

LAW SCHOOL CASI BOARD MEETING

MINUTES

MARCH 6, 2020

Present: Emma Babler, Erin McBride, Sarah Orr (minute taker), Kim Peterson, Bethany Pluymers (ex officio), Kira Stewart, Trina Tinglum, Gretchen Viney (Chair)

Not present: Victoria Coulter (filling Wenjei Hu vacancy), Ben Heidke

1. Introductions

2. Approval of minutes from January 2020 meeting

- Motion to approve passed.

3. HR/Administration Update (Pluymers)

A. Title and Total Compensation (TTC) Project

- Project is still in the “titling” phase.
- Law School is a pilot site for the TTC Project.
- Standard job descriptions (SJD) for employees who are not tenured and not clinical faculty will look abbreviated. They are written in more general terms so they can be mapped to “market” data.
- Law School employees will meet with their supervisor, Pluymers and Justin Boehm to review individual SJDs. Some changes in the SJD and re-mapping may be required following individual meetings.
- Goal is to map all SJDs by the end of April 2020.
- Campus will not release salary ranges until all title mapping is complete.
- Viney expressed concern about gender bias in the market studies considering studies showing that women are paid 80% of men’s pay. Pluymers will raise this issue in her role with the TTC Project.
- Anyone can email comments via the TTC website and email.

4. Chair's Report (Viney)

A. Parking Policy All-Building Informational Meeting

- Proposed meeting date: March 27, 2020
- Law School currently has 90 “parkers.”
- Pluymers noted concern that a recommendation that “years since bachelors’ degree” is a facsimile for age in the parking assignment system.
- Pluymers suggested that CASI research policies of other schools, colleges, units, etc. and devise an internal survey.
- The current system will remain in place until the next cycle.
- Pluymers will send out three rounds of emails informing people what to do if they haven't heard anything about their parking application.
- New date for all-building meeting is April 22, 2020; Viney will find a space to hold meeting.

5. Ongoing Business

A. Reports of Standing Committees

Recognition & Retention (Orr/Tinglum) -- Nothing to report.

Website, Communication & Outreach (Heidke) -- Nothing to report.

Elections & Memberships (Tinglum)

- Victoria Coulter approved to serve the balance of Wenjei Hu's term (ending August 2020).

- Spring election

Ben Heidke and Sarah Orr need to be elected in our unit.

Point person: Trina Tinglum

Dean Raymond's office will facilitate with support from Law School Tech department.

Diversity, Inclusion & Climate (McBride)

- Hostile & Intimidating Behavior Program (scheduled for March 10, 2020, 11:30 – 1:00)

50 spots / 35 people registered

McBride will re-send out registration link.

- McBride will review the Dean's Task Force on Diversity and Inclusivity report for additional issues that CASI may be able to address.

B. Ad hoc committee: Tuition Reimbursement Proposal (Peterson) -- Nothing to report.

C. Ad hoc committee: Clinical Teacher of the Year Award Guidelines (Orr)

- 2019-20 nomination process was conducted via an e-survey that incorporated two suggestions from the CASI Board: all eligible instructors were listed for easy identification and selection, and prompt(s) and character –limited space was provided for students to write about their nominee.

- As a member of this year's selection committee, Viney noted that the nominations varied widely in the quantity and quality of information the students provided.

- The next phase will include improving the e-nomination process and proposing ideas for the selection committee composition and criteria for deciding the recipient.

- Orr will request that this project be placed on an All-Clinics Meeting agenda for broader input.

D. Clinical Hiring (Liaison: Orr)

- Orr urged Board members to complete the survey sent by the Clinical Appointment and Promotions Committee eliciting feedback about the current hiring and promotion policies and procedures.

E. Discretionary Compensation Fund guidelines (Viney)

- ASEC encourages CASIs across campus to provide input on compensation adjustments via Discretionary Compensation funds.
- As a “unit” within UW Madison, the Law School can devise its own criteria within the UW criteria, and CASI can request a post-award report about the employee categories who receive the awards (but not individual employees).
- Viney distributed relevant written materials for CASI Board consideration and discussion at next Board meeting about where our CASI may seek to be involved in the guidelines.

F. FISC & Professional Development Fund guidelines (Viney) -- Nothing to report.

G. No other ongoing business items.

6. New Business/Announcements/Other

A. Dean Search Update (Peterson)

- The search and screen process has been fruitful and on pace.
- Final candidates will come to campus in April.

NEXT MEETING: May 1, 2020 @ 9:00 AM.

Meeting adjourned.