

**L&S USIC/CASI Committee Meeting**  
**Tuesday, November 17, 2015, 9:30-10:30 AM, 270 Bascom Hall**  
**Minutes**

Present: Peggy Nowicki, Doug Dummer, Mary Noles, Angela Powell, Sara Yaeger Kari Fernholz, Nick Hill, Shirin Malekpour, Jeanne Schueller, Ben Schultz, Tony Jacob, Jose Madera, Ewa Miernowska, Jim Lacy, Abike Sanyaolu, Andrea Lowe, Cheryl Adams-Kadera, Diana Allaby, Karl Scholz

- 1) Introductions
- 2) Approval of Minutes: October USIC/CASI minutes approved with no changes
- 3) Public Comment: There were no public comments
- 4) Committee Updates
  - a. University Staff Congress: Angela
    - i. There was a discussion about redefining the operational area. Historically operational area has been used for protection against layoffs.
  - b. Academic Staff Assembly: Tony (Tony's notes from 10/12/15)
    - i. There were 2 memorial resolutions for long-term academic staff members who passed away.
    - ii. Sherry Boeger gave a short presentation on the Employee Assistance Office (EAO). They provide personal counseling for grief and depression, workplace consultations for work issues, and crisis services. About 65% of their work focusing on workplace issues. They can assist in difficult conversations, and can meet with 2 people to mediate the situation or with larger groups up to 5 people to assess the situation and help you decide the best course of action.
    - iii. The Ombudsman Office also gave a short presentation. They work primarily with academic and University staff with 58% of their visits coming from academic staff members. They see people for 3 primary concerns: supervisor relationships; conflicts with peers; career progression issues. 20% of their visits are informational meetings to clarify issues, often HR issues. They have been doing more outreach activities and are increasing their visibility. Their office has 5 members and the meetings are confidential. The Ombudsman Office reports to the Provost.
    - iv. There was a presentation from CEBC (benefits committee) on some of the benefit changes that occurred this year primarily on the health, pharmacy, and dental insurance areas. The major changes include a separate dental option through Delta Dental. Pharmaceuticals now have 4 different levels to choose from including an "opt out" option. The new health insurance plans now will have a deductible that is new for UW-Madison plans. The cost of a single plan will go down from \$92 to \$86/month.
    - v. CEBC also gave a presentation detailing that ~8% of academic staff are at their maximum salary. ASEC and CEBC are looking at a proposal to allow these staff members to receive increases in salary. "Category A Proposal: Allow salary adjustments for existing employees to exceed the maximum salary for the Category A titles including all titles within the program manager series until the titling and compensation study is completed and implemented. This would apply to the highest rank in the title series including senior and distinguished titles and all program manager titles (I, II, III)."
    - vi. ASEC presented their "Priorities 2015-16". Academic Staff Doc #580. The main areas include: 1. New HR System: survey of AS on performance review policy; ad-hoc committee for AS recommendations on titling and compensation; promote current tuition reimbursement policies; send updated information to AS; decide whether merit-based raises should be added to ASPP. 2. Communication: provide 2 updates to AS regarding governance; poster at Showcase highlighting AS shared governance. 3. Shared Governance: develop a written policy regarding shared governance at UW-Madison among all stakeholders. 4. Recruitment: work with other shared governance groups to

have equity in numbers of faculty, AS, US, and students on search and screen committees. 5. Salaries: work with HR to adjust Cat A AS maxima; work with HR to look at salary compression of Cat B AS. 6. CASIs: plan half-day retreat for CASIs to share best practices

