

UNIVERSITY OF WISCONSIN-EXTENSION  
UNIVERSITY STAFF COUNCIL

*"THE CONNECTION"*

**MEET OUR VICE CHANCELLOR FOR  
ADMINISTRATION & FINANCE**

Will the real Steve Wildeck please step forward?!  
(And yes, Steve is aware of the picture of his  
"twin" being included here. He has quite a sense  
of humor!)

Steve Wildeck is Vice Chancellor for Administration and Finance for UW Colleges and UW-Extension. The Office of Administrative and Financial Services plans and manages institutional affairs in the areas of budget and finance, business services, facilities, real estate, human resources, risk management and safety, information technology, Extension conference centers, and auxiliary operations. Steve's career with UW Colleges and UW-Extension began in 1993, when he became business manager at UW-Rock County. He became vice chancellor in 2000. He is the only UW System Chief Business Officer serving two institutions concurrently.



Prior to coming to UW Colleges and UW-Extension, Steve served as a change management consultant for Andersen Consulting's Chicago practice. There he assisted both public and private sector units in organizational restructuring and implementing new technologies and business changes. "Decades ago," he also served as UW-Madison's transportation coordinator. And, if you were here back in 1979, you may even remember Steve tending shrubbery for the UW-Madison Grounds Department—where else, but around the Extension Building at 432 N. Lake Street!

Steve earned his Master's in Business Administration degree, with an emphasis in management, from UW-Madison. He also earned his Bachelor's degree in agriculture from UW-Madison. Steve and his wife, Teresa, reside in Fitchburg and have two children. Their daughter, Kayla, is a graduate of UW-Madison's Retailing program. Their son, Connor, is a sophomore at UW-Whitewater. Steve's interests include watching sports, family events, and winter trips to Mexico and the Caribbean.

**MEET THE STAFF "BEHIND THE SCENES"**

Have you ever wondered what really makes the Council run so smoothly? Actually, it is "who;" and it's the dynamic duo of Dan Hill, Interim Secretary of Faculty & Staff, and Judy Ballweg, Executive Assistant.

Dan Hill -- From a relatively early age, Dan knew he wanted to serve the public through teaching. Be it tutoring math to members of the United Steelworkers of America in Gary, Indiana, demonstrating soil conservation techniques to subsistence farmers as a Peace Corps Volunteer in Paraguay, or designing and delivering community development programs as a UW-Extension CRD educator in Southwest Wisconsin, Dan has cherished the challenges and rewards intrinsic to the teaching/learning process. As a local government specialist, Dan continues that work with his colleagues at the Local Government Center where they design and deliver educational programs for the tens of thousands of appointed and elected officials who manage and govern Wisconsin's local units of government. Over the past four years, in addition to his work at the Local Government Center, Dan has served as the Interim Secretary of the Faculty and Staff. Dan and Vicki have three teen-aged children, Sophia, Gabriel, and Patrick. For fun, Dan likes to bike, travel, and keep bees.

Judy Ballweg -- Judy has worked for UW-Extension since 1979. She started her career with Cooperative Extension Family Living Programs revenue programming in an office in Lowell Hall (now Lowell Center). In 1999, Judy transitioned into the Executive Assistant position working with the Program Director of Family Living Programs and the Program Director of 4-H Youth Development ... two very busy program directors! In 2002, she received the Chancellor's Award for Exceptional Service. In 2006, Judy provided leadership in creating the Classified Staff Organization (CSO) for Cooperative Extension. In 2009, Judy transitioned into her current role as Executive Assistant in the Office of the Provost working with the Secretary of the Faculty and Staff. Her primary responsibilities include supporting the work of all the governance group ... coordinating calendars, securing meeting space and instructional needs, developing agendas, recording meeting minutes, updating membership and maintaining the websites. Judy enjoys the summer months in Wisconsin. When not at the office, you can find Judy and her family enjoying summers at their lake house on Lake Wisconsin. Judy also enjoys traveling. One trip took her to Quito, Ecuador in support of her niece and the Working Boys Center. Judy and Rick have a married daughter, Bridget, and look forward to being first-time grandparents in early 2016!

**NAME CHANGE FOR THE COUNCIL**

The University Personnel System (UPS) became effective July 1, 2015. With that change Classified Staff are now referred to as University Staff. At its July meeting, the Council unanimously voted to change its name from Classified Staff Council (CSC) to University Staff Council (USC). The Council will be updating pertinent documents accordingly as we transition to this new name.

**UNIVERSITY PERSONNEL SYSTEM (UPS) UPDATE**

The University Personnel System (UPS) became effective July 1, 2015. This change was implemented as part of the 2011-13 State of Wisconsin budget when UW System was charged with developing two personnel systems, one for UW-Madison and one for all other UW System institutions, separate from the State of Wisconsin personnel system.

What are the major impacts?

- Classified staff are now referred to as University staff.
- Rather than waiting 6 months to use vacation, University staff will be able to use vacation from day one.
- Carryover and current year vacation will be available for banking (for those eligible to bank).
- Reinstatement eligibility to State of Wisconsin classified staff positions (i.e. other State agencies) will be through June 30, 2020.
- If you are FLSA-exempt, leave will be reported in half or whole day increments.
- There will be a merit component to pay plan salary increases.
- Approval will be required to use accumulated leave to remain on payroll after last day in the office in voluntary terminations like retirement.

