



The Universities of Wisconsin System Administration Academic Staff Committee

Contact: Cayla Leikin (608) 263-0221

cayla.leikin@business.wisconsin.edu

July 13, 2026

1:30 – 2:30 pm

Teams or Room 126 780 Regent St

Attendees: Cayla Leikin, Sarah Ebben, Ka Lia Smith, Jack Moldenhauer, Lindsey Smeaton, Holly Cho

AGENDA

1. Opening of meeting (Cayla)
2. Subcommittee Updates and Goals (All)
 - a. **Awards**- no update. Personnel Policies and Bylaws subcommittee to provide a reminder tomorrow.
 - b. **Communications**- Mallards outing is a week from Thursday (July 23). 18 seats purchased so far- do not have a breakdown by ticket type. Has been promoted on Connect@UWSA and In Case You Missed It. Continue to promote this week by word of mouth and possibly print more flyers to put in break rooms.
 - i. Next event- after work gathering at the Terrace. Would need to start after 4:30pm. No concerns with employees using their own funds for beverages.
 - ii. To hold a subcommittee meeting next week.
 - c. **Elections**- no update.
 - i. Sarah, Cayla, Lindsey, Ka Lia up for re-election this year.
 - ii. Last year, call for nominations was sent November 12 and held open until November 24. Elections held December 1 until December 4. Would propose moving things up a bit this year to complete activities in November.
 - d. **Personnel Policies and Bylaws**- meetings with HR focusing on handbooks revisions. Just met with OGC again to discuss feedback. Goal to complete by end of year.
 - i. Discussed Mallards event and communication plan. Waiting to hear back about leadership promotion opportunities.
 - ii. At prior meeting, had discussion about inclement weather policy and different sources of messaging. Haven't had follow up conversation on this topic.
 - iii. Potential feedback on performance evaluation process- more cumbersome in Workday
 - e. **Resolution Drafting**- no update.

3. Updates from divisions (All)
 - a. **UWSA**- OEES hiring Direct of Student Success, Wellbeing, and Accessibility. Should also be a new hire for administrative professional for OEES and OPAR. Van Hise staff currently working in 780 Regent St. Goal is to have return before the start of academic year.
 - b. **UWSS**- implementing new AI program for expense report review. Training this week. Should go live by end of the month.
 - c. **OPLR**- summer gathering at a park in Fitchburg on July 23.
 - d. **OBE**- released State of Small Business report with Wisconsin Policy Forum
4. Statewide Rep update (Cayla)
 - a. No meetings since last ASC meeting
 - b. Discussion of Statewide Rep alternate position
 - i. At next meeting, would like to have call for nominations for the alternate role
 - ii. Plan to have alternate attend most meetings- Cayla would attend orientation (Sept. 24) and first meeting (Sept. 25) for a warm handoff, and then serve as backup
 - iii. Recommend discussing with supervisor if interested- all day, in-person commitment on Fridays
 - iv. Good opportunity to connect with individuals on campuses, hear from Board leadership and President
5. Brainstorming and open discussion as needed (All)
 - a. Composition of search and screen committees- confusion about the classification of Directors in TTC or Workday being moved to limited appointments

Next meeting August 20- *option to move to the Terrace to continue socialize after meeting*

<https://www.wisconsin.edu/uwsa/shared-governance/academic-staff/meetings/>

Persons wishing to appear before the Academic Staff Committee to address an issue on the agenda, or wishing to request an issue be added to the agenda, are urged to contact the Academic Staff Committee Chair (608-263-0221, cayla.leikin@business.wisconsin.edu) to do so. Advance notice is requested so that arrangements can be made to appropriately address an issue, including having background information and key contacts available.