

## **MINUTES**

Office of the Vice Chancellor for Research and Graduate Education  
Committee on Academic Staff Issues  
1:30 p.m. – 3:00 p.m., Monday, March 14<sup>th</sup>, 2022  
Bascom Hall, Room 52 and via video conference  
Minutes: Peter Johnson

Attendees: Peter Johnson, Shane Hubbard, Molly Zeller, Chris Huffman, Moira Harrington, Emily Reynolds, Nagesh Adluru, Chelsea Dahmen, Olyvia Kuchta, Julie Karpelenia, David Richards

Guests: Steven Kecskemeti, Mallory Musolf

### **1:32 Call To Order**

### **1:32 Announcements**

- 6-8" Snow is forecast this Friday
- Steve Kecskemeti is joining today, he is interested in becoming the District 1 Representative when Nagesh terms out in June
- Shane is filling an ASEC seat on an interim bases through April
- Vice Chancellor Ackerman will join us at the May meeting

### **1:35 Elections Discussion**

- Elections for District 1, District 4, and District 9 will be held this year
  - District 1 Representative has been identified, still looking for 4 and 9
  - Shane will email these districts to collect potential candidate names
    - Julie has access to email lists – center director, center admin – that Shane may use in addition to querying districts directly
  - The plan is to hold any elections at the end of March/beginning of April
- Post-TTC Redistricting
  - Biotech core moved from District 7 to 3 (moves Rep. Molly Zeller to vacant District 3 seat, without objection)
- Future Nominations
  - ASEC maintains a pool of potential candidates for their districts, can we do something similar for our CASI?
  - ACTION ITEM: Peter email CASI spreadsheet to Julie and Shane
  - ACTION ITEM: Shane update district email list in google groups

### **2:00 Proposed Sub-Committee Changes**

- PDR (Nagesh, Emily, Chris): Review existing CASI mentoring program, and then invite the ASEC rep that administers the similar campus-wide program. Meet sometime during the week of March 24

- PPP (Moir, David): Review/comment on new or proposed VCRGE policies. Identify Academic Staff to sit on hiring committees? Look to increase our involvement on Academic Staff issues
- NRD (Peter, Shane, Olyvia): Create a survey like the ASEC committee tracker? CASI seems to be chronically down 1-2 members over the years, what solutions (structural? Regular communication with dept/core leadership?) can we implement to avoid this? Fewer districts?
- COM (Chelsea, Molly): Create a monthly newsletter? Having regular communication with members should be a priority/goal. This group could check in with other CASI representatives for items to send out. Meet next month to develop a newsletter template
- Can a member of the CASI sit on VC Ackerman's core/dept monthly meeting? This would be an opportunity to network with VCRGE administrators, who could help us fill seats

## **2:10 Business**

- HR update (Julie)
  - Opening Remarks - We acknowledge the turmoil in Eastern Europe with the Russian invasion of Ukraine. We know employees may be stressed or worried, and some may have family and friends in Ukraine. Please encourage employees who need support to reach out to Employee Assistance Office or LifeMatters.
  - Change in Mask Mandate - Dane County mask mandate expired as of March 1, 2022. UW campus mask mandate expired March 13, 2022. In Dane County, COVID transmission is now low.
  - Administration Transformation Program (ATP) - ATP is on a mission to rebuild HR, Finance, and Research Administration systems and services at every institution within UW System. The goal is to reduce the complexity of the current environment and focus valuable staff time on UW's mission of education, research, and outreach. Discovery Sessions for HR professionals started in early March and will continue through April. There are 15 functional areas in HR. Discovery Sessions introduce Workday functionality, talk about the current state, start talking about what future state could look like, and look at sample configuration data. Workday is expected to go-live across the UW System in July 2024. Focus groups and validation groups will begin after the Discovery Sessions end and are expected to go into 2023.
  - Single Payroll Transition Program – Due to the transition to single payroll, there was impact to those who were monthly in WRS earnings: historically, for those paid monthly, the end of June check was always paid in June – so that monthly staff got those WRS earnings for the fiscal year. Because of single payroll, that is no longer the case. Due to this, eligible employees will be allowed to apply for a one-time accelerated payment of wages for days worked at the end of the full fiscal year of employment. Wage will be paid in June for all days worked in June. The one-time accelerate payment will be offered annually through May 1, 2024. Employees must take action to participate. Employees must apply by May 1, 2022, for retirements between June 15, 2022 and February 15, 2023. Deadline will be May 1 of the last full fiscal year of employment for the following two fiscal years. This is a one-time election – multiple years will not be accelerated. Once accelerated, it cannot be

changed (not be reserved if an employee decides not to retire). Email notification was sent to employees on March 2, 2022. Eligibility was determined by pulling a report looking at those in WRS as of February 21, 2022, reach age 55 on or before January 30, 2024.

- Total Title and Compensation Project - Divisions are working to complete their formal job title appeals from employees. The deadline for the division to take action on the job title appeals is March 18, 2022.
- ASEC Update (Mallory)
  - 2022 Executive AS election is currently underway, three new members will join ASEC
  - AS Institute will be held April 13, registration deadline is March 29. Will be both in-person (at Union South) and recorded
  - Nick Tincher presented on ATP, this is a UW system-wide rollout and Nick will advocate for this campus during the build
    - ASEC has requested an increased roll in the build, as previous technology changes on campus (ie. Shop @ UW) had an impact on AS but did not seek out feedback
  - Climate survey will go out March 29, please fill it out! It is coming out of the provost's office
  - Rob Kramer (Interim VC for Finance and Administration) presented on UW's state supported finances. Long term needs include maintenance/new buildings on campus. Looking at real estate initiatives, independent bonding authority (currently run through the state). UW is lagging significantly in this area when compared to the rest of the big ten and other academic peers, it is a safety and employee retention issue
  - Job security: rolling horizon appointments (JS mechanism identified in ASP)

**2:19 Approve Minutes** (February meeting): approved by unanimous consent

**2:20 Adjourn**

Next OVCRGE-CASI meeting April 11th, 2022

### **Future Minutes**

April –

May –