



## The Universities of Wisconsin System Administration Academic Staff Committee

Contact: Cayla Leikin (608) 263-0221  
[cayla.leikin@business.wisconsin.edu](mailto:cayla.leikin@business.wisconsin.edu)

March 18, 2026

1:30-2:30 pm

Teams or Room 126 780 Regent St

**Present:** Sarah Ebben, Jack Moldenhauer, Holly Cho, Jenna Swartz, Cayla Leikin

**Not present:** Ka Lia Smith, Lindsey Smeaton

### AGENDA

1. Opening of meeting (Cayla)
2. Microsoft Teams Site Reminders
  - a. Channels for each of the subcommittees that are set as hidden- need to go I as individuals and unhide
3. Subcommittee Updates and Goals (All)
  - a. Subcommittees and open meetings law- requirements to notice and how to do so
    - i. Opportunity to invite representative from OGC to join next meeting to review Open Meetings Law
  - b. **Awards-** Ka Lia to chair
    - i. in contact with Jason to learn more about the Eugene Craven award fund
    - ii. Following up on timeline- seeing if President's Office is planning award ceremony
    - iii. Jason to follow up with Ka Lia going forward
  - c. **Communications-** Sarah to chair
    - i. Will also be responsible for event planning
    - ii. Goal- hold quarterly events- most lean toward social, but at least one professional development
    - iii. Lots of ideas from last event- will meet in the next couple of weeks to plan next event
  - d. **Elections-** Jenna to chair
    - i. Goal- how to promote elections through the year- utilizing engagement events, meeting with individuals
    - ii. Jenna has access to the website to run through the online form
  - e. **Personnel Policies/Bylaws and Divisional Representation**
    - i. Motion to merge with the UWSA Policy Review and HR Liaison subcommittee
      1. Unanimous approval- subcommittees merged
  - f. **Resolution Drafting-** Cayla to chair
    - i. Will meet again to get a better understanding of the resolution drafting process and review documents

- ii. Examples of past resolutions from other groups
  - iii. Reports from statewide reps meetings about resolutions from other campuses
- g. **UWSA Policy Review and HR Liaison-** Sarah to Chair
  - i. Discussed potential upcoming events and possible funding
  - ii. Update on awards and clarifying communication channels moving forward
  - iii. Discussion of Chapter 8 of handbook
- 4. Updates from divisions (All)
  - a. OPRL- Angela Meidl has moved from interim to official head of office
  - b. UWSS- none
  - c. UWSA- none
- 5. Statewide Rep update (Cayla)
  - a. Virtual meeting on February 27
    - i. Update from UW-Platteville on event from last semester and cancelled finals- would like to see more resolution and plans for handling similar events in the future
    - ii. Discussion of policy prioritization process- understanding context and crafting actionable recommendations
- 6. Academic Staff Policies & Procedures Revisions Update (Sarah)
  - a. Full draft complete- sent to OGC for review before sending to full committee and briefing academic staff at large
- 7. Chapter 2 Updates from Subcommittees (Sarah)
  - a. No substantive updates from subcommittee meetings- incorporated into full handbook draft
- 8. "Coffee with Jay" Event Updates (Cayla)
  - a. Cayla working to schedule something with Nicole Smedt
  - b. Coffee with Jay events are mostly for divisions, so will be scheduling a meeting instead
- 9. Brainstorming and open discussion as needed (All)

### **Next meeting April 13**

<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](mailto: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.