

**L&S CASI/USIC Joint Meeting Minutes**  
**Sept 13, 2018 @ 54 Bascom**

**Present:** Dee Van Ruyven, Billy Gates, 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, Anna Paretskaya, Julie Lindsey (recorder)  
**Absent:** Lori Ushman, Alison Rice, Oh Hoon Kwon

**Valeo called the meeting to order at 9:30 am.**

**Welcome & Introductions**

Members introduced themselves. We welcomed our new joint meeting co-chairs: Karen Francis (chair CASI) and Jana Valeo (chair USIC).

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

**Dean's Report**

Dean Scholz thanked members for their service as these committees are very important to the College.

This year there are some exciting Admin Topics of the Month meetings including:

- 1) Challenges with immigrations and visas;
- 2) Study abroad and international programs;
- 3) New Short-Term Staffing (STS) and Teaching Assistant (TA) policies; and
- 4) Performance Management Development Program (PMDP).

Encouraged members to spread the word about these meetings. Targeted audience varies by meeting topic, though all L&S colleagues interested in the topic are invited to attend. Noyes will ensure meeting announcements request information to be "shared with others in department."

Noyes shared the newly create month-by-month calendar that captures key events, meetings, and due dates. Plan to post paper calendar version on L&S Administrative Gateway with the hopes of moving to electronic version in the future.

October 11-14 is the Wisconsin Science Festival.

Anticipate a salary exercise (discretionary compensation fund, faculty block grant, performance bonuses) to take place mid-November similar to the 2017-18 process.

Discussion about new tag line, "Destination L&S: Come Here, Go Anywhere" that involves being even clearer about the extraordinary research activities within L&S, sharing what our L&S alumni are doing in the world, and showcasing the varied experiences and accomplishments of our students. Ideas: incorporate "exploration" to messaging as this is an L&S strength; utilize tag line within our SOAR advising and communications; continue to highlight our undergraduate student researchers; explore ease of L&S majors selecting a double major from outside the College; continue to build physical hubs with advising and career services to assist students.

Discussed budget situation and campus plans regarding increasing student enrollment.

### **Committee Updates**

- Academic Staff Assembly– meets on Monday so no updates at this time.
- University Staff Congress – meets on Monday so no updates at this time.
- Climate Committee – Dunn said the group is working on scheduling their first meeting of the year. Climate survey is scheduled for disbursal in early November.
- PDRC (University Staff Excellence Awards/Professional Development Grants) - No news to report.

### **HR Update**

A great deal is happening with the Title and Total Compensation (TTC) as the creation of standard job descriptions for all job groups and compensation is being reviewed. Though original timeframe has shifted, the plan is for everything to be ready still by July 2019. Benefit Survey scheduled for disbursal at the end of November; table at Benefits Fair will describe the benefit survey to visitors. Yesterday, TTC Fundamental training information was sent to department coordinators of the TTC project efforts.

In August, Mehdi Rezai distributed information about L&S Processes for Non-Service Lump Sum Payments to UW students (e.g. scholarships, welcome checks). The campus workgroup has made progress on ways to proceed in the future. Contact Rezai or Adams Kadera if you have questions.

A job aid is being developed for fellowship vs employee appointments that will be a useful tool for payroll staff and grant administrators.

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

Regarding agenda ideas, Valeo and Scholz encouraged individuals to submit topics of interest for the meeting. Scholz is willing to discuss any topics, but would appreciate having some advance notice to ensure a richer meeting discussion.

Members approved Valeo's recommendations for a new agenda order.

**Meeting adjourned at 10:30 am.**