

Memorandum

To: All Extension, DLE and Wisconsin Public Media Staff Transitioning to UW-Madison

From: Casey Nagy, Associate Vice Chancellor for Extension and Public Media

Re: Update on Transition Planning

Hello, all, and Season's Greetings as we descend rather rapidly into winter. Those of us continuing to work on transitioning Cooperative Extension, the Department of Labor Education and Wisconsin Public Media to UW-Madison wanted to share with you some updates on our progress, and to alert you to some of the developments scheduled to occur over the next several months. As always, anyone with questions is welcome to contact me directly at canagy@wisc.edu, and I am always available to come speak with interested units or groups.

Let me begin by expressing my gratitude, not just to the hundreds of colleagues contributing to the transition planning and execution, but to all of you who have continued to perform with excellence despite the uncertainties associated with a transition of this magnitude. While we try to post key information current on our website (<https://universityrelations.wisc.edu/extension>), and will be providing more regular updates over the next several months, we all know that we cannot anticipate all the questions or concerns that exist, and the manner in which the day-to-day operations of Cooperative Extension ("Extension"), the Department of Labor Education ("DLE") and Wisconsin Public Media ("WPM") have continued uninterrupted, as if this transition was not occurring, has been truly remarkable. It serves as a testament to your professionalism, reflecting genuinely the deeply-rooted commitment you all obviously have to the state-wide missions of these organizations, and it has been awesome to witness.

Developments in 2018

As you may recall, the state-wide restructuring of UW Colleges and Extension was announced late in 2017. We immediately began planning for transitioning Conference Centers/Bulk Mailing and Extension to UW-Madison, but in March learned that we would need to expand our efforts to include WPM and DLE. News of all of these impending transitions was met with enthusiasm throughout the UW-Madison campus, and there has been an extremely strong collaborative spirit throughout the planning process. Extension and WPM will form a new administrative Division at UW-Madison, entitled Division of Extension and Public Media (<https://depm.wisc.edu>), while DLE will join the Division of Continuing Studies. As discussed in more detail below, inclusion of Extension and WPM in a single division will not in any way abridge their very distinct brand identities, and it is possible that the most common public references to the 'Division' will be in relation to one or the other of these organizations, e.g., Division of Extension, Division of Wisconsin Public Media.

In July, we successfully transitioned Conference Centers/Bulk Mailing, and assumed institutional authority over Extension, WPM and DLE, which we calendared for transition in June/July 2019. In order to preserve operational integrity for these three organizations pending transition, MOUs were executed to ensure that they would continue to function under their existing governance rules, personnel policies and financial management practices until the point of transition, albeit subject to oversight from UW-Madison. This approach appears to be working satisfactorily, and we do not anticipate any changes.

We have spent the ensuing months developing an integrated timeline for transitioning Extension and WPM, including all of the major functional transactions/migrations that will be required (see attached). We are working through each facet of the timeline on an on-going basis, taking into account new developments, in order to ensure that we remain on target as closely as possible. We do anticipate some uncertainties in the Spring that may impact our timeline, as the timing of the Colleges' transition to the various 4-year institutions coincides with ours, but we still expect to fully transition all faculty and staff and all major operational aspects of Extension and WPM by July 1, 2019. The integrated timeline does not include DLE, as we have begun planning to transition this relatively small academic department earlier in the Spring. If you have questions specific to the DLE timeline, please feel free to contact me for additional information.

Developments to Look for in 2019

Beginning in January, we will begin a public information campaign to inform people throughout the state about the new relationships of Extension and WPM to UW-Madison. This effort will be accompanied by additional changes in branding and logo identification, although nothing will be done to abridge the extremely strong name recognition of either Extension or WPM (e.g., Wisconsin Public Radio or Wisconsin Public Television). Extension will be associated with a new logo and brand identity reflecting its inclusion in UW-Madison. The existing blue and black UW-Ext logo will be phased out. While WPM will be used as an institutional identification for the division, Wisconsin Public Radio and Wisconsin Public Television will retain their current branding and logos for public purposes, and already are using UW-Madison in station identification. DLE will adopt the W crest logo as a unit within the Division of Continuing Studies.

Throughout the Spring, a number of HR-related developments will occur, as projected on the integrated timeline. Highlights include the following:

- Hiring of select staff to help support the demands of the new units at UW-Madison, including specialties in Payroll and Benefits, HR and Purchasing
- Creation of UW-Madison Net IDs for all transitioning employees (for those who do not already have one), which is an essential step in affording access to UW-Madison software applications and other systems for which access may be necessary prior to the June/July transition date
- Formulation of new email addresses and granting of access to other software and IT tools, although it is anticipated that WPM will continue to use wpr.org and wpt.org email addresses
- Efforts are on-going to facilitate participation in the Title and Total Compensation Study underway at UW-Madison. Until that process begins for the entire UW-Madison campus, faculty and staff are expected to transition with their existing titles and with no change to compensation or benefits (except as necessary to meet UW-Madison salary minima)
- Training on UW-Madison policies and procedures will be ongoing throughout the Spring as part of a general on-boarding strategy
- Efforts are underway to ensure that parking allocations/applications remain seamless for 2019

Further information on these and other developments will be provided in advance of implementation, and this should not be considered to be a complete list. We are working with governance groups as appropriate to ensure that policy differences between UW Colleges and Extension and UW-Madison are resolved.

As we move toward the June/July transitions of Extension and WPM, and the Spring transition of DLE, I hope that we can count on your continued support and patience for this complicated endeavor, and that you will feel free to contact me with any questions.

With best wishes for the holiday season and the new year,

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