**L&S CASI/USIC Committee Meeting Agenda  
Wednesday, December 15, 3:00 – 4:00 p.m.**

[**Cisco Webex Meeting**](https://uwmadison.webex.com/uwmadison/j.php?MTID=m5b1aeb85047f35cabe1f9fb4c29f8f5e)**:**

**Meeting number (access code): 120 997 0728**

**Meeting password: GXugYF6bt47 (49849362 from phones)**

**Note taker:** Liana Lamont

People in attendance: Eric Wilcots, Lori DeMeuse, Boyd Hillestad, Debra Shapiro, Elizabeth Rose, Julie Anderson, Pamela Garcia-Rivera, Peter Haney, Tina Hunter, Tina Nielsen, Wyl Schuth, Liana Lamont, Catherine Auger, Emily Hall, Rebecca Forbes Wank, Sarah Jedd, Cheryl Adams Kadera, Lisa Jansen

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

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

Correction of type-oh: common areas, not ommon areas.

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

Let’s hope for a better 2021!

Recognizing folks and our accomplishments: Staff Awards (virtual) ceremony from April 2020 happened in early December.

We’re celebrating ways people delivered innovative teaching. Biocore had a great research project on Fast Plants. David Ronus staged a socially distanced opera! History dept is doing a D&D game to learn about facism. Heather Allen set up an Instagram account to engage students. A 1st year freshman in India expressed that they really connected with peers through this Instagram account. Students are missing that connection for personal and educational reasons.

Our Continuity of Instruction Team has done amazing work, including Lisa Jansen. The CoI Team won an award for their work.

The Remote Teaching Tool Kit is great!

Our Batch Leads have done great work to keep the quality high!

There will be a lot more testing, so that we will be able to be in-person.

Emily and Writing Center is doing great work.

Our HR folks (college and dept-level) have done a great job adjusting to policy changes during Covid, handling furloughs, and regular HR.

IT team is working together at multiple levels (campus, college, dept).

Grade deadline: Dec 21 at 11:59 pm plus exceptions for people with exams after Dec 16.   
Extended deadline: Dec 24 at 11:59 pm.

Upcoming announcement: Academic Staff award nominations due Jan 22.

There are resources for students: UHS and Dean’s Office.

Safer Badger program: rapid testing; saliva-based. Fac and Staff 1/week and more for students. One needs a negative test to access buildings.

Jan 11 at 3:30 pm: plenary for chairs and directors to discuss details of Safer Badger program.

Bid increase in admissions applications

Winter commencement was a lot of fun! I hope you got to see it online.

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

Lisa: what’s the latest of University Staff award? Are we increasing the number of awards?

Lori: these have been announced already from fall. Advising awards are in Feb; Academic Staff career awards later in spring.

Dean Wilcots: There’s been so much great work and there are a lot of people deserving recognition.

Catherine: How will labs respond to new safety protocols?

Dean Wilcots: Lab protocols in the labs and buildings won’t be changing. We’re increasing testing so we can know more about who has the virus. The guidance about density in offices will not change yet. We’ll probably start ramping up to higher occupancy in the buildings in summer.

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

We’re currently working on the round 2 furlough letters. They should arrive this week.

We’re also working on pay-plan letter. They should arrive in early January.

The additional testing of employees will begin in spring. More details are coming! There will be an app on a smart phone that will grant access to buildings. We’ll share more details as soon as we know them.

TTC exercise: we’ll reach out in the spring. Library has continued to grow. We need to complete the mapping, maybe in 2021.

People will continue to telecommute in the spring semester. If you’re a supervisor, please continue to check in to make sure everyone is okay. Nothing definite about a larger-scale return to campus.

*No questions.*

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

*None.*

**Committee Updates** (10 minutes)

**Academic Staff Assembly: Debra**

November meeting ended abruptly as we discussed passing a resolution about DEI training. In December, we passed the resolution. We added language to include differently-abled, women, BIPOC. The full amendment about differently-abled people was not included, but a portion about ableism was included. There will not be a January ASA meeting. We will amend our schedule to exclude all future January meetings.

Pamela: Did Mark Walters PPPC present an amendment to bank more time?

Deb: Yes, he brought it up, but it’s not resolved or decided.

**University Staff Congress: Rebecca Forbes Wank**   
We passed changes to bi-laws to change the committee structure. We rolled one committee’s responsibilities into another committee.

**Climate Committee:** *none*  
**PDRC - University Staff Excellence Awards / Professional Development Grant: Peter**

We’ve finished our University Staff Awards. Award recipients are:

Jennifer Fandel, University Services Program Associate, Department of English

Shawn Ramer, Student Status Examiner Senior, Department of French and Italian

David Wight-Racette, Student Status Examiner Senior, LaFollette School of Public Affairs

Marc Willadsen, Payroll and Benefits Specialist Advanced, Department of Chemistry

Henry Mayes, Information Systems Network Support Technician Intermediate, Department of Mathematics

Professional Development awards are due by the end of today.

**TTC Shared Governance Advisory Committee: Lisa**

Two people who were leading it have left the university and university is in the process of re-hiring. This is slowing our TTC work. We’re supposed to start meeting again soon, but the timeline is unclear.

Other: *none*

**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