

University Staff Council Meeting Minutes
Thursday, November 17, 2016
10am-12:30pm
Pyle Center, Madison

Present: Lisa Perkins, Katy Sticha, Dan Kursevski, Christine Whitten, Andrea Cool, Judy Ballweg, Dan Wanish, Aaron Brower

- I. Call to Order and Certify Open Meeting Notice Compliance – Lisa Perkins, Chair
- II. Approval of October meeting minutes
 - Minutes approved
- III. Review of the Agenda
- IV. Announcements and Introductions
 - Welcome to Newly Elected Council Members: Katy Sticha (Coop Ext) and Christine Whitten (BAMI)
- V. Administrative Updates
 - Governance Process – Andrea Cool
 - Andrea shared the background on the newly formatted agendas. She explained that the layout clearly identifies what the Council does, helps keep the dialogue organized, sections flow quickly, and all is neatly documented in the minutes. Andrea emphasized that the committee reports are intended to move along quickly so more time can be spent within the section of “new business”.
 - Provost – Aaron Brower
 - Compensation Philosophy and Principles – this is not a policy, however, Aaron is asking each governance group to endorse the document. This document is intended to help move the institution in a more organized way as it relates to all the tools available in regards to compensation. Self-funding compensation will need further exploring.

It was suggested by a USC member that equity across all job categories needs more clarity within the document. Exploring how this can be accomplished is planned later in today’s agenda.

 - Merit-based Pay Plan Distribution Document – USC subcommittee drafted this document months ago and has never brought it to the Council. Aaron is suggesting that we read through what Faculty Senate and Academic Staff Council has developed and find similarities.
- VI. Chair Report – Lisa Perkins
 - Nominations/Elections/Appointment to serve on the University Staff Council – Without all Council members present at today’s meeting, we can’t proceed in electing Council leadership. However, there is a quorum. Additionally, there is still one vacancy (Coop Ext). It was suggested that a “call for nominations” go out only to Coop Ext. Elections for Council leadership will take place at the December USC meeting.
 - Chair Stipend – UW-Ext leadership has agreed to a \$3500/annual stipend to current and future governance group chairs. It will be distributed in 12 monthly installments. USC installments needs to be aligned with the fiscal year. Andrea will research how this can be accomplished and she will also be the one to inform Human Resources Director when a new Chair is elected.
 - Annual Performance Review Documents Status – Jason Beier will share his feedback to the USC in December. When the documents are finalized, USC will create a letter (addressed to Jason and/or Aaron) that will accompany the documents clarifying when the documents should be used ... quarterly? Mid-year? Annually? During the discussion, it was also emphasized that divisional HR Directors and Deans/Directors should be cc’d on the message so all leadership is aware of these documents. It was also noted that two documents still need to be developed – (1) a merit-based pay plan document/guide and (2) criteria in an effort to develop a “performance improvement” plan.

- UW System University Staff Council Report -- UW System University Staff Reps met November 11. There was a separate meeting for University Staff. Individuals had an opportunity to update participants on what's happening on their respective campuses. There is a concern that not everyone is working off the most current versions of the UPS operational policies. Those posted on the website are not dated to reflect the most current version. It was further discussed that the institutional UPS policies need to be in alignment with UW System UPS policies. Other topics included Title and Total Compensation Study, Merit-based Pay Plan, and UW Green Bay reported that 153 participants attended their University Staff conference earlier this month. It was suggested by a USC member that UW-Ext should consider sponsoring/co-sponsoring a professional development day in Madison. Campuses also talked about adjusting Council Member term limits. Lisa distributed and discussed a very simply and straight forward Compensation Adjustment Request Form developed by UW-Stevens Point. It was suggested that USC consider incorporating such a form in their compensation "tool kit". Following the separate meeting, President Ray Cross addressed the joint meeting (University Staff, Academic Staff, and Faculty) which included proposing that the BOR meetings be 1-day (vs currently 2-days). BOR awards are currently being promoted for academic staff and faculty. It was suggested that there be a BOR award for University Staff and/or a UW-Ext University Staff Award of Excellence. UW System has asked for a pay increase of 2% the first year and 2% the second year. It was also noted that "millennials" are now being referred to as the "creative age".

VII. New Business

- Compensation Philosophy and Principles – as Aaron noted earlier in this meeting, this is not a policy, however, Aaron is asking each governance group to endorse the document.

Motion by Katy Sticha to approve the Compensation Philosophy and Principles document as presented today. Seconded by Dan Kursevski. Motion carried.

The USC has endorsed the document. However, the Council would like their endorsement to be accompanied by a memo/statement that emphasizes that compensation will be applied equally among all UW-Ext employees/job categories.

Motion by Dan Wanish that a memo/statement accompany the Compensation Philosophy and Principles document emphasizing that compensation be applied equally among all UW-Ext employees/job categories. Seconded by Katy Sticha. Motion carried.

Dan Wanish and Andrea Cool will work on the language/wording of the memo/statement.

- Merit-based Pay Plan Distribution Document for University Staff – Dan Wanish and his subcommittee has drafted this document and will share at the December USC meeting.
- Meeting Schedule Potential Change – It is difficult for Andrea and Judy to support all governance groups using the current meeting schedule. An ad hoc committee (Katy, Lisa, Judy, Andrea) will explore possible changes -- University Staff Council (am) could share the day (Tuesday? Thursday?) with Academic Staff Council (pm) or vice a versa. University Committee/Faculty Senate seem to need their own day. It was noted that the Bylaws will need to reflect any meeting changes along with any decision about Council term limits.
- University Staff listserv Review – There appears to be an ongoing problem with accuracy of the UW-Ext University Staff listserv. Judy uses the institutional listserv and then adds temporary employees/permanent employees as names come forward from others. It was suggested that we involve Aaron and a representative from Central IT to explore/explain how an individual becomes part of a listserv upon hire. The USC will create a resolution/statement asking that administration look into this matter and explain the process. Dan Wanish, Andrea Cool and Judy Ballweg will work on the language/wording of this resolution/statement.
- Website Redesign – Lisa Perkins and Katy Sticha will work with Judy on updating the website. Any content Judy is unable to edit will be sent to Central IT for updating.
- Appointments for Open University Staff Council positions – Ken Rosen (GEAS) has been contacted and has agreed to renew his term on the USC. Judy and Andrea will work on

communicating with Ken. There is still an open seat on Council needing Coop Ext representation. It was suggested that we ask Lisa Brennan, Coop Ext Administration, to send a "call out" for nominations to Coop Ext only. Election of all officers will take place at the December meeting. Other representation includes:

- UW System Rep: Dan Kursevski and/or incoming Chair
- UPG Subcommittee – James Wegener
- Compensation Subcommittee – Dan Kursevski
- Workplace Climate Subcommittee – Rick Mills(?), need leadership
- Communications Subcommittee – Katy Sticha

It was suggested that a "call out" to the university-staff-listserv might attract interested individuals willing to join the work of a subcommittee.

- The "Big 3" – Katy Sticha
Ideas include:
 - Welcome to two newly elected Council members: Christine Whitten, BAMl and Katy Sticha, Coop Ext.
 - Welcome back to returning Council Member Ken Rosen, GEAS. Representation is still needed from Coop Ext.
 - Compensation Philosophy and Principles endorsed by USC with statement emphasizing that compensation be applied equally among all employees/job categories.

~minutes submitted by Judy Ballweg~