

ASEC Activities, Dec 12, 2020 to Feb 8, 2021

Announcements:

Academic Staff PD Development Grants:

Applications are now being accepted for the Spring 2021 Academic Staff Professional Development Grant program for activities beginning between July 1, 2021 and December 31, 2021. Applications are due by Friday, March 19, 2021. More information can be found here: <http://acstaff.wisc.edu/professional-development/grants/academic-staff-professional-development-grants>

Academic Staff Chats:

Academic Staff Chats are open, frank discussions with a small group of your colleagues on a particular topic; numbers are very limited and spots fill quickly. The February chat, Building Effective Rapport with Students in a Virtual Environment, is full but you can put your name on the waitlist if interested. More information about the Chats and upcoming topics can be found here: <https://acstaff.wisc.edu/professional-development/academic-staff-chats>

Administrative Improvement Awards:

Nominations for these awards, which recognize outstanding work by both individuals and teams, are being accepted through March 5, 2021. For more details, please go to <https://www.vc.wisc.edu/administrative-improvement-awards-2/>.

Policy Library

The UW-Madison Policy Library is live! It's the new resource for all university-wide policies and also has useful tools for policy development. Visit the Policy Library here: <https://policy.wisc.edu/> For any policy-related questions, contact policylibrarycoordinator@wisc.edu.

Resources:

- **COVID-Related**
 - General Information: <https://covidresponse.wisc.edu/> and FAQ: <https://covidresponse.wisc.edu/fag/>
 - Smartphone request form: <https://it.wisc.edu/rental-request/>
 - Questions and feedback: covidresponse@vc.wisc.edu or call 608.262.7777
 - Vaccination information: <https://coronavirus.uwhealth.org/covid-19-vaccine/>
- Employee Assistance: <https://hr.wisc.edu/employee-assistance-office/>
- Life Matters: <https://hr.wisc.edu/employee-assistance-office/lifematters/>
- Ombuds office: <https://ombuds.wisc.edu/>
- SilverCloud: <https://www.uhs.wisc.edu/mental-health/silvercloud/>
- Professional development website: <https://acstaff.wisc.edu/professional-development> or OHR <https://hr.wisc.edu/professional-development/>
- Join ASPRO: <https://www.aspro.net/memInfo.html>
- Contact ASEC at asec-chair@soas.wisc.edu and the Secretary of the Academic Staff at soas@soas.wisc.edu

ASEC Report:

Please see [ASEC meeting minutes and agendas](#) for more detailed information.

Karl Scholz, Provost

Provost Scholz reported the spring semester is off to a good start. He received good feedback from some instructors who are teaching classes in-person. He also shared details of the hard work that Vice Chancellor for Student Affairs Lori Reesor and her colleagues undertook with regards to personal pronoun guidance. Vice Chancellor Reesor recognized Gabe Javier, Warren Scherer, and Katherine Charek Briggs who worked hard to make this happen for the spring semester. The team working on planning around testing at UW-Madison is

working hard and improvements have been made in terms of testing volume, reductions in rejection rates and test processing. Discussions are ongoing about how to navigate the issue of vaccinating instructors with respect to vaccine supply. In-person instructional staff are a priority. Pfizer vaccines are coming in weekly shipments, and UHS is doing a great job of distributing them. Provost Scholz reported on a new External Discovery website to showcase the work and achievements of UW-Madison researchers. This would be an outward facing site that addresses requests by a number of different external stakeholders, including legislators, to help them better understand the range of work being done at the university, as well as for students to find faculty members with interests similar to their own. The Provost reported that SMPH has completed its guidelines for use of the teaching and research professor titles, and L&S, Education, Engineering, and the OVCRGE are all in progress. With respect to the professor of practice title, there is a committee working on draft campus guidelines.

Laurent Heller, Vice Chancellor for Finance and Administration

Vice Chancellor Heller reported on efforts to return to strategic priorities in the Finance and Administration area. His office is currently thinking about four long-term areas. The first is a set of large transformation projects, including Title and Total Compensation, Procure-to-Pay, and the Administrative Transformation Project. P2P will go live in April, with discussions about possible implementation of TTC this summer. The second area is revenue innovations work, including a real estate initiative partnering with Research Park to develop underused land on- or off-campus to generate endowment to support key priorities. The third area is the Engagement, Inclusion, and Diversity framework. The fourth area is long-term planning. The multi-year financial model is being reviewed not only to figure out how to bounce back from the pandemic but also to look at other long-term areas, like seeing how we are growing related to staffing at a campus level.

