**L&S CASI/USIC Committee Meeting Minutes  
Monday, November 23, 1:00 – 2:00 p.m.**

[**Cisco Webex Meeting**](https://uwmadison.webex.com/uwmadison/j.php?MTID=md22f7d9d5b7b7e424deedd1b787bc11b) **Meeting number (access code): 120 518 7686**

**Meeting password: WgYxSDvb382 (94997382 from phones)**

**Note taker:** Liana Lamont

**People present for meeting:**

Dean Wilcots, Lori DeMeuse, Peter Haney, Bruce Goldade, Catherine Auger, Cheryl Adams Kadera, Debra Shapiro, Elizabeth Rose, Emily Hall, Julie Anderson, Lisa Jansen, Pamela Garcia-Rivera, Rebecca Forbes Wank, Tina Nielsen, Wyl Schuth, Boyd Hillestad, Meridith Mink, Mary Noles, Liana Lamont

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

**Corrections and Approval of September & October Meeting Minutes** (5 minutes) – All

Small errors were corrected in September minutes. Both minutes were adopted.

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

Dean Wilcots encouraged the members of the Committee to take a break to relax this weekend.

The State and campus ARE covering the 2% pay-raise. It’s a bit of great news.

Losses in revenues and increased costs had led to $320,000,000 hole that needs to be filled with budget cuts across campus. L&S has been assigned a one-time cut of $5.18M for FY21 (about 2.75% of our 101 budget) and a base cut of $8.06M for FY22 (about 4.25% of our 101 budget). The Legislature and the Governor may still make changes that will require further adjustments. There is still a lot of uncertainty, especially because we do not know what enrollments for Spring and Fall will look like. We hope to be back to normal enrollment by Fall 2021. The Governor’s budget will become more clear in the first-half of 2021.

Dean Wilcots and team will go through the normal 2-year budget reallocation exercise in the summer 2021. Further changes may occur at that time.

Dean Wilcots and team will work with departments on navigating the ongoing budget cuts, which are for the next FY2022. Department Chairs are navigating it currently, often through not filling vacant positions. Other departments might move money through 131 accounts possibly from professional Master’s programs, summer revenue, etc. If 7600 first-year students enroll for Fall ‘21, the University will be in a strong position!

For Spring 2021, most classes will be remote. Ten percent will be in-person or hybrid. The College is delivering 40% of ALL campus instruction.

The College has put great effort into the Remote Teaching Tool Kits site to enhance the students experience.

We all need to encourage instructors to create opportunities for students to interact with peers and with instructors, even in remote classes.

The Dean expressed his appreciation for the Elections Research Center, including UW NOW and community meetings. L&S faculty shared their expertise and efforts at understanding our 2020 elections and their outcomes to great effect. Dean Wilcots encouraged CASI/USIC committee members to view the archived videos of these discussion.

The Dean reported that there were no election problems on campus.

The Dean expressed the hope that a new administration and dialing back anxiety on immigration, which has affected our students, faculty, and staff.

The likely nominee to the United Nations is a UW Master’s degree alum!

Starting Nov 30, all instruction will be remote. Some students will remain in residence halls. Most buildings will be open, but a small number will be locked. If you have concerns, please contact Chris Brune and Chairs.

Thank you for all of your hard work this semester keeping the trains running and moving forward!!

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

Meredith: What role will UW play in community testing, and what role will UW play in vaccine distribution?

Dean Wilcots: He’ll look into it and get back to us.

Catherine: How many students are thinking of staying home to be fully online in Sp21?

Dean Wilcots: We are thinking about it, and it’s why we’ve put effort into Remote Teaching Tool Kits. We understand, and we are working hard to make this a good educational experience. A lot will depend on what happens in the next 6 weeks. There may be some families that decide to take time off, but then what will they do? The advising is working hard to help students see how they can stay on track towards their degrees. We hope to keep students engaged!

Liana: Are dorms still open after Nov 30?

