

University Committee Meeting Minutes
Wednesday, October 16, 2013
1-4pm
Pyle Center, Madison

Present: Art Lersch (Chair), Nancy Anne Miller, Craig Saxe, Marty Havlovic, Kathy Eisenmann, Aaron Brower, Greg Hutchins, Dan Hill, Judy Ballweg
Guests: Regional Directors: Tom Schmitz, Julie Keown-Bomar, Matt Hanson
By Phone: Rick Klemme, Karen Dickrell, Gerald Correthers

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.

Introductions and Welcome

Approval of August 6 Meeting Minutes

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

Faculty Scholarship and Dialogue with Regional Directors

- Dialogue focused on scholarly work, helping faculty create new ways to communicate the value of UW-Ext, building a strong network of scholarly colleagues within our institution, and meeting the needs of the community.
- Two events sponsored by Faculty Senate: Faculty Tenure Orientation (in May) and SRP/FTAC Scholarship Forum (in August). It was suggested that Regional Directors be invited to be part of this important dialogue.
- Faculty Governance Unit Chairs and all resources related to their role can be found at the following website -- <http://www.uwex.edu/secretary/faculty-governance-unit.html>. Dialogue took place about how to help Regional Directors efficiently identify and involve FGUs in hiring and performance review processes.
- Work together on a more consistent approach to conducting faculty performance reviews. Discussion took place on the possibility of conducting an administrative performance review and a programming related performance review for educators who also have administrative responsibilities. It was suggested that this should perhaps be done for department heads.
- It was agreed that Regional Directors should be invited back in six months to attend either a Faculty Senate meeting or a University Committee meeting to continue this positive dialogue.

Cooperative Extension Wage Study – Rick Klemme

- Rick provided background and next steps (see email from Rick dated Oct 15). Two separate Webinars will be offered ... one focusing on study goals, statistics and findings and one focusing on recommendations and next steps. It was determined that the Statewide Resource Management Team needs faculty governance representation.

Kathy motioned that Art Lersch represent faculty governance on the Statewide Resource Management Team, Craig seconded. Motion carried.

Interim Provost Update – Aaron Brower

- UW Flex Option: On track with enrollment date of November 18. Expecting 10 or so individuals to enroll in each of the offerings. Enrollment coaches have been hired to work closely with the students who will begin coursework on January 2. In

discussion with Cohort 2 programs (4 more campuses) and will be announcing those later this fall. UW-System received a \$1.2-million grant from the Lumina Foundation. This money will assist with evaluation of the Flex Option, the competency-based credential model and developing a blueprint for other universities to build similar programs.

- **State Budget:** There is a surplus of one-time funds. This money has been generated by quarterly tax filing primarily by businesses. An update on our base cut is unknown. At the October Board of Regents meeting the regents reviewed a new policy on Executive Salary Structure and approved salary adjustments for some senior academic leaders. The actions are part of the Board's ongoing effort to address competitive compensation challenges across the UW System. More work and conversation is needed around how we help ourselves regarding future pay plans.
- **Review Institutional Distribution of Pay Plan and Future Recommendations:** State Statutes outline the involvement of faculty in approving pay plans and their distribution. More effort will be made toward involving faculty/faculty governance in collaborative processes to design future pay plans.

Motion was made by Kathy and seconded by Craig to have Faculty Senate during its December 3, 2013 meeting review documents sent to UC members explaining the most recent pay plan as outlined as part of the state budget process and endorsed by the Board of Regents. All ayes.

- **Future Planning Budget Exercise with Deans/Directors:** Divisional leaders were asked to outline how their division would handle a 5% cut; outline how their division could convert 1% GPR into program revenue to perhaps become base for use in funding compensation; outline how their division could take another 1% of one-time funds to place in an investment pool for use as seed money for innovative projects that could charge a fee. Each division was also asked to continue to build budgets for new projects. Aaron is taking the lead in bringing together a small institutional budget group to discuss what's possible. Revisit this topic again in November.

Ad Hoc Committee on Faculty Governance Direction – Art Lersch

- Revisit topic at November UC mtg and December FS mtg.

University Committee Chair Update – Art Lersch

- **Recap: FS Orientation Meeting, September 10:**
 - revisit this topic at the FS mtg in December
 - incorporate orientation opportunities at each meeting
 - it was suggested that the Chair meet with newest FS members one hour ahead of regularly scheduled meetings
- **UC and FS Primary Goals for 2013-2014**
 - 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

University Committee Reports

- **Systemwide Extension Council (Karen Dickrell):** Next meeting is December 4, Madison.
- **Academic Leadership Standing Committee (Art Lersch):** Items discussed include the Coop Ext Wage Study, Revised Performance Review Instrument, Peer Support

Network, and the term “back fill” a position has been renamed to “job sharing” a position. Next meeting is December 16.

- UW System Faculty Rep (Craig Saxe): Items discussed included the roles and responsibilities of shared governance and the status of the UW System President search (website: <http://www.uwsa.edu/presidential-search/>). The next meeting is Friday, October 18.
- Academic Department Chairs (Marty Havlovic): Items discussed included keeping the communication open with regional directors as workloads continue to increase, how to foster consistent hiring practices among departments, new performance review tools being developed, and how to develop more consistent annual review processes among program areas. The next meeting will be in November.
- CEAC - Coop Ext Administrative Committee (Nancy Anne): Guest speaker talked about non-discrimination in the workplace. Additionally, a new logo is being distributed in late October along with new policies and guidelines. Next meeting is November 22.

Faculty Performance Reviews – Kathy Eisenmann

- The intention of the committee is to make its final report to the Faculty Senate during its June meeting.

Identification of Future Meeting Topics

- How does UW-Extension handle/react to information requests – Don Taylor, Michael Childers, David Nack
- Faculty performance reviews – Kathy Eisenmann
- Peer Support Network – Nancy Anne, Craig Saxe (both selected as peers)
- Self-insured Plans – Ray, Aaron, David Prucha
- Cooperative Extension Wage Study (Next Steps) – Rick Klemme
- Joint goal setting; UC, ASC, Classified Staff Council (November 5)
- University Personnel System (UPS) – David Prucha, Director, Human Resources
- Conversation on Scholarship / Reporting Results Task Force – Larry Jones, Director, Distance Education/Digital Media Unit
- Update on discussions of the Cooperative Extension Statewide Resource Management Team – Art Lersch
- State Budget and Performance-based Compensation – Aaron Brower
- UW-Ext and Being Entrepreneurial / Identifying Activities – Aaron Brower
- Faculty Senate and Pay Plan Approval Process
- 2014 Workshops and Trainings
- Executive Order #54, Relating to Supplemental Mandatory Reporting Requirements of Child Abuse and Neglect
- Dialogue with Regional Directors, invite back in 6 months
- Dialogue with Greg Trudeau regarding Flex Option and CEO-EL update

Nancy Anne motioned to adjourn meeting, Craig seconded, meeting adjourned at 4:35pm.

~minutes submitted by Judy Ballweg~