



**The University of Wisconsin System Administration
Academic Staff Committee**

Contact: Jesse Czech
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**May 23, 2023
2-3 P.M.**

Hybrid Meeting – Webex and Room 223 at 660 West Washington Ave.

NOTES/MINUTES

Attendees: Jesse Czech, Cayla Leikin, Lisa Nielsen, Katie Ptaszek, Jose Perez, Shanna Lockwood, Jenna Swartz, Sarah Ebben, Leah Mellas

Not in attendance: N/A

AGENDA

1. Opening of meeting (Jesse)
2. Updates from divisions (All)
 - a. UWSA – waiting to hear updates on moving back to 780. IBE will likely have a new executive director by the end of this month; the position has been open for a while.
 - b. UWSS – payroll team is expanding. Switching to Zoom soon, Webex will be discontinued. Developing a formal training structure for Workday transition, employees will be required to do targeted work-through demos (topical intros, terminology, etc).
 - c. UWEX – UW online task force is just kicking off.
3. Subcommittee Updates (All)
 - a. Awards – N/A
 - b. Communications – adding a recurring agenda item to discuss potential all-staff communications regarding ASC activities after each meeting.
 - c. Elections – N/A
 - d. Personnel Policies/Bylaws and Divisional Representation – N/A
 - e. Resolution Drafting – N/A
 - f. UWSA Policy Review and HR Liaison – Subcommittee met with Dan Chanen and Sarah Wilson to discuss updating ASC bylaws and personnel policies. Leah moved to temporarily combine the Policy Review Subcommittee and the Bylaws Subcommittee to do a full comprehensive review, taking care to note which are based on UWSA policies or based in State statutes, and suggested that ASC develop the process for the review and updating. Both parties would have to agree to the changes. The review would start with the hiring policy. Katie seconded.
 - g. Add names of subcommittee members in our excel doc ([link](#)) - Katie

Next meeting June 22, 2023.

<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 (608-262-4973, jesse.czech@uwss.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.

4. Archiving updates (Jesse/Katie)
 - a. The UWSA Records Coordinator is on maternity leave. We will follow up in later in the summer to find out what needs to be saved. Katie will try to find an empty space either at 660 or 780 and send out a meeting invite for the group to sort and scan.
5. Statewide Rep update (Jesse)
 - a. Outside activities report will be coming out soon and some language will be changing: “if aggregate time is an average of 16 hours/calendar month that the employee would normally be on duty with UWSA position, they must receive written permission from their supervisor.”
 - b. Additional discussion about the free speech campus survey and the role of EDI initiatives and positions on campuses. Jesse will look for supporting documents to provide regarding this.
 - i. Supporting Article: <https://www.wpr.org/uw-eliminate-diversity-equity-and-inclusion-statements-job-applicants-vos-threatens-funding-cuts>
 - c. Dan Chanen is creating a proposal for updating life insurance providers, which would move options from 6 to 3 and provide better coverage.
6. Title progression (Leah)
 - a. None.
7. Open discussion as needed

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