You are encouraged to visit UW System's [UPS website](#) where you can link to more detailed information on the University Personnel System, including UPS policies and FAQ's on a wide variety of subjects. Additionally, don't forget to check the [UW Colleges/UW-Extension UPS blog](#) for additional information

**CENTRAL HUMAN RESOURCES (HR) UPDATE**

The Human Resources (HR) central office for UW-Extension/UW Colleges is going under numerous changes. They have relocated all staff to Rooms 103 and 105 of the Extension Building (all except Jason Beier who is on the 2<sup>nd</sup> floor of the Extension Building) and they are now working in three teams: (1) Human Resources, led by Diane Lund; (2) Payroll & Benefits, led by Jeanne Stuckert; and (3) Organizational Development, led by Dan Krueger. Within each of these teams, there will be an ongoing cross-training of the staff. Contact information is available at <http://www.uwex.uwc.edu/hr/contact/>.

For those of you who work in BAMI, CEOEL or Cooperative Extension, you will continue to first contact your respective divisional HR offices.

Continue to watch for email announcements and communications from Jason Beier, Assistant Vice Chancellor for Human Resources.

**USC COUNCIL CALL FOR NOMINATIONS TO SERVE COMING IN LATE AUGUST/EARLY SEPTEMBER**

The call for nominations for serving on the University Staff Council will be coming out in late August/early September. The function of the Council is to serve as the official channel of communication between the classified staff and all institution offices and bodies including the Chancellor, Faculty Senate, and Academic Staff Council. The Council also represents UW-Extension

classified staff in recommending policies, procedures and practices applicable to classified staff. For a complete description of the functions and duties of the Classified Staff Council, please reference UW-Extension University Staff Council Bylaws found at: <http://www.uwex.edu/secretary/classified-staff-council.html>. Council members are expected to attend monthly Council meetings.

Please watch for the email announcement and consider nominating someone or serving yourself!

### **SECOND SERIES OF PUBLIC FORUM BUDGET MEETINGS**

The second series of UW-Extension Public Forums on the Budget for CEOEL, BAMI, and B&E were held the weeks of July 6 and 13. The Public Forum for GEA had to be cancelled due to unforeseen circumstances and will be rescheduled in the next few weeks. Cooperative Extension will be holding monthly planning updates for the next several months to continue its organizational conversations about its future. With this process, a date for a public forum will be announced at a later date.

If you did not have an opportunity to attend the meetings, they are available for you to view at <http://www.uwex.edu/ics/stream/event.cfm?eid=85960>. If you have any suggestions or comments on the budget, please email them to [budget.comments@uwex.edu](mailto:budget.comments@uwex.edu).

### **LINKS OF INTEREST**

*UPS blog* ([https://studentsuwc.sharepoint.com/sites/UWCX\\_HR/UPS/](https://studentsuwc.sharepoint.com/sites/UWCX_HR/UPS/)). This blog has been created for all employees to keep apprised of the development of the University Personnel System (UPS). The blog will be updated regularly, will include frequently asked questions and provide an opportunity for you to send questions to the Office of Human Resources ([hrstaff@uwc.edu](mailto:hrstaff@uwc.edu)).

*UWS UPS Operational Policy Drafts* (<https://www.wisconsin.edu/personnelsystems/policies/ops/>). UPS operational policies provide the framework for UW institutions (other than UW-Madison) to extend the UW Board of Regents' authority to university staff. Additionally, current policies such as the Unclassified Personnel Guidelines (UPGs) will be incorporated into UPS Operational Policies. UPS policies were effective July 1, 2015.

### **DO YOU KNOW LYNDA.COM?**



If you are looking for training that is provided at no cost to UW-Extension employees, try [lynda.com](http://lynda.com). To access the UW-Extension organization account, go to [Lynda.com](http://Lynda.com). Click on "Log in." Select "Organization Login." Scroll down and enter in the url [uwex.uwc.edu](http://uwex.uwc.edu). Enter in your UW-Extension username (full email address) and password.

This wonderful sight has an abundance of trainings, tools and tips on everything from "Accessibility" to "Writing."

The 'About Us' section of [lynda.com](http://lynda.com) states: "lynda.com is a leading online learning company that helps anyone learn business, software, technology and creative skills to achieve personal and professional

goals. Through individual, corporate, academic and government subscriptions, members have access to the lynda.com video library of engaging, top-quality courses taught by recognized industry experts..."

Below is a description of some of the benefits in using lynda.com from the log in page.

- Online software training videos that **really** work.
- Available 24/7.
- Free with a UW faculty, staff, or student NetID.
- Software from Adobe, Apple, Microsoft & more.
- Classes for beginners to experts.
- Learn at your own pace: play, pause, rewind.
- Watch one tutorial at a time, or a whole course.
- Get more in-depth training through [Professional Technical Education](#) or [Software Training for Students](#).
- Record the courses you have taken. UW-Extension/UW Colleges Central IT can track and verify the courses that you have taken.

As we all look to empower ourselves and enhance our knowledge to achieve our full potential, check out lynda.com.

### **UPCOMING UNIVERSITY STAFF APPRECIATION DAY!**

*"I Scream For Ice Cream, We All Scream For Ice Cream."* Huh?! What do we mean by this?

Well, we **can** all scream for ice cream because plans are underway to hold a University Staff Appreciation Day in late September/early October. Ice cream will be served to all University Staff who stop by at various designated locations on one particular day over the lunch hour. We want to say thanks to all of you! More information will be coming in the near future. Please watch for communications regarding this special day.

### **WHAT'S NEXT?**

The Communications subcommittee will continue to distribute pertinent information related to issues affecting University Staff (previously "Classified Staff"). We will use this newsletter, the website, and email as our primary means of communication. Also, we will continue to work on planning events for classified staff members including potential professional development opportunities.