



**COLLEGE OF  
LETTERS & SCIENCE**  
University of Wisconsin-Madison  
*The Heart of a Great University*

## **L&S CASI/USIC Committee Meeting Minutes**

**Wednesday, April 21, 9:00 a.m. – 10:00 a.m.**

### **Cisco Webex Meeting:**

Meeting number (access code): 120 669 7265

Meeting password: GMtreT3bJ34 (46873832 from phones)

**Note taker:** Liana Lamont

Attendance: Eric Wilcots, Lori DeMeuse, Boyd Hillestad, Bruce Goldade, Catherine Auger, Cheryl Adams Kadera, Elizabeth Rose, Emily Hall, Lisa Jansen, Mary Noles, Meridith Mink, Pamela Garcia-Rivera, Peter Haney, Rebecca Forbes Wank, Tina Nielsen, Wyl Schuth, Deb Shapiro, Julie Anderson, Sarah Jedd

**Welcome & Introductions** (5 minutes) – All

**Corrections and Approval of March Meeting Minutes** (5 minutes) – All

**L&S Dean's Report** (10 minutes) – Wilcots

The surprising incident at Van Hise has demanded emergency action from the UW and from the Governor. On Sunday the concrete panels on the lower level became loose, and one fell. Thankfully, nobody was hurt. The top panels need remediation too. The building should be ready to be occupied by the fall semester. Removing the panels should take 4 weeks if the weather is nice. The work can't proceed in the rain. There is asbestos in the caulk in some of the panels, so full remediation is necessary. We're thankful for the governor's emergency support.

Joint Finance Committee is re-writing the budget request for Humanities Building. Thanks to Chris Bruhn. The current building doesn't meet our teaching needs, and it is structurally not sound.

It's admissions season! We're on pace to get a class of nearly 7600 students. A key part of recovering from the financial crisis brought on by the Covid Crisis is to get back to enrollment targets.

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### **Committee on Academic Staff Issues (CASI)**

Advises the Dean on the formulation and review of policies and procedures concerning the Academic Staff members of the College. It also advises the Dean on Academic Staff promotional opportunities, participation in department governance, and performance recognition

### **University Staff Issues Committee (USIC)**

Advises the Dean on the development and review of all College policies and procedures affecting university staff, developing opportunities for participation of university staff members in department and unit governance, and for recognition of university staff member contributions to the College's mission and to the excellence of its programs.

DeVon Wilson will be the College's inaugural Associate Dean for DEI. He's done great work at CAE. We need to capture the momentum to enact lasting change at our institution.

The University is rolling out vaccines as they are available. Supplies on campus are limited, but we are all eligible, and Dean Wilcots encourages us all to get whatever vaccine we can wherever we can.

Administrative Topic of the month is coming up, focused on the Administrative Transformation Program.

TTC and single-payroll updates coming from Cheryl.

Good news: we each have one fewer furlough days. Cheryl will address what to do if you took it already.

\*\*Process details are coming from central campus.

Commencement and Graduation Day are coming. The ceremony will be in-person for the students and remote for families and friends.

Return to Campus: fundamentally, the UW-Madison is a residential and community-based experience. We do our best work when we're all in the same room! Our students will be back, and our classes will be in-person. Thus, some staff needs to be back on campus. We won't lose all of our flexibility gained through remote work. The units understand their needs, and the units will guide policy development. It's going to be a learning experience in fall '21 and spring '22. Default is that we want people on campus in August. FPM will check and prepare all the facilities (such as water fountains and airflow).

Consulate and Visas may pose challenges for international students/TAS/Staff. Shirin and others are developing contingency plans. Cheryl says that remote work plans are being developed for people outside WI and outside the US.

### **Feedback to Dean's Report** (5 minutes) – All

Boyd Hillestad: What happens to university staff who have taken all their furlough days?

A: It will be reconciled.

Lisa: Why is mandatory testing being scaled back? How will we monitor outbreaks? What about vaccine regulations?

Dean Wilcots: As we re-open to the public (eg, terrace, student tours), we cannot ensure the public is being tested. Thus, we can't force employees to be tested. Private colleges are setting mandatory vaccine policies; public institutions are considering policies. In the summer, we may have more information and new policies.

Cheryl: Some units have their own testing policies, and those may be continued.

Bruce: When we get students on campus, what will we do if we see a spike in cases?

Dean Wilcots: Folks are thinking about it. We will encourage every member of the community and every student to get vaccinated.



Liana: what about hybrid teaching with some students and some remote?

Dean Wilcots: We won't force anyone to teach hybrid. However, for international students who may not be able to be on campus, we may make make separate sections of certain classes.

### **HR Updates** (10 minutes) – Adams Kadera

An update to the University's Remote Work Policy is coming soon and will begin in August, 2021.

Campus is going to send out a survey to all employees to gather feedback about remote work.

TTC should be implemented by November 7, 2021. Conversations should conclude at the end of April. The division office will work over the summer and send conclusions to campus by the end of the summer.

Transition to single-payroll (biweekly schedule) begins this summer. Forums are coming up.

Wyl: when I was reviewing the job description library, I noticed that the title is very generic. There are two at the institutional level that are graduated. Who reviews these titles for consistency when there are similar words but have different seniority?

Chery: we're looking very carefully at division level and at unit level to refine the library. We do recognize that there are inconsistencies that we couldn't control. SJDs went through a number of reviews. Decisions were made on the campus-level.

Sarah: Is the Faculty Associate series completely gone? Will that turn into Professor of Practice eventually?