Dean Wilcots: Yes, dorms will remain open. Some ommon areas will be open.

Catherine: Budget cuts will happen FY2022. Please clarify.

Dean Wilcots: Departments have an assessment of current financial status(tally sheets). We have cut budgets across the board. Some departments had surpluses before COVID, while others had deficits. This summer, we will re-assess. Those departments in a deficit summer ‘21, will need to come up with a plan to balance their budgets. Some departments can shift money 131-101 to cover deficit, but others will need to be more creative.

Boyd: If a vaccine is approved to rollout in the spring, how soon will normal classes resume?

Dean Wilcots: Even without a vaccine, summer 2021 will be mixed remote and in-person. The fall 2021 classes may still be mixed. Even without a vaccine, we intend to have testing and tracing at a level that we can increase in-person classes. Campus is looking at buildings and airflow more closely. We will have to see how widely that vaccine is available.

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

The University’s initial furlough period ended in October. HR and payroll staff are still doing clean-up and sending out reports to departments. Some individuals may have balances that they still need to use.

Letters about the new round of furloughs should come out in time for January. The second round of furloughs should look similar to the fall 2020 semester furlough plan.

L&S HR will work with departments to make sure that people eligible for the 2% pay increase have completed sexual assault-prevention training and that supervisors have completed reviews.

University Staff are eligible for $15/hours min wage. Student workers and temporary workers are not eligible.

The College is waiting for more information about employee Covid-testing, where it will occur, etc. All employees should have received a survey (go.wisc.edu/64niks) as we craft plans.

The UW System has announced that all UW employees will move to a single bi-weekly payroll schedule beginning July 2021. Benefit deductions will be split between the two paychecks to even them out. There will be forums and informational sessions about this change as it approaches.

Lisa: Are there updates to campus telecommuting policy?

CAK: We’ve been making revisions, and the biggest concern is the work-flow. There is an electronic workflow to track the approvals, and it’s not resolved. There may need to be new IT solutions.

Lisa: There is a purchasing side to telecommuting. People are having problems getting items delivered to their homes while working remotely. What’s the latest?

CAK: This is not my area of expertise.

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

Questions for Listening Session:

The Dean had asked members of the committee to suggest questions for the upcoming academic staff and university staff listening sessions. Members of the committee made the following suggestions:

* Please clarify on the deadline for submitting grades in December.
* How long can we plan on working from home?

**Committee Updates** (10 minutes)

Academic Staff Assembly

Deb Shapiro: ASA met Nov 9 to discuss ASPP changes to clarify how alternates and reps are nominated. We discussed “Diversity, Equity, and Inclusion” training. Trump admin Executive Order said federally funded organizations could not do DEI training. Our resolution initially wanted to expand, but we have a budgetary deficit. ASEC talked about single-payroll, pedagogy, and furloughs.  
  
University Staff Congress   
Bruce Goldade: University Staff Congress met via email correspondence. We adjusted two bi-laws. Among the good news is a new low-cost parking option available to UW-Madison employees who earn $35,000.00/year or less. Members of Congress expressed concern that the plan to establish a minimum wage of $15/hour would lead to salary compression, negatively affecting long-time workers have worked their way up to that level.

Climate Committee  
*no news*

PDRC - University Staff Excellence Awards / Professional Development Grant

USIC has made decisions on the University Staff Excellence Award, and individuals are being notified. Campus-wide announcements will be coming soon! PD Grant decisions will be made in December.

TTC Shared Governance Advisory Committee

Cheryl: L&S HR is engaged with the TTC restart, but there are no firm timelines yet.

Lisa and Deb serve on the TTC Shared Governance Advisory Committee. It stopped meeting for about 6 months, but will resume soon.

Dean Wilcots: We’re going to have a virtual ceremony on December 2 for last year’s winners. Winter commencement will also be virtual this year.

**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

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

|  |  |  |
| --- | --- | --- |
| **(3nd 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  *\*\*serving out term originally held by Tim Dalby\*\** | **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