Beth Meyerand, Vice Provost for Faculty and Staff Affairs

Vice Provost Meyerand provided an update on the Professor of Practice campus guidelines. Individuals from the Division of Extension were added to the committee looking at the guidelines, and they are working on making edits to the current draft to ensure that the title would be appropriate for those individuals in Extension doing that kind of work. The Campus Committee on Diversity Education and Training has a goal of charging working groups to research the types of training that are already available, looking at curriculum types, learning objectives, assessment tools, and audiences. Vice Provost Meyerand anticipates a preliminary report at the end of March, at least in terms of what programs already exist. The committee will be discussing how to engage other groups on campus as well. The Committee on Women in the University has endorsed the creation of a caregiving task force. The Vice Provost is excited about the potential for this task force and is committed to keeping work in this space going.

Mark Walters, Chief Human Resources Officer; Karen Massetti-Moran, Director of Talent Rewards

Mark shared information regarding vaccine administration: There have been discussions about whether to mandate or strongly encourage taking the vaccine, and no decisions have been made yet. Healthcare providers are in Tier 1A. Tier 1B includes residential life and other essential workers. UW Health will be a regional hub for the vaccine and is administering the vaccine to employees that are eligible. OHR is working with UW System and UW-Madison's Office of Strategic Consulting to build a project plan and charter for the single payroll initiative. There will be live forums for employees to get answers to questions, as well as financial and budgeting seminars, and a call center to get questions answered by a live person. ASEC raised a question concerning an addendum to the sick leave policy about using up vacation before sick leave. There has been a concern about use of sick leave in areas that don't involve illness. The university wanted to provide flexibility, but sick leave would be the last leave option. The addendum to the policy expires on March 1, but it will likely be extended based on where we are with the pandemic. OHR will revisit the policy and discuss further with ASEC and the Workforce Relations team. Regarding TTC, OHR is in the process of identifying a new implementation date. A decision will be coming soon, and there is the possibility of a July timeframe. The biggest area to focus on is communication to ensure that the campus community feels supported, and that we're able to complete the project. ASEC reiterated concerns about moving forward with both of these projects on a July implementation timeframe. Mark provided an update on the status of revisions to the telecommuting policy. Because the policy should be revised to fit within our campus strategic plan for the future, the decision has been made to wait on the policy itself, so as not to rush it without addressing the strategy around it.

Brian Fox, Associate Vice Chancellor for Research Policy and Integrity

Brian shared a draft of the Conflict of Commitment Policy. This policy specifically addresses the number of days someone who is paid by the university can participate in outside activities that are related to their professional activities but aren't specifically called out in their job description. If participating in activities for two days or less per month, there is no need to engage with the university. If the amount of time is greater, the policy asks the individual to report that time to the dean's office as the responsible party, so that a review and assessment can be done.

Missy Nergard and Alex Frank, Office of Sustainability

Missy and Alex shared updates on the activities of the Office of Sustainability and the Sustainability Advisory Committee. In 2019, UW-Madison signed a Climate Resilience Commitment to reflect a holistic approach to sustainability. The Office of Sustainability serves as a project management center for these initiatives including resilience assessment and climate action planning, as well as exploration of energy sources in tandem with conscientiousness around land holdings, human rights, and other intersections with energy and technology.

In 2019, UW-Madison received a silver rating from The Association for Advancement of Sustainability in Higher Education in regard to sustainability on our campus. During the process of our assessment, we learned about areas for potential improvement which led to the formation of the Sustainability Advisory Committee. The Committee will identify areas where we are lagging, hear from the greater campus community on where to focus our efforts, and ultimately deliver recommendations to the Provost and the Vice Chancellor for Finance and Administration by the end of the summer.

Jenny Faust and Charles Meyer, Office of Strategic Consulting

Jenny and Charles provided an update on the new Policy Library. This project is nearing completion after two years and is the single, up-to-date resource for all university-wide policies. The Policy Library also provides resources for policy development and aims to standardize policy formats across campus. There is a single contact for all policy-related questions and concerns: policylibrarycoordinator@wisc.edu. Due to budget constraints, a policy coordinator has not been hired yet, but that role will hopefully be filled in the future.

Matthew Mitnick, Associated Students of Madison Chair

Matthew answered questions about legislation regarding ASM's COVID-19 Student Relief Fund proposal. Matthew expressed that ASM has concerns about students that are ineligible to receive aid through the financial aid office and their Relief Fund is meant to support those students.

Appointments and Nominations

Appointments:

- Athletic Board Selection Committee - Donna Cole and Lindsey Stoddard Cameron
- Committee for Women in the University – Hannah Silber

Nominations:

- Spring 2021 Pandemic Academic Policy Task Force – Emily Hall, Nicholas Hill, and Debra Shapiro
- Vice Chancellor for Legal Affairs Search and Screen Committee – Rebecca Scheller and Steven Wright