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

**February 18, 2021 am @ Virtual meeting on Cisco Webex**

Note taker: Mary Noles

**Present:** Julie Anderson, Bruce Goldade, Peter Haney, Boyd Hillestad, Mary Noles, Rebecca Forbes Wank, Cheryl Adams Kadera, Tina Nielsen, Eric Wilcots, Meridith Mink, Lisa Jansen, Emily Hall, Wyl Schuth, Catherine Auger, Debra Shapiro, Lori DeMeuse, Mary Noles, Tina Hunter

**Absent:** Liana Lamont, Elizabeth Rose, Pamela Garcia-Rivera, Sara Jedd

**Peter Haney called the meeting to order at 11:05 am**

**Corrections and Approval of January Meeting Minutes**

The January meeting minutes were approved as presented.

**L&S Dean’s Report & Feedback**

College has the finalists for the Associate Dean of Inclusion (DEI). There is a website for feedback, videos of town halls are available.

Dr. Lloyd Munjana: <https://uwmadison.app.box.com/s/jeaknqgy3k4co7ivtdsmp89stwr732t3>

DeVon L Wilson: <https://uwmadison.app.box.com/folder/131861574373?s=rn5tm8d0jeqsuuyc4pqkqx4uhpxzsz8l>

For feedback: [https://docs.google.com/forms/d/e/1FAIpQLSdOoNKyqsry7H6zEnliuKWSrYft-bR41RGojnJuJcggAF\_1OA/viewform](https://uwmadison.webex.com/uwmadison-en/url.php?frompanel=false&gourl=https://docs.google.com/forms/d/e/1FAIpQLSdOoNKyqsry7H6zEnliuKWSrYft-bR41RGojnJuJcggAF_1OA/viewform)

There was a search for CIO (Chief Information Officer) last semester that wasn’t finalized. L&S is re-assessing the college needs and will look to move ahead in 20-21

Vacation Carryover - Decision made by campus regarding vacation carryover is as follow: Academic Staff need to use any carryover from the previous year by June 30th of present year. Current year vacation can be carried over to June 30th of the next year. University Staff need to use any carryover from the previous year by December 31 of present year. Current year vacation can be carried over to December 31of the next year.

CASI/USIC will meet online/remotely in fall semester 2021, using Webex and will reassess the format for spring semester 2022. Current technology does not seem to work well with a hybrid of in-person and online.

Title & Total Compensation will involve a lot of work this year, though Dean Wilcots is hopeful the initiative will do the right thing allowing job titles to match with current workplace market.

Dean Wilcots will find out information about when the current salary freeze will be lifted.

**HR Updates**

Cheryl Adams Kadera has spoken to supervisors so that they are communicating with their staff frequently. Testing for COVID has settled down, results are coming back within 24 hours. Memo for instructions for re-engaging in TTC were sent out last week so people can get up to speed on the timeline and process so TTC can get rolled out to the supervisors.

Timeline for TTC – July 1, 2021 implementation. All conversations and SJD’s need to be submitted in the system by 4/30/21. Supervisors should be having conversations with employees. Conversations with employees should be happening virtually. Individuals are encouraged to talk with supervisors and HR if they disagree with their new title. There will be a formal appeal process after employees get their “official” title letter.

Cheryl Adams Kadera ~Telecommuting policy will be updated and working remotely and working in person will continue to be evaluated and the policy will evolve.

**New Business/Issues to Share**

N/A

**Committee Updates**

1. Academic Staff Assembly – Deb Shapiro will share a link
2. University Staff Congress – Still meeting by email. Vacation carryover discussed.
3. Climate Committee – No news
4. PDRC – University Staff Excellence Awards / Professional Development Grants – no updates.
5. Academic Staff excellence awards deadline for nominations is 3/7/21 and Advising Awards nominations are due on 2/26/21.
6. TTC shared governance committee. Next meeting on 2/23/21 and they decided to push back meeting on the TTC process to March. Debra Shapiro is the co-chair of the committee. They review materials that the TTC are creating for the forums. Main concerns TTC and single pay payroll are starting July 1, 2021.

Question was asked about vaccine priority, and eligibility. After the 1A and 1B group of eligible employees, there is a group working on prioritizing other employees and reviewing names.

UHS will send an e-mail out to individual employees to let them know when they are eligible to get a vaccine.

FYI -Many departments are using Marauders Map App to track individuals that are in buildings

**Meeting adjourned at 12:00pm**