



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

Contact: Jesse Czech  
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**September 14, 2023  
3:00-4:00 PM**

**Teams or 660 W Washington Room 223**

NOTES/MINUTES

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

Not in attendance: Cayla Leikin

AGENDA

1. Opening of meeting (Jesse)
2. Updates from divisions (All)
  - a. UWSS – In January, paychecks will reflect a month-of deduction. There will be an update to the Board of Regents on ATP.
  - b. UWEX – all-staff presentation on the framework of the new Wisconsin Online website.
  - c. UWSA – waiting on additional 780 updates. HR/Benefits has moved to the 3<sup>rd</sup> floor.
3. Subcommittee Updates (All)
  - a. Awards
  - b. Communications – response from Monica regarding the SSM Health letter drafted by Lisa. Jesse will follow up with Benefits group.
  - c. Elections
  - d. Personnel Policies/Bylaws and Divisional Representation
  - e. Resolution Drafting
  - f. UWSA Policy Review and HR Liaison – last meeting was cancelled.
4. Archiving updates (All) – Per the UWSA Records Center coordinator, there are no specific retention schedules for shared governance documents. The archiving subcommittee will be meeting again in two weeks to finish sorting the files. ASC unanimously agrees that the documents should be scanned regardless of whether they are kept as paper copies.

**Next meeting October 26, 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](mailto: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.

5. Statewide Rep update (Jesse) – there was no meeting. There is an orientation/shared governance meeting September 21-22.
6. Onboarding ASC Members (Jesse) – Jesse provided a copy of onboarding materials for comment in advance of the meeting. Suggestions will be incorporated into a new copy and ASC will review as a group.
7. Open discussion as needed

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