- vii. ASEC had a report which included: ASI (Academic Staff Institute): 4/19/16. CASI retreat: 11/6/15. Division of Continuing Studies: 200 AS applied for free professional development. Outgoing Standing Committee Chairs were recognized. Shared Governance Reception had a great turnout.
  - viii. A resolution (AS Doc #581) was discussed. This resolution is a request to have an AS advising role on the committee that selects the consulting firm who will be doing the "Job Titling and Compensation Study".
  - ix. ASEC was charged to create a document that guides ASA Representatives "how to be a good representative".
  - x. New Business: UW Regents removed the out-of-state student cap that was 27.5% and now guarantees that 3600 incoming students will be in-state students.
- c. Climate Committee: Ben & Jeanne (& Karl)
- i. Survey was sent out 2 weeks ago and will close by Thanksgiving.
  - ii. If a survey is started, it may be finished after the deadline and the survey will hold the spot to go back.
  - iii. As of last week 37% of the staff had responded.
  - iv. Most questions focus on the immediate home unit's environment compared to the college environment.
  - v. This is inaugural year for the survey and it is possible to modify the questions for future years.
- d. Professional Development Recognition Committee (PDRC): Andrea
- i. PDRC met last week to rank the grant applications.
  - ii. There were only 4 applications.
  - iii. The rankings were forwarded to the campus wide committee.
- e. University Staff Excellence Award: Diana
- i. Award committee met last week
  - ii. Five \$3,000 awards were decided.
  - iii. Award checks are being distributed and the nominees who were not selected are being notified.
  - iv. Professional Development grants recipients were decided yesterday.
  - v. Six \$2,500 grants were awarded.

## 5) HR Updates

- a. A vendor, "Pay Job", for job applicant tracking has been selected.
- b. University Staff have been using "Job Apply"
- c. No system has been in use for Academic Staff previously.
- d. It is expected to be utilized in 3-6 months.
- e. The program has performance review and onboarding options as well. It is not clear if those will be used.
- f. There will be a compensations study. A consultant will be hired to help with the scope of the study.

## 6) New Business/Issues to Share

- a. Shared governance:
  - i. Jim Lacy led the discussion and committee members shared their experiences regarding the following questions:

1. When considering how to implement budget cuts in your department, were University/Academic staff consulted in the process? (even though the final decisions may rest with the Executive Committee)
  2. Does your department have regular staff meetings where all staff (faculty, academic/university staff) are invited?
  3. Does your department have agendas and/or minutes for Executive Committee meetings?
  4. Has your department's Executive Committee "extended the right to vote" for academic staff? (Sec 5.10 in Faculty Policies and Procedures)
- ii. The experiences varied among departments/units.
- b. USIC/CASI Goals: They were deferred.
- c. Dean's Listening sessions:
- i. University Staff listening session is scheduled for December 2<sup>nd</sup> at 10 am.
  - ii. There will be special cards with the phrase "I wish my dean knew..." for participant to fill out and to be collected.
  - iii. Academic Staff listening session is in the process of being scheduled.

## 7) Deans' Report

- a. Climate survey
  - i. Encouraged by the 37% early response rate
  - ii. There may be too many questions with identifying characteristics.
  - iii. The climate committee and the dean are trusted with the process.
- b. Graduate placement survey
  - i. The survey was sent out recently.
  - ii. One of the purposes is to assess the quality of the graduate education.
- c. New TA compensations have been delayed by a year.
  - i. Delay is to figure out policies and procedures.
  - ii. A 50% TA appointment is about \$16K per year. Some departments currently supplement that with RA-ships.
  - iii. Under the new plan
    1. RA-ships will count as jobs.
    2. No appointment may be over 50%.
    3. No graduate student should be worse off compared to now.
- d. Compensation
  - i. There is \$1M earmarked for staff salary increases campus wide.
    1. L&S is getting \$156K. This is less than 0.4% of the college's staff pay roll.
    2. The current idea is to give the raises to the colleagues who are least compensated (roughly making <\$40K/year).
    3. Job performance will be a factor.
    4. Details are being hammered out.
  - ii. There is \$3M earmarked for faculty salary increases campus wide.
    1. L&S share is being used mostly to cover retentions.
    2. There have been 40 retention offers this year compared to 25 from last year.
    3. So far 13 out of 15 retention cases have been resolved in favor of UW. We are happy faculty see the value of staying and working at UW-Madison.

Next USIC/CASI meeting: November 15, 9:30-10:30 am, 260 Bascom