

**Classified Staff Council Meeting Minutes**  
**Thursday, August 20, 2015**  
**10am-12noon**  
**Pyle Center**

Present: Janet Waldburger, Suzanne Samuelsen, James Wegener, Judy Ballweg, Dan Hill, Dan Wanish, Katy Sticha, Donna McLaughlin, Lisa Perkins, Dan Kursevski, Julie Hunter, Suzanne Samuelsen, Aaron Brower, Cathy Sandeen

**Call to Order – Dan Kursevski, Chair**

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

**Minutes approval**

- The July 16 and July 20 meeting minutes approved.

**Provost Dialogue – Aaron Brower**

- Aaron distributed and discussed the revised (and more focused) Mission Statement.

Janet Waldburger motioned to approve the revised UW-Ext Mission Statement as presented today, seconded by Donna McLaughlin. Motion carried.

Faculty Senate and Academic Staff Council will meet separately on September 1 to approve the revised language.

In an effort to stream-line any future language approval, Aaron is suggesting that the governance groups give approval authority to the Chair for any non-substantive changes to the UW-Ext Mission Statement.

James Wegener motioned to grant approval authority to the USC Chair (Dan Kursevski) for any non-substantive changes to the UW-Ext Mission Statement, seconded by Janet Waldburger. Motion carried.

- Given approval authority, Dan Kursevski (Chair) has agreed to provide an update on any changes to the UW-Ext Mission Statement at future meetings. These updates will give the Council the opportunity to vote on any changes viewed to be significant. Once in its final version, the Council is asking to vote for final approval of the Mission Statement prior to the Board of Regents hearing.
- Flex Option – Aaron provided an update including approval for student financial aid and the Higher Learning Commission (HLC) application process for accreditation.

**Chancellor Dialogue – Cathy Sandeen**

- State Budget Update – no changes, Deans/Directors are taking the lead in determining how best to handle divisional budget reduction, Coop Ext is facing the biggest budget challenge, divisional recommendations are due to the Chancellor this fall.
- WI Technical Colleges System and Our Institutions Merger Update and Conversation – informal study groups are looking into this possibility, no new information.
- Be looking for a rescheduled date for the GEAS public budget forum to be shared soon.
- UW Colleges budget cuts – over 80 positions will be eliminated with a regionalized approach implemented to manage the reduction (N Region, SE Region, SW Region, E Region). Centralizing Librarians, IT and Admissions is currently underway. Continued updates will be provided as appropriate.
- Currently recruiting for a Vice Chancellor/Executive Director of Communications and Marketing responsible for setting strategy across the entire UWC-UW-Ext organization and manage execution for the central office.

**Human Resources Update – Jason Beier**

- Jason was unable to join us today.

### **Committee Reports (if any)**

- **Compensation Subcommittee – Dan Wanish**

Subcommittee met last Wednesday. If the Council has ideas for the recommendation report, please send them to Dan. Judy will resend the notes from the Merit Brainstorming session held last September. The Subcommittee plans to share Merit Recommendations at the October USC meeting.

- **Workplace Climate Subcommittee – Donna McLaughlin**

Met with Dan Krueger, HR Organizational Development Program Manager. It was a very good meeting. Dan Krueger is interested in looking into offering professional development to all employees. An employee survey is being development to determine next steps.

- **Communications Subcommittee – Suzanne Samuelsen**

A USC newsletter is due out soon. Please forward article ideas to Suzanne. University Staff Appreciation Day is September 29. Suzanne reported receiving emails from employees who work outside of Madison who are unable to travel and attend. Just a reminded ... all employees are eligible for door prizes regardless of where they work.

- **UPS Subcommittee – James Wegener**

James needed to leave prior to giving a report.

### **Chair Report – Dan Kursevski**

- Janet Waldburger announced her plans to retire, effective January, 2016. Her plan is to resign from the Council, effective November 1, 2015. This 2-year term vacancy will be included in the upcoming election. Thank you, Janet, for serving on the Council!
- Grievance Committee Appointment – Suzanne Samuelsen distributed the policy after the meeting (see email dated 8/20). The policy states that the chair of the USC shall be responsible for forming a five-member hearing committee, serving 3-year staggered terms, who shall be elected from all University Staff. Council members are encouraged to review the policy and come prepared to take next steps at the September meeting.

### **UWC/UWEX Administrative Council Report – Katy Sticha**

- Distributed and discussed minutes.

### **Systemwide Extension Council – Donna McLaughlin and Dan Wanish**

- Next meeting is September 2, in Madison.

### **UW System Classified Staff Chairs Meeting – Dan Wanish**

- Nothing to report

### **The “Big 3” from meetings to share with all classified staff**

- Upcoming Council election, Mission Statement language change, University Staff appreciation day. Suzanne Samuelsen agreed to create an email message that will be sent by Judy Ballweg.

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

- LTE representation on the Council – it was suggested that an LTE could be named as “advisory” status to the council
- Layoff Policy approval
- Pay Determination Policy review
- Temporary Appointments Policy review
- Proposed Changes to Health Care Premiums update
- Naming a UW System Classified Staff Representative (meeting schedule needed)

~minutes submitted by Judy Ballweg~