



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

L&S CASI/USIC Committee Meeting Agenda

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

Welcome & Introductions (5 minutes) – All

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

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

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

HR Updates (10 minutes) – Adams Kadera

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

Proposal to rewrite USIC and CASI bylaws

New Business/Issues to Share (5 minutes)

Committee Updates (5 minutes)

Academic Staff Assembly

University Staff Congress

Climate Committee

PDRC - University Staff Excellence Awards / Professional Development Grant

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.

Academic Staff Excellence Awards

TTC Shared Governance Advisory Committee

Adjourn

USIC members for 2020-21:

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

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

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L&S University Staff Issues Committee (USIC) Bylaws

This document contains the USIC (formerly CSIC) bylaws as related to mission, membership guidelines, and committee procedures.

Mission:

The charge of the College of Letters & Science University Staff Issues Committee is to represent the College's university staff in advising the Dean on the development and review of all College policies and procedures affecting university staff. In addition, the Committee will provide advice to the Dean on developing opportunities for participation of university staff members in department and unit governance, and develop opportunities for recognition of university staff member contributions to the College's mission and to the excellence of its programs.

Membership Guidelines:

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 appointed as a governance representative. All elected and appointed members shall be university staff holding an appointment within the College. The committee make-up will be consistent with the make-up of the entire College university staff. The Dean's appointed member will be chosen with an eye to enhancing balance among various groups. The Dean, and the member selected by the committee, will co-chair the committee. The College Human Resource Manager will be member ex officio.

To assure representation of all university staff in the College and to provide a variety of perspectives, each elected/appointed member will represent the entire university staff of the College, not a particular constituency. Therefore, all elections will be at large: all university staff members with an active appointment at the time of election will be eligible to vote in the election.

A broad communication will be sent out by the Office of the Dean to solicit candidate nominations for vacated committee seats from the College of Letters & Science University Staff. Additionally, the election process will be managed by the Office of the Dean.

University staff members who accept the nomination to USIC will submit a brief statement to the Office of the Dean. The statements will be included on the ballots at the time of the election, which will normally be held in the spring every two years or when necessary. The candidate(s) receiving the majority of the votes cast will be the newly appointed committee member(s). The established candidate roster will also be used to fill mid-term vacancies when necessary.

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.

The procedures for the election/nomination of university staff members to the committee, and any changes thereto, shall be determined by the current USIC members.

Procedures:

The USIC shall hold monthly meetings during the academic year in conjunction with the Committee on Academic Staff Issues (CASI). Notice about date and time changes of the meetings will be sent to all College university staff.

The College university staff are welcome to attend meetings of interest. Non-USIC staff may provide input to the meeting by being recognized by the Dean. Tabling of an agenda item can be requested by a committee member at any time subject to a majority vote.

A draft agenda developed in consultation with the Co-chairs of USIC and CASI will be sent to committee members within a reasonable period of time in advance of the meeting to allow additions and changes to the agenda.

The act of presiding over meetings will alternate between USIC and CASI Co-chairs on an academic year basis. The presiding co-chair will be responsible for running the meetings and communicating necessary information to both committees in preparation for meetings. Minutes from meetings will be constructed, distributed for review and edited by the non-presiding co-chair. Once approved, the minutes will be posted to the College of Letters & Science Administrative Gateway.

Subcommittees will be assembled as needed.

Each year USIC will select one member to serve on the L&S Academic Planning Committee. A member may serve more than one year.

Proposed bylaw revisions or amendments shall be circulated to all USIC members a minimum of 14 days in advance of a USIC committee meeting and must be made available on the announced agenda that is distributed to all staff. An affirmative vote of the majority of the USIC voting members is required for passage of any bylaw revisions or amendments. The bylaws and any subsequent changes will be posted to the College of Letters & Science Administrative Gateway.

04/07/2021