**CASI / USIC**

1:00pm November 22, 2021

Note taker: Julie Anderson

**Present:** Adams Kadera, Anderson, Auger, Dalby, DeMeuse, Forbes Wank, Garcia-Rivera, Haney, Hillestad, Hunter, Jedd, Kujak-Ford, Lacy, Martinez, Noles, Schoville, Schuth, UW Psychology Zoom, Wilcots

**Absent:** Hall, Hanson, Nielsen, Rose

**Convene / Welcome / Introductions** (5 minutes) – All

**Review and Approve Previous Minutes** (5 minutes) – All

Minutes are adopted without changes.

**L&S Dean’s Report (15 minutes) – Wilcots**

* Chemistry - employees moved back into their building
* Computer Data and Info Sci - working on the new building design
* Physical Plant demolition to begin next summer
* Utility project currently interfering with Botany Gardens and Chamberlain Hall
* Levi Hall - working on the new building design
* Discretionary Compensation Fund (DCF) – Cheryl will update
* Vaccine mandate soon
* New Federal initiatives, federal money anticipated
* Rhodes Finalists – two L&S students nominated
* Law School and Humanities working on Faculty Discussion regarding Rittenhouse in media
* Its seemed like a long semester, and we’re doing well, so stay healthy and enjoy family holiday time

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

* (Jedd) Spring masking policy? (Wilcots) Tracking wellness, & masking most likely to continue
* (Auger) Please include advisors in discussions around Rittenhouse verdict (Wilcots) Yes, I’ll pass that along

**Feedback on Departmental DCF Process (5 minutes) – Lacy**

* Glad we have $ for raises & bonuses. Would like to see L&S offer best practice guidance for merit exercise.
* (Adams Kadera) Yes, with performance criteria, as with screening criteria, more training is needed around how people are promoted / and paid when they’re hired. With the new market data in hand, it will take some time to assign the appropriate salary to everyone. In this new world that we’re living in today, raises might perhaps look more like regular on-going 1%-3% instead of 10% raise every three years.
* “How to give raises” might be a future “Administrative Topic”.

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

* Bonuses will appear on December “B” pay period (HR deadline Dec 10 to submit to Campus)
* Raises should be effective January 16.
* There is a Vaccine “Exception Form” out there, and going forward, all PVLs, job postings and hire letters will include vaccine mandate language.

**Discussion of HR Updates** (10 minutes) – All

* (Martinez) TTC Appeal process seems straight forward
* (Hillestad) Some wording is confusing ie) supervisors & “local HR”
* (Adams Kadera) “Local HR” refers to department, although Division will need to approve appeal
* (Noles) Loss of benefits is sometimes a problem for those who would like to move up; is aligning benefits being worked on?
* (Adams Kadera) “One benefit package for all” is a campus agenda that is still being worked on.
* (Schuth) On salary ranges, why the significant difference / why do some titles jump two levels?
* (Adams Kadera) It comes down to the responsibilities of each position
* (Noles) Why different duties with different salary ranges for different units?
* (Adams Kadera) Trying to map division people alongside department people is complicated when trying to be fair / trying to align responsibilities with titles that are available. **Titles were scaled** according to departments with larger budgets. Some jobs were scaled along division. For instance, the HR Director for Human Ecology is paid different than me because my division is bigger. Comparing a dept admin of 2-3 employees versus 600 people, they get paid more. SMPH and L&S have a larger budgets than other units on campus…
* (Lacy) Observed inconsistencies regarding manager titles, ie) **Will** have 2 FTE vs. **May** have 2 FTE. Will they clean this up?
* (Adams Kadera) Now that everyone’s mapped, every change has a domino effect going forward. Maybe they’ll require language going forward, and titles are still being cleaned up.
* (Auger) That word “May” / “May have”
* (Adams Kadera) yup, we’re a huge college. Title series is more difficult for division. Our hand was forced. Not so much for others, we didn’t have this on our radar.
* (Noles) Does the college have retention funding for staff?
* (Adams Kadera) No retention funding at division lever, only at department level for university and academic staff.
* (Lacy) Do students count as FTE
* (Adams Kadera) yes, if 40 hour equivalent. (4 students X 10 hours is one FTE).
* (Schuth) Regarding scaling, to clarify, does school/college size matter?
* (Wilcots) Yes! L&S is huge – and its an ongoing conversation; scaling favors L&S and SMPH!!
* (Haney) Salary range is wide; how to progress in title? Going forward, when will we be brought up to a better level?
* (Adams Kadera) Number years of experience and performance, and salary admin guidelines will be coming out. Don’t quote me, but I think around 2% fell under minimum, and about 5% were over maximum.
* (Wilcots) No funds were provided for adjusting salaries / to move up in salary, even though we’re low.
* (Schuth) Are there DCF internal communication models?
* (Adams Kadera) Usually a committee of people, a budget committee, or a merit committee decides. Maybe in the future Campus will try to address the $$.
* (Kujak-Ford) I’ve seen three different ways we handle this since I’ve been on campus; different departments, different divisions, volunteers to be on a committees
* Here’s the TTC **Scaling link** to copy/paste: **hr.wisc.edu/pay/salary-structure/what-is-scaling**

**Committee Updates** (5 minutes)

* None

**Adjourn: Motion seconded, at 1:55pm**

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