



L&S CASI/USIC Committee Meeting Minutes

Tuesday, October 20 3:00 – 4:00 p.m.

Microsoft Teams Meeting

Note taker: Liana Lamont

Committee Members in attendance: Peter Haney & Liana Lamont (co-chairs), Julie Anderson, Tina Hunter, Boyd Hillestad, Tina Nielsen, Rebecca Forbes Wank, Pamela Garcia-Rivera, Meredith Beck Mink, Sarah Jedd, Wyl Schuth, Elizabeth Rose, Cathy Auger, Lisa Jansen

Not present: Bruce Goldade, Mary Noles, Emily Hall

Guests: Cindy Armour, Jana Valeo, Miranda Weber, ChoonYee Ho-Jonas, Kim Gonzalez, Pamela Chizak, Elizabeth Morris, Bonnie Lane

Ex Officio: Eric Wilcots, Lori DeMeuse, Deborah Shapiro

Welcome & Introductions (5 minutes) – All

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

This item was tabled because minutes of the September meeting were not available.

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

- 6-year grad rate: 88.5% (Well above other major research institutions!!!)
- Retention rate for under-represented domestic minority students Freshman to sophomore 95.9%
- 4-year grad rate for underrepresented domestic minority: 56.6% (83% within 6 years)
- COVID-19 updates: all classroom instruction will be remote; practicums or labs or performances for arts will continue. Students can access buildings for wifi, etc after Thanksgiving.
- Message to students from Dean, housing: end-of-semester planning
- COVID-19 numbers are low on campus; community numbers are on the rise in Dane County.

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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- Reminders sent to State, Regent, etc about public health guidance for Halloween, football games.
- 2020 diversity forum is on Oct 27-28. They look like wonderful discussions. Please register and attend!
- Several awards to our faculty!
- Nominations are now open for mentoring undergrads in research and creative activities.
- No clear guidance about budget cuts. Laurent Heller and team are still looking at tuition revenue looks healthy. We don't know what the state budget will be yet, nor how it will impact UW System. Expect budget cuts. More coming in the next weeks to months. There is discussion about another round of furloughs. The state-approved 2% pay raise has not been cancelled yet, but it's unclear if it's funded.
- Student registration will occur in December. Unclear if we can do testing early enough to have in-person academic advising.
- Instructor support for remote classes continues. All classes greater than 50 students will continue to be remote.
- Searching for a new faculty director of the Honors Program.
- PVL out now for a new Chief Information Officer
- PVL soon for Dean of Diversity, Equity, and Inclusion.
- It's Homecoming Week! (virtually)

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

- **Lisa:** 2% pay raise: who was supposed to pay for it?
Dean Wilcots: State would have funded it. Politically-bad to rescind pay-raise, but there is no money allocated to pay for it.
- **Rebecca:** Students must be feeling fatigue. How do we combat it.
Dean Wilcots: Even when we quarantined the dorms, students were well behaved: wearing masks, socially-distancing. The early partying had consequences, and it's ending. There were disciplinary actions. We're concerned about students being too isolated.
- **Liana:** Is there a Big 10 voter challenge?
Dean Wilcots: we're looking for volunteers to help students to make sure they have the right IDs to register. Chairs, Programs Center Lead contacted today.
Tina: no challenge this year.
Vote.wisc.edu to get ID cards
<https://morgridge.wisc.edu/students/voting-at-uw-madison/big-10-voter-challenge/>
<https://news.wisc.edu/badgers-get-ready-to-vote/>
Others present at the meeting noted that chairs and department administrators had received a call for volunteers to help print out Voter ID documents for students. All UW staff may volunteer their time to help create these documents, provided their supervisors approve. Cheryl Adams Kadera clarified that this option was available to student employees if their supervisors approved the assignment.
- **Wyl Schuth:** What comes next? (Not the spring term, but more in advance.)
Will we return to the status quo? How are we gathering information from student, staff, faculty to capture what we've learned.
Dean Wilcots: Yes!! How does this experience inform where we go next? We are



addressing it. Some teaching techniques will continue. Telecommuting may continue. Certain buildings/offices have zero air-flow. That was never healthy. We are surveying students and faculty. I don't know that we're surveying staff. (Group shakes heads.) We should figure out a way to capture the staff experience.

HR Updates (10 minutes) – Adams Kadera

- Annual benefit enrollment ends on Friday. This is the opportunity to sign-up or switch plans.
- Furlough needs to be taken by Oct 31.
- Additional furlough time is a real possibility. Watch for communication from campus.
- TTC met for the first time today for first time since Feb/March. We're re-engaging in the process, and we will restart to implement. Time-frame looks like spring/fall of 2021. It seems like a heavy lift. We'd need to have conversations virtually, and now we're much more comfortable with this modality.
- Pay plan: January 2021 implementation.
- Single payroll being discussed. Everyone would go to bi-weekly cycle. OHR is getting pushed by System. Lots of communication would be needed, but this would be more consistent and potentially simpler for HR.
- Off-site work: telecommuting policy had not been updated for a long time. We're reviewing that set of policies at the campus-level, and then it will be sent to units to learn how to use the form.
- Exempt to non-exempt: lots of work behind the scenes in the payroll system.
- *Boyd*: Is there a way to review your changes to benefits enrollment?
Cheryl will check.

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

None

Committee Updates (10 minutes)

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Academic Staff Assembly (Deb)

- Met on Oct 12.
- Chancellor spoke. ASPRO presentation. 2019-2020 business report. ASEC report.
- ASM vote of No Confidence in Campus Police.

University Staff Congress

- The committee heard a report from the Chancellor, and will vote on revisions to the Congress's bylaws. The changes will dissolve inactive committees whose work has been replaced by other committees.

Climate Committee

No report

PDRC - University Staff Excellence Awards / Professional Development Grant

- Call for Univ Staff nominations are out, due in beginning of November. Follow-up question by *Catherine*: What if we recognized the essential employees who are taking care of the buildings while we are all working from home?
Cheryl: This comes up in units quite a bit. We specifically remind people to think about animals, instrumentation, technical (blue collar), etc.
Julie: Many technical workers prefer to be recognized as a group.
- Prof Dev Grants coming soon

TTC Shared Governance Advisory Committee

- No news beyond the update presented by Cheryl Adams-Kadera

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	Blue Collar and Technical	2020-2023



Communication Arts bjhilles@wisc.edu		
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