



College of Letters & Science  
UNIVERSITY OF WISCONSIN-MADISON

**L&S CASI/USIC Committee Meeting Agenda**

**Wednesday, September 22<sup>nd</sup> 11:00 a.m. – Noon**

[Virtual Meeting via Zoom](#)

**Note taker:** Julie Anderson

**Attending:**

**Welcome & Introductions** (10 minutes) – All

**Review and Approve May 18 Meeting Minutes** (5 minutes) – All

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

**Feedback to Dean’s Report** (10 minutes) – All

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

**Committee Updates** (5 minutes)

- Academic Staff Assembly
- University Staff Congress
- Other?

**Adjourn**

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**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.

**L&S USIC members for 2021-22:**

| <b>Name</b>  | <b>Seat</b>   | <b>Term</b>  |
|--|---|--|
| <b>Julie A Anderson</b> (co-chair)<br>Univ Svc Prg Assoc<br>Economics<br>julie.anderson@wisc.edu                         | Dean's Appointee  | 2020-2022<br>(fill term vacated by<br>Kate Skogen) |
| <b>Peter Haney</b><br>Dept Admin<br>Chicana/o and Latina/o Studies<br>pchaney@wisc.edu                                   | Early Career  | 2019-2022  |
| <b>Mary Carol Hanson</b><br>Univ Svc Prg Assoc<br>Chemistry<br>mchanso1@wisc.edu   | Non-Exempt Admin Support, Fiscal &<br>Staff Services          | 2021-2024  |
| <b>Boyd Hillestad</b><br>Electronics Tech Media Sr<br>Communication Arts<br>bjhilles@wisc.edu                            | Blue Collar and Technical                                     | 2020-2023  |
| <b>Tina Hunter</b><br>Dept Admin<br>Sociology<br>tina.hunter@wisc.edu  | Exempt  | 2019-2022  |
| <b>Mary Noles</b><br>Financial Specialist Sr<br>French & Italian<br>menoles@wisc.edu                                     | Non-Exempt Administrative Support,<br>Fiscal & Staff Services | 2020-2023  |
| <b>Rebecca Forbes Wank</b><br>Financial Specialist Sr<br>German, Nordic & Slavic Studies<br>rebecca.forbes.wank@wisc.edu | Non-Exempt Admin Support, Fiscal &<br>Staff Services          | 2021-2024  |

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: 7/30/21

**L&S CASI Members for 2021-22**

| <b>(3<sup>rd</sup> year) all elected</b>   | <b>(2<sup>nd</sup> year) all elected</b>  | <b>1<sup>st</sup> year</b>  |
|--|---|---|
| <b>Elizabeth Rose</b><br>Admin Program Specialist<br>Psychology<br>erose3@wisc.edu | <b>Pam Garcia-Rivera</b><br>Sr. Student Service Coordinator<br>Journalism & Mass Comm<br>pgarciariver@wisc.edu  | <b>Mandi Schoville</b> (elected)<br>Sr Student Service Coordinator<br>French and Italian<br>maschoville@wisc.edu        |
| <b>Emily Hall</b><br>Faculty Associate<br>English<br>ebhall@wisc.edu               | <b>Wyl Schuth</b> (co-chair)<br>Admin Program Specialist<br>L&S Student Academic Affairs<br>wyl.schuth@wisc.edu | <b>Jim Lacy</b> (elected)<br>Assoc State Cartographer<br>State Cartographer<br>lacy@wisc.edu                            |
| <b>Sarah Jedd</b><br>Assoc. Fac. Assoc.<br>Communication Arts<br>sjedd@wisc.edu    | <b>Cathy Auger</b><br>Student Services Coordinator<br>Integrative Biology<br>cauger@wisc.edu                    | <b>Kyle Martinez</b> (elected)<br>Assoc Student Service Coordinator<br>Mathematics<br>klmartinez@wisc.edu               |
|  |   | <b>Nancy Kujak-Ford</b> (Dean's appointee)<br>Sr. Admin. Program Specialist<br>SuccessWorks<br>nancy.kujakford@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:**

Tim Dalby, Admin Program Specialist, Division of Continuing Studies

updated: 8-20-21

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**COLLEGE OF  
LETTERS & SCIENCE**  
University of Wisconsin-Madison  
*The Heart of a Great University*

## **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

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

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

**Corrections and Approval of March & April Meeting Minutes** (5 minutes) – All

March: no corrections; approved

April: no corrections; approved

**L&S Dean's Report** (15 minutes) – Wilcots (Delivered by Tina Nielsen)

Celebrated Commencement in person!!! 5200 undergrads, 1600 Masters, 870 PhD

We're now open to visitors!!

New guidance for building access; different departments will set Green Badge guidelines.

Phasing back to campus is coming! We are working on policies and workflow.

From Cheryl: policies will be released soon, hopefully in May.

Devon Wilson will start in less than 1 month. It's going to be great to have a dedicated person!! On the development side: Inclusive Innovation funds, particularly in the STEM fields. Re-imagining the diversity report.

Liana: how can we implement workshops to change our climate in our Chemistry department?

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We'll form connections right away with departments.

Chat: contact Don Gillian-Daniel and Beth Meryerand for workshop support

Buildings: Humanities building has NW corner issue (big crane); CDIS (Computer, Data and Information Science School) is in planning stages

Custodial staff is starting to clean again in August, to match re-phasing Campus Repopulation. There is not regular cleaning currently. Rest rooms and common areas are a current priority, but it's unclear about the other areas.

Mary: my floor has not been washed in over 1 year.

