

**L&S CASI/USIC Joint Meeting Minutes**  
**October 9, 2018; 10:30-11:30am @ 53 Bascom**

**Present:** Dee Van Ruyven, J Karl Scholz, Jennifer Noyes, Rebecca Forbes Wank, Lisa Jansen, Bruce Goldade, Darin Olson, Frank Rooney, Karen Francis, Vicki Fugate, Jana Valeo, Tim Dalby, Cheryl Adams Kadera, David Johnson, Liane Lamont, Rebecca Dunn (recorder), Anna Paretskaya, Julie Lindsey, Lori Ushman, Alison Rice, Oh Hoon Kwon

**Absent:** Billy Gates

**Valeo called the meeting to order at 10:30 am.**

**Welcome & Introductions**

Members introduced themselves.

Minutes from May 15, 2018 meeting reviewed. Dalby motioned to approve; Johnson seconded. Motion to approve passed unanimously.

**Dean's Report**

Dean Scholz noted that his monthly message went out last Friday (October 5<sup>th</sup>).

In it he discussed the pleasure he found in his recent attendance at the scholarship reception.

**Salary Exercise**

The exercise will occur this academic year in much the same way as it did last year – but this year it is on top of the 2 + 2 raises in July 2018 and January 2019.

The info from L&S admin will go out to departments by October 22, and the departments should have their plans complete by late November. Raises and bonus' are to become effective in January 2019.

In order to qualify, employees must have completed the mandatory sexual harassment prevention training, and if supervisors, be up-to-date on administering performance reviews.

The Dean then asked committee members if the process was clear last year, and if departments communicated information concerning the exercise well. Members of the committee responded;

- The initial communication was good, but then the process used within the department was not (Goldade).
- Top of pay range University Staff didn't qualify for raises, just bonus' (Van Ruyven).
- How can supervisors find out if their staff are up-to-date on their training (Jansen)? Adams Kadera clarified that a list would be sent out by HR.
- Paretskaya asked if performance reviews must be done on the new PDMP system. Adams Kadera explained that as long as it is done, it is OK this time. She estimates that approximately 2/3 of departments have switched over. Those that haven't will be asked about their plans to switch over, and may be spot checked for paper versions. Scholz felt that PDMP improved his ability to give quality reviews, and Van Ruyven felt that it was an improvement from an employee perspective.

Multifactorial authentication is coming for computer logins where codes will be necessary, either from personal cell phones or from an issued fob.

Title and Total Compensation changes are coming, but it has been a bumpy transition bringing job descriptions into the new system. There are fears of these changes among employees. Dean Scholz felt that we should bring our staff salaries in line with other Big 10 universities – we have good data on faculty salaries, but not so much for staff because of the variance of job categories and titles. There are currently >900 employee titles at UW. There will be \$ available to closing salary gaps for staff.

### **HR Update**

Employees Benefits Fair is today (October 9<sup>th</sup>). Benefits enrollment period is October 1 – 26<sup>th</sup>.

Title and Total Compensation (TTC) - standard job descriptions are being developed to match other institutions.

There will be a benefits survey associated with TTC in late November where Mercer will email employees directly. Health, Life and Income Continuation Insurance cannot be changed, but other benefits and leave parameters may be open to change.

### **Committee Updates**

- Academic Staff Assembly– a representative to the PDRC from CASI is needed. October 26<sup>th</sup> is the PD grants deadline. A CASI Listening Session with the Dean is scheduled for December 6<sup>th</sup>, 9:30-1030am. Dalby reported that the Assembly spoke about the active shooter protocol and consensual relationships at its most recent meeting.
- University Staff Congress – October 30<sup>th</sup> is the PD grants deadline. December 5<sup>th</sup>, 9:30-10:30am in Vilas is the University Staff Listening Session.
- Climate Committee – Dunn said the group is working on the second survey and it is scheduled for disbursal in early November.

### **New Business/Issues to Share**

The general question was asked of committee members:

#### ***Why did you want to be on CASI/USIC?***

- Communication – to distribute information
- To learn about wider L&S staff issues
- Feel that this committee gives us an idea of the wider breadth of the college and keeps us ahead of the communication curve
- Noyes encouraged the committee not to underestimate the value that they bring to the committee and to the Dean

**Meeting adjourned at 11:30 am.**