Cheryl: FA is gone. Promotion within a title is going away. There will be progression within a title. You could potentially get a market adjustment for compensation.

Cathy: When will the salary conversations begin?

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Cheryl: We are as anxious as you are about salaries! We are trying to hit the April 30 deadline at the Unit level so that we have enough time at the Division level to review it and communicate with campus and other Divisions. We need to settle a lot before people leave for the summer. The letters (and salary structure!) will go out at the end of October.

Mary: with the implementation of Shop@UW-plus, you have to have a vendor in the system. When will the updated procedures be communicated?

Cheryl: please reach out to your business-service contact.



## **Old Business/Issues to Share** (10 minutes) – All

Proposal to rewrite USIC and CASI bylaws

### ***See attached documents.***

Lisa: Can the bylaws specify a time period for notifying people not on the committees about the Agenda and Meeting Notes? Are others welcome to attend and informed of them?

Tina: We tried to be consistent between CASI and USIC. We stated that committee members need to be notified in advance of the agenda, but we do not specify a time frame. Tina would like the bylaws to be vague enough that we can meet the targets, and we can over-achieve.

Lori: If we need to get the agenda out early enough, then we cannot make alterations at our current pace. There are logistical concerns if we open the invitation to all people.

Wyl: Related to the removal of "all": On what types of policies & procedures concerning L&S academic staff would CASI not advise the Dean?

Lori: It isn't appropriate for this committee to look through every policy. This is our attempt to update the bylaws to reflect what is actually occurring.

Peter: This is a committee that with limited scope. We do not comment on policies not related to workplace issues faced by staff. For example, the committee would not consider changes to academic policies.

Mary: We should not remove the labor representative. I have concerns that since ACT 10, we do not have a large labor presence on campus any more. I do think it's important to keep the labor rep in there. Everyone is involved in Shared Governance, but not everyone is involved in labor.

Tina: Labor seems to not be used in the HR system.

After further discussion of diversity on the committee, it became clear the committee was not ready to vote. The committee voted to table the proposal and reconsider it with new drafts in

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the May meeting after the Dean's Office comes up with new drafts and posts them to a Google Doc for comments. May 11 is the deadline for comments.

### **New Business/Issues to Share** (5 minutes)

None

### **Committee Updates** (5 minutes)

Tabled

### **Adjourn**

### **USIC members for 2020-21:**

<b>Name</b>	<b>Seat</b>	<b>Term</b>
<b>Julie A Anderson</b> Univ Svc Prg Assoc Economics julie.anderson@wisc.edu	Dean's Appointee	2020-2022 (fill term vacated by Kate Skogen)
<b>Bruce Goldade</b> Financial Specialist Sr. Chemistry goldade@chem.wisc.edu	Non-Exempt Administrative Support, Fiscal & Staff Services	2018-2021
<b>Peter Haney</b> Dept Admin Chicana/o and Latina/o Studies pchaney@wisc.edu	Early Career	2019 - 2022
<b>Boyd Hillestad</b> Electronics Tech Media Sr Communication Arts bjhilles@wisc.edu	Blue Collar and Technical	2020-2023
<b>Tina Hunter</b> Dept Admin Sociology tina.hunter@wisc.edu	Exempt	2019-2022
<b>Mary Noles</b> Financial Specialist Sr French & Italian menoles@wisc.edu	Non-Exempt Administrative Support, Fiscal & Staff Services	2020-2023
<b>Rebecca Forbes Wank</b> Financial Specialist Sr German, Nordic & Slavic Studies rebecca.forbes.wank@wisc.edu	Non-Exempt Admin Support, Fiscal & Staff Services	2018-2021

Then ex-officio (or also invited):

Cheryl Adams Kadera

Tina Nielsen

Eric Wilcots



The College of Letters & Science University Staff Issues Committee will consist of seven members: five elected by the College's university staff, one appointed by the Dean and one elected as a labor representative from the blue collar and technical/trades. Members will normally serve three year terms. Mid-term appointees will serve for the remainder of the vacant term and may run for re-election.

Updated: 9/14/20

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**L&S CASI Members for 2020-21**

<b>(3<sup>rd</sup> year) all elected</b>	<b>(2<sup>st</sup> year) all elected</b>	<b>(1<sup>st</sup> year) all elected</b>
<b>Liana Lamont, Chair</b> Faculty Associate Chemistry lblamont@wisc.edu	<b>Elizabeth Rose</b> Admin Program Specialist Psychology erose3@wisc.edu	<b>Pam Garcia-Rivera</b> (elected) Sr. Student Service Coordinator Journalism & Mass Comm pgarciariver@wisc.edu
<b>Meridith Beck Mink</b> Admin Program Spec L&S Administration mmink@wisc.edu <i>**serving out term originally held by Tim Dalby**</i>	<b>Emily Hall</b> Faculty Associate English ebhall@wisc.edu	<b>Wyl Schuth</b> (elected) Admin Program Specialist L&S Student Academic Affairs wyl.schuth@wisc.edu
<b>Lisa Jansen</b> Assoc. Director - Learning Support Services eajansen@wisc.edu	<b>Sarah Jedd</b> Assoc. Fac. Assoc. Communication Arts sjedd@wisc.edu	<b>Cathy Auger</b> (elected) Student Services Coordinator Integrative Biology cauger@wisc.edu

**Ex-officio members:**

Eric Wilcots, Dean, L&S

Cheryl Adams Kadera, Assistant Dean, L&S

Tina Nielsen, Chief of Operations and Staff

**ASEC Liaison:**

Deb Shapiro, Dis. Faculty Assoc, i-School

updated: 9-14-20