

**University Staff Council Meeting Minutes**  
**Thursday, January 21, 2016**  
**10am-12noon**  
**Pyle Center**

Present: Lisa Perkins, Ken Rosen, Julie Hunter, Nancy O'Neal, Russ Awe, Judy Ballweg, Dan Kursevski, James Wegener, Rick Mills, Aaron Brower

**Call to Order – Lisa Perkins, Chair**

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

**Minutes approval**

- The December meeting minutes approved.

**Chancellor Dialogue – Cathy Sandeen**

- No report due to illness.

**Provost Dialogue – Aaron Brower**

- Cooperative Extension nEXT Generation Recommendations for restructuring have been shared by the Chancellor with comments/feedback due by January 25. However, comments/feedback can be sent anytime throughout the planning process. A Townhall Meeting was held yesterday (1/20). In early February the comments/feedback will be shared with the Steering Committee and then workgroups/workteams will be formed. Be looking for an invitation to serve on these workgroups/workteams. Implementation is expected to be announced by May/June with the process beginning in July. A project manager (external individual) and a project lead (internal individual) will be named soon. It was suggested that we invite Cooperative Extension Dean and Director Rick Klemme to an upcoming meeting. It was also suggested that we have a conversation with Jason Beier to be sure the UPS layoff policies are consistent/current and also discuss implications due to layoff.
- Institutional Advocacy Campaign Themes – Lin Larson is taking the lead and there is nothing at this time to report.

**Other Topics:**

- The State Senate has approved a bill that would overhaul Wisconsin's civil service system. What does this mean for UW-Extension employees? It was suggested that Aaron Brower and/or Jason Beier send a clarifying message to University Staff members.
- The Governor's investigating changes to state employee health insurance plans and considering a move to self-insurance. What does this mean to UW-Extension employees? It was suggested that Jason Beier provide regular updates on this topic.

**Vacancy on the Council due to Donna McLaughlin's Resignation**

- Judy and Dan will work on an email message to University Staff explaining the vacancy and soliciting a colleague to join the Council. The membership already has three individuals representing GEA. We will be soliciting someone from the divisions of Cooperative Extension, CEOEL or BAMI. Be asking your colleagues about their willingness to serve the remaining term (11/1/2015-10/31/2017). It was suggested that a certificate of appreciation be sent to Donna. Judy will follow up.

**Workplace Climate Recommendations Report – Dan Krueger, HR Organizational Development Program Manager**

- Unfortunately, Dan Krueger was unable to attend this meeting due to a scheduling conflict.
- The Council did review the UW Colleges & UW-Extension Supervisor Training Proposed Outline of Modules/Sessions shared by Dan Krueger and developed by HR Managers. Through conversation, gaps in the Proposed Outline were discovered and clarifying questions surfaced. It was suggested that Dan Krueger be invited to the February 18, 10am-12noon meeting for further discussion/conversation.

**Grievance Committee Appointment**

- At the October USC meeting, the Council authorized of the Secretary of the Faculty and Staff office to proceed with the process of calling out for nominations and holding an election to serve on the University Staff Hearings Committee by the end of the year (2015). Please see 1/15/2016 email ballot sent by Judy Ballweg. Deadline to vote is February 1.

Dan Hill agreed to work with Lisa Perkins and Judy Ballweg on determining Hearings Committee members staggering terms.

#### **Human Resources Update – Jason Beier**

- Unfortunately, Jason was unable to attend this meeting due to a scheduling conflict.
- Agenda items will carry over to the February 18 meeting:
  - University Staff Title Change Process/Guidelines and statistics
  - University Staff performance review form and 5-tier scale
  - Pay Determination Policy revised policy review
  - Temporary Appointments Policy review
  - Expression of Interest Form for University Staff to Serve on Search and Screen Committees

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

- **Compensation Subcommittee – Dan Wanish**  
Need to meet with Jason Beier and Aaron Brower to review proposed language and next steps.
- **Workplace Climate Subcommittee – Rick Mills**  
Dan Krueger has been invited to the February 18 meeting in an effort to talk through the UW Colleges & UW-Extension Supervisor Training Proposed Outline of Modules/Sessions.
- **UPS Subcommittee – James Wegener**  
Need to schedule time with Jason Beier to review policies.
- **Communications Subcommittee –**  
It was discussed that perhaps a Chair for this subcommittee is not needed as the Council rethinks the frequency of developing “The Connection” newsletter and other past activities. It was suggested that this be an agenda topic and Council members come prepared to discuss further or with articles to include in the newsletter. It was further suggested that perhaps all that is needed is an end-of-year newsletter/report consisting of all the “Big 3”. Revisit this topic in February.

#### **UW System University Staff Council Update -- Rick Mills, Lisa Perkins**

- Quarterly Meetings: next meeting is January 29 (Dan Kursevski and Rick Mills plan to attend).
- Monthly Telepresence: no meeting

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

- Nothing to report.

#### **Systemwide Extension Council – Dan Wanish**

- Met on December 2, UW-Milwaukee. Next meeting is March 2, Madison.

#### **The “Big 3” from meetings to share with all classified staff – who will polish/write?**

- University Staff Hearings Committee election currently underway. Deadline to vote is February 1.
- Provost Aaron Brower provided an update on Coop Ext nEXT Generation Recommendations and next steps.
- Soliciting a colleague willing to fill the vacancy on the Council due to Donna McLaughlin’s resignation and serve the remaining term (11/1/2015-10/31/2017).

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

- Hearings Committee Membership Announcement
- Broadcasting and Media Innovations performance review/pay equity model – Carla Anderson
- Dialogue with Jason Beier
  - Institutional Compensation Philosophy/Guidelines update
  - Title Change Process/Guidelines and statistics
  - University Staff performance review form and 5-tier scale
- Pay Determination Policy review
- Temporary Appointments Policy review
- Workplace Climate Recommendations Report and Dan Krueger, HR Organizational Development Program Manager
- Cooperative Extension nEXT Generation Recommendations -- workgroups/workteams membership
- Dean and Director Rick Klemme to provide an update at the March joint meeting.
- Writing the “Big 3” message
- Coop Ext Classified Staff Advisory Council and connecting with UW-Ext University Staff Council
- UW-Ext University Staff Council Award of Excellence
- BOR University Staff Award of Excellence

~minutes submitted by Judy Ballweg~