Online undergrad degree program starts in 2022. We currently host SoHE, and we want more. School of Business is also starting an online degree program. L&S and Business will develop Gen Ed requirements.

Please take care of yourself, your friends, and your loved ones: rest, take vacations! Recharge in preparation of the transition back to campus! Please get vaccinated. A huge THANK YOU from Dean Wilcots. (Please watch video:

<https://www.youtube.com/watch?v=MRGWuOqxd9g>

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

## **HR Updates** (5 minutes) – Adams Kadera

Transition to bi-weekly payroll is happening in July. 9 (or 12) to 26 pay periods. Deductions may need to change.

SJDs are being submitted by units. We're continuing to work through titles and comparing across units.

Remote work policies and agreements are coming soon.

Boyd: what's the deadline? Is this the appeals time?

Cheryl: L&S deadline was April 30. Campus deadline is Sept 10. At this point, we're working with departments through informal appeal to come to an agreement – before early September. Official letter will come in early November.

Any SJD decisions about changes are made by the department. L&S will read the job descriptions to agree with the changes.

Julie: what's the date for appeals and when decisions about decisions will be made?

Cheryl: once the letters go out, then there will likely be 30 days after that with information about who to contact.

Lisa: was there new information about bi-weekly payroll? Is there any action step needed?



Cheryl: deductions are new discussions (you might want to adjust deductions for same yearly total across 26 paychecks instead of 9 or 12); prepare that July 30 paycheck will be smaller.

### **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)

No discussion on the google doc, but does anyone have anything that they want to share?

Lisa: what about matching the UW Style guide?

Wyl: do the new teaching titles (eg, Teaching Faculty) change from CASI to USIC?

Cheryl: exempt to non-exempt status changes may happen, but those won't affect CASI vs USIC designation

Wyl: What will engagement look like with Devon?

Tina: Let's not formalize it in the bi-laws. CASI/USIC should invite that position to attend when appropriate.

*CASI bi-laws are approved.*

Bruce: We need more specific details about how awards and professional development grants. We need to improve transparency.

Mary: There is great variation in number of applicants between awards cycles.

Peter: Each award would have specific details not communicated in the bi-laws.

Tina: We can state in bylaws that we will communicate details in the awards call. Bi-laws should not be re-written every year, but we can point out where to find the details.

Cathy: CASI language about mid-year appointees is clear; USIC is more vague.

Tina: It might be an oversight. Do we have a motion to alter that language?

Mary moved to add wording regarding the criteria for the award in the call for nominations.

Boyd seconded. The motion carried.

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## **New Business/Issues to Share** (10 minutes)

1. Move to add sentence regarding award ineligibility if serving on USIC committee. Mary motioned to add wording regarding criteria being included in call for award nominations, seconded by Boyd, passed unanimously.
2. Selection of CASI & USIC co-chairs for 2021-2022  
  
Wyl Schuth will serve next year as CASI Co-chair  
Julie Anderson will serve next year as USIC Co-chair
3. The group recognized Bruce Goldade, who is retiring, and Rebecca Forbes Wank, whose term is ending. The group also congratulated Liana Lamont (who left the meeting just before the end) for her work taking minutes during the 2020-2021 academic year.
4. Rebecca will continue to represent USIC at APC another two years.
5. CASI / USIC will be virtual next semester.

## **Committee Updates** (5 minutes)

Academic Staff Assembly

University Staff Congress

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:**

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|--|---|--|
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| <b>Bruce Goldade</b><br>Financial Specialist Sr.<br>Chemistry<br>goldade@chem.wisc.edu | Non-Exempt<br>Administrative<br>Support, Fiscal &<br>Staff Services | 2018-2021  |



|  |   |             |
|--|---|-------------|
| <b>Peter Haney</b><br>Dept Admin<br>Chicana/o and Latina/o Studies<br>pchaney@wisc.edu                                   | Early Career  | 2019 - 2022 |
| <b>Boyd Hillestad</b><br>Electronics Tech Media Sr<br>Communication Arts<br>bjhilles@wisc.edu                            | Blue Collar and<br>Technical  | 2020-2023   |
| <b>Tina Hunter</b><br>Dept Admin<br>Sociology<br>tina.hunter@wisc.edu  | Exempt  | 2019-2022   |
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Tina Nielsen

Eric Wilcots

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Updated: 9/14/20

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|---|--|--|
| <b>Liana Lamont, Chair</b><br>Faculty Associate<br>Chemistry<br>lblamont@wisc.edu   | <b>Elizabeth Rose</b><br>Admin Program Specialist<br>Psychology<br>erose3@wisc.edu | <b>Pam Garcia-Rivera</b> (elected)<br>Sr. Student Service Coordinator<br>Journalism & Mass Comm<br>pgarciariver@wisc.edu |
| <b>Meridith Beck Mink</b><br>Admin Program Spec<br>L&S Administration<br>mmink@wisc.edu<br><i>**serving out term originally held by Tim Dalby**</i> | <b>Emily Hall</b><br>Faculty Associate<br>English<br>ebhall@wisc.edu               | <b>Wyl Schuth</b> (elected)<br>Admin Program Specialist<br>L&S Student Academic Affairs<br>wyl.schuth@wisc.edu           |
| <b>Lisa Jansen</b><br>Assoc. Director - Learning<br>Support Services<br>eajansen@wisc.edu   | <b>Sarah Jedd</b><br>Assoc. Fac. Assoc.<br>Communication Arts<br>sjedd@wisc.edu    | <b>Cathy Auger</b> (elected)<br>Student Services Coordinator<br>Integrative Biology<br>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