



Committee on Academic Staff Issues (CASI) Meeting  
Monday, November 5, 2020  
10:00 a.m.  
Via Microsoft Teams  
Minutes

Present:

Mark Markel	Elizabeth Jacka
Ryan Brunker	Laurie Larson
Jenny Dahlberg	Brett Nemke
Christian Eisele	<u>Guest:</u>
Kaye Garrison	Richard Barajas

1. Approval of the minutes – M. Markel

- a. The meeting minutes of September 2, 2020 were approved. (M/S/U)

2. Business Arising – M. Markel

None

3. Diversity, Equity and Inclusion – R. Barajas

Richard gave a brief overview of the many diversity, equity and inclusion (DEI) strategies and events that are moving forward:

- a. SVM Climate Survey with DEI questions has gone out to all. The deadline for completion is December 5<sup>th</sup>.
- b. The EIDC has begun to discuss a DEI specific strategic plan with the goal to have a more finalized rough draft by the start of next semester and have conversations with the larger SVM communities.
- c. An annual DEI activity is required by all faculty and staff and discussed at the annual Performance Review.
- d. The Diversity Forum was held on October 27 & 28.
- e. DEI Town Hall will be held on December 8 to discuss the DEI efforts that have been implemented and future plans.

- f. The Purdue Diversity and Inclusion in Veterinary Medicine certificate is available to all the SVM family. Registration will be paid by the SVM.
- g. The PREPARE Graduates Task force is working to ensure DEI is infused throughout the curriculum in all four years.

4. Upcoming SVM CASI Forums – M. Markel

The committee decided a CASI Forum on Diversity for the Spring. Kaye will reach out to Richard and tentatively schedule a date in late March to early April.

5. CASI Policies and Procedures (attachment) – M. Markel

The CASI Policies and Procedures were discussed.

- a. Under B. 1, per conversation regarding B. 2, it will be re-written to read, “The Committee shall have seven (7) members, plus the dean or his or her designee as an ex-officio member.
- b. The Committee agreed to add another member to the committee from WVDL. B. 2 will now read, “Three of the seven (7) members shall be elected by academic staff members as described in B.3 below. The dean shall appoint three members, one each from the research, instructional and administrative districts described below. The dean will also appoint one member from WVDL in consultation with WVDL director.”

The additional member will start on July 1, 2021.

- c. Under B. 5, it will be rewritten to read “Committee members shall typically serve no more than two consecutive three-year terms unless there are no acceptable candidates available (as described in B.3).
- d. Under C.1., the Committee approved the following language, “The dean shall co-chair the Committee with one elected member from the CASI. Co-chair elections will take place annually no later than the first meeting of the academic year. The co-chair and Dean will collaborate to convene Committee meetings at least twice each semester and within a reasonable time if requested to do so by at least three Committee members.”

A co-chair will be elected by the Committee members no later than the first CASI meeting in the fall of 2021.

- e. C.2 shall read, “The dean and co-chair shall consult Committee members regarding agenda items. Electronic copies of Committee agendas and the minutes of Committee meetings shall be distributed by email to Committee members and department chairs and posted as PDFs on the CASI page of the SVM website and saved as an electronic document in a CASI folder.

The Committee will make note to send to the department chairs requests for agenda items, as well as the minutes.

- f. Ryan Bruncker will lead the process to ensure the SVM intranet has a CASI website in order to house the CASI minutes. The SVM link will be also linked to the UW-Madison CASI site.

A motion to approve the suggested edits to the SVM CASI Policies and Procedures was approved. (M/S/U)

6. Updates from ASEC and Assembly – J. Dahlberg

- a. Single Payroll Conversion - UW system administration announced 10/30/2020 that all monthly employees will convert to bi-weekly payroll structure effective January 1, 2021. Jenny is working with faculty and staff governance groups to prepare a letter urging UW System administration to delay implementation July 1, 2021 to ensure employees have sufficient time to prepare for the transition; as well as ensure campus administrative processes are updated to reflect this change—in particular on the grants and sponsored research administration.
- b. Reaction to Additional Furloughs - (ASEC has been asked to gather feedback on the announcement of more furloughs). CASI members shared that while unpopular, the necessity of furloughs by campus is better than cutting positions. Workshare was harder to implement than furlough days so this will hopefully help moving forward.
- c. Professional Development Opportunities: <https://acstaff.wisc.edu/professional-development>
- d. A proposal was submitted to OHR by ASEC to allow ALRA (Annual Leave Reserve Account) vacation carryover for employees with less than 10 years of service to carryover 40 hrs of unused vacation on a one time fiscal year exception in light of the pandemic. Since many employees are unable to travel or take time off, this proposal would be a low cost (nearly no immediate cost) to administration to prevent employees from losing unused vacation hours. OHR has not made a decision on this proposal at this time. ALRA website for more information: <https://www.ohr.wisc.edu/polproced/uppp/1602.htm> For employees with more than 10 years of service, the proposal also included the ability to bank an extra 40hrs of leave for those groups as well.

7. Dean's Comments – M. Markel

- a. PREPARE Graduates Task Force – The Task Force, with its six sub-groups and led by Associate Dean Peggy Schmidt, is convening weekly. The hope is a draft of where we are headed by late spring/early summer.
- b. Fall Instruction – Currently at 75% in-person instruction in the hospital with 4<sup>th</sup> year students and approximately 20% in-person instruction for the first three year's of students. We will most likely stay at these percentages through the spring due to space limitations.

There will be no return for instruction for the first three years of classes after the Thanksgiving Break. Those returning after the break will be strongly encouraged to be tested the Monday after and then again on Thursday.

There will be no Spring Break, but a long weekend of Friday through Sunday.

- c. SVM Building Update – We are nearing the completion of the Design Phase and actively putting together a proposal for the Board of Regents and State Building Commission for our approval to construct. If approved, the project will go out to bid in February and the project will begin in late May/early June. The expansion project is expected to be complete mid-2023 and the renovations in our existing building should be complete by 2024.
- d. Lot #67 Parking Ramp Update - The parking ramp is awaiting a Certificate of Occupancy and slated to open December 1, 2020 or January 1, 2020.

Those with Lot 62 parking permits will be allowed to continue to park in 62 until the lot is closed for construction in late May/early June.

- e. Mental Health & Wellness – Associate Deans Lynn Maki and Peggy Schmidt are working towards wellness activities. Dean Markel will find out more information.
- 8. The next CASI meeting will be determined by polling and communicated via email.
  - 9. Meeting adjourned at 10:59 a.m.