

**Committee Advocating for Staff Interests**  
**College of Agricultural and Life Sciences**  
May 21, 2025, 12:00pm-1:00pm  
473 Horticulture Building

Attendees: Brian Asen, Josh Blaydes, Tom Browne, Nancy Esser, Amber Haroldson, Emily Laabs, Veronica Law, Ally Magnin Harvey, Tara Larowe, Brandon Prochaska  
Not present: Tom Bryan, Aaron Crandall, Arnoldo Lopez-Hernandez, Brittany Magrady  
Minutes by: Ally McCann

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MINUTES

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This meeting was called to order by Amber Haroldson at 12:03pm.

**1. Review agenda**

*No changes to the agenda.*

**2. Consent agenda**

*Minutes from the April 16, 2025 meeting were approved and will be posted on the CALS CASI website.*

**3. College updates and questions from the committee**

*Tom Browne, Senior Assistant Dean for Student Belonging, had no updates.*

*Veronica Law, HR Director, and Todd Schry, HR Associate Director, presented on the CCF.*

*A compensation review process is done twice a year by CALS HR. They recommend salary increases based on parity, market and compression to address college-wide salary disparities. Previously, they were getting compensation requests throughout the year, and it was not consistent. The goal is to have the review every year, once in spring and fall. It will take time to improve all disparities. HR did see improvements after the first review was done.*

*HR recommendations go to unit leadership. Units have an opportunity to submit performance nominations for outstanding performance. Data will be provided to each unit's leadership for discussion and input. Approved recommendations will be processed twice a year based on available funding. The review is done without a dollar amount in mind, then units see what funding is available to make changes.*

*Adjustment for parity and performance outside of reviews will only be considered in certain exceptions:  
-FLSA threshold increase, adjusted pay range minimums, changes to living wage, WI pay plan*

CASI 2024-25 meeting materials are in Box at: <https://uwmadison.box.com/s/tdhl6l6mm6y6n1jq3dxih5y8u8szmjf9>  
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*-previously identified parity/compression issues where funding becomes available but wasn't before*

*Increases may be funded with: CCF funds, faculty block grant, CALS allocated funds, units' budget allocation, available grant funding if feasible.*

*Promotion, change in responsibilities and title, change in unique responsibilities (or temp change), and retention, can be considered outside of the reviews. HR still needs to run a compensation analysis for approval and to make sure it is warranted.*

*Eligibility for Pay Increase:*

*-finished probation period, in "good standing" for trainings, current with performance evals (as a supervisor), performance evals at "meeting expectations" or higher for the last 12 months, no formal discipline letters in last 12 months. Employees at max of salary range could receive a lump sum but not a base increase.*

*Parity, market compression:*

*-HR references the campus salary admin guidelines and salary policy, college and campus wide summary salary data, market position, percentage of campus salary median by title and years of experience, regression analysis by title, other skills*

*HR looks at years in position and years with university, salary adjustment history, and position within salary range. They do their best to recognize prior experience and want to hear from units on that. Guidance for where quartiles would fall was made for out-of-scope titles not included in TTC. The slides showed a compensation review process example chart, regression analysis chart, and compression between supervisors and employees example.*

*Compensation for performance:* *documented excellence performance, employees who consistently demonstrate outstanding performance that meets or exceeds job standards as documented in recent performance evals. Unit leadership identify 5-20% of top performing employees. Percentage increases are based on where someone falls in their pay range. Lump sum bonuses are a percentage based on level of impact (project, department, larger).*

*-It's important to have performance evals completed and detailed. The data from the review process and human side from performance evals are both considered to create the full picture.*

**Questions:**

***-How is this information shared?***

*They can share these slides. Data should be going from unit leadership to other supervisors, leaders. A version of this could be made to share with the college.*

***-Everyone is "considered" twice a year to identify needs for increases, is there a way for everyone to get a pay increase every 2-3 years?***

*Right now, it's aspirational but not impossible. We can hold on to hope that things get more normal than they are now.*

***-Could individual employees know they are flagged for an increase (when funds are available)?***

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*We don't want people to be upset if they don't get anything. We could check with central campus if that's best practice. It could help ensure follow-ups.*

*-It would be helpful for staff to know that they have been identified and someone knows.*

***-What is the CCF timeline?***

*It's not predictable. deans get told by central campus and are given a quick turnaround. The HR review process makes us better prepared for the short turnaround. The college talks to units and then has to give their numbers to central campus for approval. After approval, letters are sent out. It's important for supervisors to not share information before it's finalized.*

***-When are department funds considered? If CCF doesn't happen, can increases be made with funding outside of that?***

*It's impossible to do parity comparisons if raises happen at all times of the year. We want to avoid the parity that can be created by offering many other funding opportunities. It can also be unfair when some departments have more money to offer than others.*

#### **4. Subcommittee updates**

a. Awards and professional development

*The subcommittee had no updates.*

b. Communications

*The subcommittee is considering a post in eCALS about the feedback form on the website. A "kudos from CASI" post or something similar is another possibility.*

c. Nominations and mentoring

*The subcommittee is planning an onboarding lunch for new CASI members that will happen in the summer. Current members are invited to attend.*

d. Personnel procedures, compensation and governance

*The subcommittee had no updates.*

#### **5. Chair updates**

*The coalition letter was reviewed. CASI plans to have a fall welcome event and will begin planning in late summer.*

*College and campus mentoring was discussed. Campus has a mentor/mentee program. Mentorship in CALS and how the college looks at that could go through Louis and Tom's office.*

#### **6. Academic Planning Council report and discussion**

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*Tara Larowe, APC Representative, discussed a new tool that will be used for course evaluations. CALS will be piloting the tool this academic year. Admin will ask for feedback on the new program; it should be more user friendly. The old program will be archived, and more information will come on this process.*

## **7. Adjourn**

*Meeting adjourned at 1:19pm.*