



L&S CASI/USIC Committee Meeting Agenda

Tuesday, May 18, 11:00 a.m. – 12:00 p.m.

Cisco Webex Meeting:

Join by meeting number

Meeting number (access code): 120 420 4114

Meeting password: unMJrA94Qr3 (86657294 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 (15 minutes) – Wilcots (Delivered by Tina Nielsen)

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

HR Updates (5 minutes) – Adams Kadera

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

Proposal to rewrite USIC and CASI bylaws
(see Revision #6 of USIC bylaws on the calendar invite for this meeting)

New Business/Issues to Share (10 minutes)

Selection of CASI & USIC co-chairs for 2021-2022

Committee Updates (5 minutes)

Academic Staff Assembly

University Staff Congress

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.

Climate Committee

PDRC - University Staff Excellence Awards / Professional Development Grant

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



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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

(3rd year) all elected	(2st year) all elected	(1st 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 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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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 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:

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

(3rd year) all elected	(2st year) all elected	(1st 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

L&S Committee on Academic Staff Issues (CASI) Bylaws

This document contains the CASI bylaws as related to responsibilities, membership guidelines, and committee procedures.

Responsibilities:

At the January 12, 1998 meeting of the Academic Staff Assembly, Academic Staff Document #210, titled "*School, College, and Division Committees on Academic Staff Issues*" was passed. This document calls for each school, college, or division of the University of Wisconsin-Madison to establish a committee to advise the Dean or Director on issues pertaining to or affecting academic staff members in that unit. The responsibilities, membership guidelines, and procedures for such committees are described in that document and have been incorporated into the current document as applicable.

In accordance with the guidelines established in Academic Staff Document #210, the responsibilities of the College Letters & Science Committee on Academic Staff Issues (CASI) shall include, but are not limited to:

1. Advising the Dean on the formulation and review of policies and procedures concerning academic staff members;
2. Providing advice to the Dean on college program decisions likely to affect promotional opportunities, or lead to non-renewal or layoff of academic staff members;
3. Developing opportunities for participation of academic staff members in department and unit governance; and
4. Developing opportunities for recognition of academic staff member contributions to the College's mission and to the excellence of its programs.

Membership Guidelines:

The CASI shall consist of up to twelve members>At least 2/3 of the members are to be elected by the academic staff of the College and the others will be appointed by the Dean as necessary. All elected and appointed members shall be academic staff holding an appointment within the College. The elected members should include academic staff from the instructional, research, outreach, advising or student services areas, and any other functional area represented in the college. The remaining appointed members will be chosen to balance the committee composition.

The committee members appointed by the Dean will be chosen with the goal of enhancing balance between various groups (identity, function, division, etc.). The Dean will co-chair the committee and will be a member ex-officio.

Although the membership rules specify positions based on functional area to assure representation of all academic staff in the College and to provide a variety of perspectives, each elected/appointed member will represent the entire academic staff of the College, not a particular constituency. Therefore, all elections will be at large: academic staff members with an active appointment as of March 1 will be eligible to vote in each election, regardless of the functional area the candidates represent.

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 Academic Staff. Additionally, the election process will be managed by the Office of the Dean.

Academic staff members who accept their nomination or self-nominate to CASI will submit a brief statement to the Office of Dean. These statements will be included on the ballots at the time of the election, which will normally be held in the spring.. In races with two candidates, the candidate receiving the majority of votes cast will be considered the winner of the election; in races with more than two candidates, the candidate receiving a plurality of votes cast will be considered the winner.

Committee members will be elected/appointed for three-year terms (except when appointed to fill a mid-term vacancy). Terms shall be staggered so that two to three new members are elected/appointed each year. Each newly elected/appointed committee member will begin their three-year term in the fall semester after their election or appointment to CASI.

No member may serve for more than three consecutive years, with the exception of mid-year appointees who choose to run for election. Mid-term vacancies will be filled by appointment by the Dean with input from the committee in such a way as to assure the functional area balance of the committee. The mid-term appointee will serve for the remainder of the vacant term.

The procedures for the election/nomination of academic staff members to the committee, and any changes thereto shall be posted. The Office of the Dean oversees the election process.

Procedures:

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

The College academic staff are welcome to attend meetings of interest. Non-CASI 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 CASI and USIC 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 duty of presiding over meetings will alternate between CASI and USIC 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.

Prior to the completion of the final meeting of an academic year, a CASI Co-chair will be elected by the committee. In addition, an annual report may be submitted during or after the final meeting.

Subcommittees will be assembled as needed.

To be consistent with Academic Planning Committee (APC) operating procedures, CASI executes the elections for the two academic staff APC members from the college's at-large academic staff population. The dean can appoint an ad hoc member on recommendation of the committee in the event that an election is unable to be conducted or an opening occurs off-cycle. A member may serve more than one year. Additionally, a member of CASI will be appointed to the L&S Professional Development and Recognition Committee (PDRC) and will normally serve for the remaining duration of their CASI term. The individuals should be identified during early spring to produce members for both bodies by May.

At intervals not to exceed five years, the elected academic staff members of the committee shall review its structure and functions to assess its effectiveness as a voice for academic staff and its compliance with Academic Staff Policies and Procedures. The self-study report shall be submitted to the Dean, to the academic staff of the College and to the Academic Staff Executive Committee (ASEC).

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

03/12/2021

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. Six of these will be elected by the College's university staff. One will be appointed by the Dean. The committee membership will be consistent with the make-up of the entire College university staff. Members shall include one exempt employee, two non-exempt administrative support employees, one blue collar and technical employee, one early-career employee, one labor representative, and one Dean's appointee. The Dean's appointed member will be chosen with an eye to enhancing balance among various groups. All elected and appointed members shall be university staff holding appointments within the College. The Dean, and a 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 midterm vacancies when necessary.

Members will normally serve three-year terms. Midterm 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 dates and times of the meetings, and any changes thereto, 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 duty 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.

USIC will recognize university staff through a formal awards process, soliciting nominations from the university community and evaluating those nominations. The committee may evaluate nominations as a body or designate a subcommittee for that purpose.

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.

05/14/2021