**CASI / USIC**

**Tuesday, February 22nd 11:00 a.m. – Noon**

Note taker: Julie Anderson

**Present:** Anderson, Auger, Dalby, DeMeuse, Forbes Wank, Garcia-Rivera, Hall, Haney, Hanson, Hillestad, Hunter, Jedd, Kujak-Ford, Lacy, Martinez Nielsen, Noles, Schoville, Schuth, Wheeler, Wilcots

**Absent:** Rose

**Review and Approve Previous Minutes – All**

Small errors were corrected and adopted.

**The Dean’s report was distributed before the meeting. Dean Wilcots added:**

* Mask mandate will expire after March 11
* IT Director Search
* Shout out to Odyssey Program
* New Assistant Dean Karen Stroud Felton (from School of Business)
* All Staff Listening session March 23 @ 3:30 in 1100 Grainger Hall
* Great progress with architect’s conceptual designs for Levy Hall

**Feedback to Dean’s Report -All**

**Discussion of HR Updates – All**

* **Hillestad**: Will the (ongoing appeals) process be affected by the change of director? Why make me go to OHR for review if division doesn’t agree?
* **Wheeler**: Lots of appeals received on the last day, and Adams Kadera is working 20% this month. Appeals are still on hold with IT group and student services positions while we review market data and look for guidance from campus. Ongoing appeals can be escalated to the next step for campus review, HR review deadline is March 18. There are no new process and no new deadlines. Another email will come out addressing title changes.
* **Haney**: If supervisor conversations regarding job title mapping and position descriptions didn’t resolve differences, what do we do if we disagree with title and disagree with specific duties, and percentages?
* **Wheeler**: They should appeal. If the title is in stone, perhaps the percentage can be adjusted. If the change would be drastic, reach out to HR Director.
* **Hall**: How to respond to Tas who are highly concerned about mask mandate, if they won’t show up?
* **Jedd**: On masks, my Tas wouldn’t have taken assignments had they known that masks were going away. Students aren’t enjoying the “masks are individual choice” messaging. Can I ask a colleague to wear a mask?
* **Wilcots**: We understand the concern. One on one teaching sounds scary. Covid is never going away. Remind them that they can wear a mask if they choose to wear a mask, and we’re working on mask-wearing language, so hold tight.
* **Garcia-Rivera**: Students leaving campus (ie to taverns) and returning without masks is about the same as retuning from Spring break without masks.
* **Hillestad**: Would I be required to to wear in a classroom? I travel all over to many rooms.
* **Wilcots**: No.
* **Hillestad**: Circling back around to TTC Appeal, regardless of whether its an employee to a supervisor, or to HR, why is Division holding us up? Why can HR deny the request? Why is Division halting the appeal?
* **Wheeler**: There are many scenarios. (ie) The supervisor didn’t agree, they tried to solve it informally. We’re using all titles consistently. Supervisors don’t know how everyone on campus is lining up with titles. Next step is to appeal to campus, and they’ll review it.
* **Haney**: Does Dean Wilcots have an etiquette for masks? Perhaps asking employees about masks?
* **Wilcots**: Our goal is to have universal messaging and uniform statements across campus to cover thousands of mask conversation scenarios. Wear a mask if you choose to!
* **Jedd**: Students are thrilled about no masks.
* **Haney**: Why don’t we ask employees about masks?
* **Wilcots**: We need the language.
* **Schuth**: Being asked to mask in our own personal workspace, concern and respect are words for language consideration.
* **Hall**: We’re still in a high transition rate; are we thinking our numbers will fall?
* **Wilcots**: Tommy Thompson got campuses to develop their own mandates. Cases are low on campus, and we’re not sure about the numbers by March 11, but UW System is lifting the mandate.
* **Schuth:** On HR, if an employee requests a meeting with supervisor and HR to discuss appeal, is nominal Head expected to attend if supervisor isn’t the person who is responsible on signing off on appeal?
* **Wheeler:** We don’t want to include everyone – that would be too confusing.
* **Schuth:** What if the Chairperson defers to HR?
* **Wheeler:** Some appeals supply a letter of support. There are such a wide variety of appeal requests, that no content is “required” - each situation is different per employee to make the case. Some situations were on our radar, and some were not. We’re trying to be as fair as we can.
* **Hillestad:** Comment on mask etiquette, am I required to carry a mask, or keep a mask in my pocket if someone asks me to wear a mask?
* **Hansen:** We’re definitely not in a bubble, we should wears masks if we want to.
* **Wilcots:** No masks are required after March 11.
* **Haney:** On TTC, for Dawn, how many appeals are there?
* **Wheeler:** About 80 total appeals out of the 1,700 staff we were mapping, including IT and the Student Services Series.
* **Auger:** About masks, be nice, wear one if asked.
* **Schoville**: To Dawn, regarding Student Services category, does that include academic advising?
* Wheeler: Yes, all advising, including Career Advising and Student Advising.
* **Schoville**: Will we hear by March 18?
* **Wheeler**: No. We’ve been asked to hold. Campus asked us to hold, and we defer to Campus.
* **Schuth:** Since a bunch are in hold status, can we get some communication regarding the hold status?
* **Schuth:** Academic Staff question: What’s the L&S HR policy related to Rolling Horizons? After passing probation, what’s the Rolling Horizons language for Academic Staff? We used to have a “Job Security” Exercise (folks needed to be reviewed for job security). Have you considered them (state {not grant} funding) for Rolling Horizons?
* **Wheeler:** We quit pushing Rolling Horizons due to budget constraints?
* **Schuth:** Others on campus do it, so why not L&S?
* **Wheeler:** We in L&S haven’t received any Rolling Horizons for a couple years, probably due to TTC and COVID.
* **Lacy:** Academic Staff is a campus policy. We need to revisit Rolling Horizons.

**A motion to include** Rolling Horizons **discussion** on the April (not March) CASI/USIC Agenda was passed, which will give HR time.

**Adjourn**