



L&S CASI/USIC Committee Meeting Minutes

Monday, March 22, 1:00 p.m. – 2:00 p.m.

Cisco Webex Meeting:

Meeting number (access code): 120 526 4063

Meeting password: Gpk3mYQPG23 (47536977 from phones)

Note taker: Liana Lamont

Participants: Eric Wilcots, Lori DeMeuse, Bruce Goldade, Catherine Auger, Cheryl Adams Kadera, Debra Shapiro, Emily Hall, Julie Anderson, Liana Lamont, Lisa Jansen, Mary Noles, Meridith Mink, Pamela Garcia-Rivera, Peter Haney, Rebecca Forbes Wank, Sarah Jedd, Tina Hunter, Tina Nielsen, Wyl Schuth

Welcome & Introductions (5 minutes) – All

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

Previous minutes approved.

L&S Dean's Report (20 minutes) – Wilcots

We're still working on the DEI search.

Vacation carry-over extension is a great HR accomplishment. It will relieve anxiety to extend it through October.

We recognize that mental health and well-being continues to be a challenge. Look after your own and that of your colleagues. Look at the resources on the Center for Healthy Minds website.

Many instructors have dialed down the intensity this week or next week since we miss Spring Break. This is a good idea.

Outside Activities and Conflict of Commitment Reporting is important and being monitored at the School and College level. If people are spending more than two days per month doing work outside UW and that is connected to the role at UW Madison, then it needs to be reported.

Question: How does it work for people with 50% appointment? Does being on a board at my kids' school count as an Outside Activities?

Answer by Cheryl and Dean Wilcots: Conflict of Commitment is forward looking, and employees must report activities that overlap with their roles at UW. Outside Activities reports on your activities done over the past year. Conflict of Commitment is required of faculty and academic staff. University staff do not need to report Outside Activities.

State Building Commission voted down all the UW building requests made through the Governor's budget. All of that responsibility now sits with the Joint Finance Committee, and we're still working on Humanities, Engineering, and Old Music Hall projects.

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)

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Campus Leadership is working on Guiding Principles as we return to campus. We want to generate a transition plan and then also a new-normal plan as two separate activities.

Commencement will be in-person at Camp Randall. There will be one ceremony for undergrad students only and one for grad students only. Parents and friends can watch on video. Everyone will have to show their Safer Badger Badge to get access to Camp Randall. Perhaps we'll do something for the Class of 2020 in the Fall of 2021 on a non-football weekend. School, College, and Department events will all be virtual.

Question: Will you need volunteers?

Answer: Yes, an announcement will be coming soon.

Question: About vacation carry-over extension: is this just for this year or will it continue in future years?

Answer: Sorry, nope.

Vaccines are rolling out. Go get one!

Question: Are there guidelines for providing food at events?

Answer: Until further notice, masks stay on and no food/drink is to be served at in-person events. We don't know about fall. It is possible to provide packaged meals to take away through the Union or Dining Services as long as it's part of the event. The College will soon issue uniform guidance about this practice.

Rebecca Dunn is rotating off L&S APC. We will need to recruit a new CASI/USIC member to replace her.

Rebecca Forbes Wank, who currently serves on the APC, will end her USIC term in May, and we will need to replace her also.

Question: What is the College doing about reports that Honor Lock has caused problems for students with darker skin tones during exams?

Answer: Honor Lock has had 100s of complaints. Three students of color reported being asked to re-identify themselves more often than appropriate. All of Calculus's Honor Lock data was analyzed, and it didn't seem systemic. We turned off the Pause Feature to stop the re-identification step. We may need to continue to use Honor Lock even after we return to in-person. We're still concerned about invasions of privacy.

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

Wyl: What will the guidance for return to on-campus work look like for immunocompromised employees? What about Madison Metro Transit service?

Answer: Yes, we do need to work with Metro. We're continuing to think about Fall 21 accommodation requests. There is so much unsettled policy and unknown factors, so we don't know how to answer all these questions. The vaccine won't be 100% effective, nor will 100% of the people be able to get it. We're working with the Divisional Disabilities Representatives.

Liana: What about students who can't return in-person?

Answer: We'll all be wearing masks. Students not vaccinated will need to continue to use Safer Badgers.

Sarah Jedd: She has an at-risk child but was denied an accommodation since it wasn't for her.

Answer: We're working through it and trying to be mindful about the concerns. HR recognizes two categories: 1. Medical Accommodation (covered by ADA) and refers to an accommodation that the employee directly needs in order to operate as an employee. 2. Non-Medical Accommodation, which is a request for an accommodation needed for someone in the employee's house who is not the employee.

HR Updates (10 minutes) – Adams Kadera

There was a lot of discussion about who is eligible to get vaccinated. Employees register directly through UHS, but look in the community for resources. If you get vaccinated in the community, then you need to report it so your Safer Badger App gets updated.

TTC timeline is pushed back to fall 2021. Departments should continue to hold conversations by April 30.

Single payroll is coming this July. Summer has a lot of odd time-frames.

New Business/Issues to Share (5 minutes) – All

- **Proposal to rewrite USIC and CASI bylaws:**

Lori and Tina N: The College periodically reviews the bylaws of its committees. CASI and USIC are up for review. Right now the bylaws may be out of date and may not reflect the committee's current operations. For example, the committees are now meeting together, and this is not reflected in their bylaws. Sometimes committee bylaws contain redundant and irrelevant language, and review helps to



clean that up. Lori and Tina have been working on a rough draft of new bylaws and have been seeking examples from other divisions. They will send them out for review before the April meeting. The committees will want to harmonize the language in their bylaws since they meet together.

- **Mentors and the onboarding of University staff:**

Tabled

Committee Updates (10 minutes)

Academic Staff Assembly: Deb Shapiro provided a link to the minutes of the most recent Academic Staff Assembly meeting.

University Staff Congress

Vice Chancellor’s report generated a lot of questions. Answers coming soon.

Climate Committee

No updates.

PDRC - University Staff Excellence Awards / Professional Development Grant:

The group agreed that Lori DeMeuse should sending out an announcement of the second round of University staff professional development awards in early April with due date of April 30.

Academic Staff Excellence Awards:

Awardees have been submitted; announcements coming soon.

TTC Shared Governance Advisory Committee:

Did not meet in February since there was no implementation date. A meeting is coming up later this week.

Adjourn

USIC members for 2020-21:

Name	Seat	Term
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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



COLLEGE OF LETTERS & SCIENCE

University of Wisconsin-Madison

The Heart of a Great University

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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