be nominated as University Committee representative, seconded by Nancy Anne Miller. Unanimous vote in favor.

- UW System Faculty Rep (Craig Saxe): no report

**Academic Department Chairs – Marty Havlovic**

- Next meeting is in September and topics include tenured faculty review, peer support network, annual performance reviews.

**CEAC Liaison Update – Nancy Anne Miller**

- Next meeting is August 27 and Craig Saxe will be attending.

**Faculty Governance Unit Chair**

- There are currently 48 Faculty Governance Unit Chairs that have been elected. This is an annual process, with terms running July 1-June 30. Units are encouraged to hold an annual election. Dan will work to complete this process by end of September. Current chairs can be found at the following website -- <http://www.uwex.edu/secretary/faculty-governance-unit.html>

**Faculty Performance Reviews – Kathy Eisenmann**

- This ad hoc committee will meet next, via WisLine, on September 4, 11-12noon.

**2013 SRP/FTAC Scholarship Forum – Art Lersch**

- All plans are in place for Tuesday, August 13, 10am-3pm, Holiday Inn-Stevens Point. An email confirmation was sent out August 5. There are 35 people registered to attend.

### **Identification of Future Meeting Topics**

- University Personnel System (UPS) – David Prucha, Director, Human Resources
- Conversation on Scholarship / Reporting Results Task Force – Larry Jones, Director, Distance Education/Digital Media Unit
- State Budget and Performance-based Compensation – Aaron Brower
- UW-Ext and Being Entrepreneurial / Identifying Activities – Aaron Brower
- Faculty Senate and Pay Plan Approval Process
- Cooperative Extension Wage Study – Dan Malacara
- 2014 Workshops and Trainings
- Academic Department Representative Report – Marty Havlovic
- CEAC Report – Nancy Anne Miller
- Executive Order #54, Relating to Supplemental Mandatory Reporting Requirements of Child Abuse and Neglect
- Dialogue with Rick Klemme
- Dialogue with Greg Trudeau regarding Flex Option and CEO-EL update

Nancy Anne motioned to adjourn meeting, Kathy seconded, meeting adjourned at 3:55pm.

~minutes submitted by Judy Ballweg~