

University Staff Council Meeting Minutes
Thursday, September 15, 2016
10am-12noon
Pyle Center, Madison

Present: Lisa Perkins, Katy, Dan Kursevski, Nancy O'Neal, James Wegener, Russ Awe, Julie Hunter, Auric Gold, Rick Mills, Andrea Cool, Aaron Brower, Judy Ballweg, Jason Beier

- I. Call to Order and Certify Open Meeting Notice Compliance – Lisa Perkins, Chair
- II. Approval of August meeting minutes
 - Minutes approved
- III. Review of Agenda
 - An offer to add items, if necessary.
- IV. Announcements
 - Chancellor's Awards – Thursday, September 22, 2-4:30pm
 - Academic Staff Council Awards of Excellence – Tuesday, October 4, 11:30am-1pm
- V. Administrative Updates

Andrea Cool, Secretary of the Faculty and Staff

- Andrea briefly talked through the new agenda layout and reviewed the content paying particular attention to New Business. This is where statements on your stance (action steps) can be noted when requests of this group are made. An example is "Workplace Climate" ... identify the impact, next steps, and LTEs role. Ask yourself, "What is the business/movement of this group?" New Business could also include a statement from USC ... a letter, motion or resolution.

Provost Aaron Brower

- Budget Update – The Board of Regents have approved the UW System biennial budget request. The request will be forwarded to the Governor's office. The Governor's budget will be announced in late January, early February, with final approval by May or June. Now through December is the critical lobbying period, as we want our UW System ask to make it into the Governor's budget. There may be a potential compensation request, which will be made in December. UW-Ext has requested two regulatory flexibilities – PR bonding and Procurement (updating old thresholds and bidding processes).
- Tap Into It initiative – this is a collection of local stories which showcase the value of UW-Ext within UW System. Discussion followed on how BAMl's call center can contribute (James) and how government official visits can contribute (Katy).
- Vice Provost Search – The process has started and Malcolm Brett will chair the search committee. The position will provide degree-granting oversight along with academic planning and trends analysis. This individual will also support the divisions in offering the Faculty Tenure Orientation Workshop and the SRP/FTAC Scholarship Forum. Mary Reines, Provost Office, will serve as the University Staff rep on the Search Committee. Send nominations to Malcolm.
- nEXT Generation and Leadership Transition -- See August 28, 2016 email from the Chancellor providing background regarding the Coop Ext leadership change along with the Sept. 7 email from the Chancellor announcing that Karl Martin will serve as Interim Coop Ext Dean, effective November 1. There is a new vision and new future for Coop Ext. It's an appropriate time to review leadership. Leadership will need to be transformational and innovative, relevant, flexible, and digital along with the ability to serve people in different ways. An Interim CRD Director will need to be appointed.
- Discussion about Workplace Climate – Lisa Perkins provided background on the Institutional Workplace Climate Report. From that information the Council developed their own report and worked with Interim Provost John Shutske. The Council is now asking how best to proceed. Rick Mills shared outcomes of the Workplace Climate Subcommittee and is encouraged by the work being done by Dan Krueger, HR, in developing a supervisor training program. There was concern expressed that:

- not all divisions are communicating and engaging in governance and workplace climate. Information should be filtering down and this seems to be lacking.
- there should be uniformity/consistency amongst divisions (ex: performance reviews) and this also seems to be lacking.
- “Merit” needs to be defined/understood and needs to be fair.

Place this topic on a future agenda for further discussion.

Human Resources – Jason Beier

- Jason distributed and discussed the statistical/divisional report reflecting distribution of one-time sum awards.
- Status of Temporary Employee UPS Policy – Jason reviewed the policy language for clarification and consistency. It was suggested that the reference to annual evaluation system be removed and added to the annual performance evaluation review form. A request from the Council was made that statistics be shared indicating the number of UW-Ext temporary employees including their salaries/hourly pay. Jason will provide this report.
- Update on Fair Labor Standards Act (FLSA) Revisions – All employees who earn less than \$47,476 annually will become non-exempt, and eligible for overtime for any time worked over 40 hours in a week. UW-Ext HR teams have already identified all exempt employees whose annual salary is less than \$47,476. Near the end of October, HR staff will reach out to all employees who will be affected by this change to provide specific information and training.

VI. Chair Report – Lisa Perkins

- University Staff UW System Reps meet at the end of September and there is a telepresence scheduled for October 12. Lisa will share the notice with all USC members.
- Be looking for a call for nominations to serve on the UW-Ext University Staff Council. An online election will take place after an adequate number of nominations have been received.

VII. Committee Reports

- Compensation – Dan Kursevski and Katy Sticha

Distributed and discussed, “Merit Based University Staff Performance Rating Recommendations”, “Performance Review/Summary Cover Sheet”, “Annual Review Form”, along with “Workplace Behaviors”. It was suggested that:

- under the Employee’s Signature there should be four possible boxes to check – Agree, I Have Read, Disagree with Changes, Wish to Discuss the Results of the Review with Human Resources.
- a review should not only take place annually. There should be ongoing feedback given to the employee.
- all divisions should implement a consistent date for completion of performance review.
- any additional revisions should be sent to Katy Sticha, Dan Kursevski and Dan Wanish by October 14. A revised document will be shared at the October 20 meeting.
- this document be shared at the November Joint Meeting.
- UPS – James Wegener
All business was covered earlier in Jason Beier’s report.
- Communications – Katy Sticha
Website revisions are needed. Katy and Lisa will work with Judy Ballweg.

VIII. New Business

- Workplace Climate and Next Steps – Lisa Perkins, Julie Hunter, Rick Mills
 - To prepare for future dialogue with administration the following is needed:
 - University Staff Council Workplace Climate Report
 - Examples from colleagues (submit to Rick Mills by October 14)
 - Examples placed into themes
- Jason Beier will email final edits of the Temporary Employee UPS Policy to James Wegener for sharing with the Council for approval in October or November.

- The Compensation Committee is requesting any additional feedback by October 14 to the “Merit Based University Staff Performance Rating Recommendations”, “Performance Review/Summary Cover Sheet”, “Annual Review Form”, along with “Workplace Behaviors in preparation for approval at the October 20 USC meeting.
- The “Big 3” – Katy Sticha
 - Ideas include:
 - Call for Nominations to serve on the Council,
 - Workplace Climate discussion
 - Temporary Employee UPS Policy nearly completed/approved
 - “Merit Based University Staff Performance Rating Recommendations”, “Performance Review/Summary Cover Sheet”, “Annual Review Form”, along with “Workplace Behaviors” are nearly completed/approved.

Next Meeting:
Thursday, October 20, 2016
10-12
Pyle Center, Rm. 205
Madison

~minutes submitted by Judy Ballweg~