



School of Education
UNIVERSITY OF WISCONSIN-MADISON

DATE: May 19, 2021

TO: Members of the ADMINISTRATIVE COUNCIL

FROM: Diana Hess, Dean

SUBJECT: Agenda for meeting on Wednesday, May 19, 2021

LOCATION: Zoom

<https://uwmadison.zoom.us/j/94159581216>

Administrative Council Agenda

8:30-9:00 Check in: Each member will have a chance to introduce themselves and complete one of the following sentences (you choose): (30 minutes)

1. This past year was tough, but my team really came through when _____.
 2. The most important lesson that I learned this year is _____.
- Everyone was able to provide valuable insight into what they have learned and/or were able to accomplish with their team during the pandemic. Thank you all for your insight!

9:00-9:10 Dean's Updates and Q&A (10 minutes)

- *Remote Work Policy:* It is expected that sometime today the remote work policy will be announced and will replace the telecommuting policy that has been used for many years. As soon as campus releases its policy, the School of Education will release its guidelines. The remote work policy is for all employees in some way, shape, or form. Campus is expecting that a very small number of people will request remote work.
 - If an employee is interested, they will fill out form that goes to their supervisor. With 170 supervisors, it will not be too cumbersome for most. The supervisor will meet with the employee who has requested the remote work and make a recommendation. The unit head/Department chair will then look at all remote requests for their area and decide. After that, it will go to the School of Education's HR. If a person is requesting to work partially out of state or internationally, there will be an extra step in that OHR will have to review the request. After HR/OHR approval, the request will be sent to Diana for final approval.
 - Thank you to Kristen, Gary, Carolyn, Lindsey, Dan, and Christina for being on the remote work policy tiger team.

The Office of the Dean is committed to creating an inclusive and accessible meeting. If you need reasonable accommodations, please contact Jason Roth at rothiii@wisc.edu.

School of Education Office of the Dean

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- *Masking/Distancing Requirements:* Early in June, there will be new guidelines released for masking and physical distancing. They will most likely be relaxed, to the point where it is possible that folks who are vaccinated do not need to wear masks indoors.
- *Julie's Retirement and Back to School Bash:* Julie Mead is planning on retiring very soon. Thank you, Julie for the wonderful leadership throughout the years. The Back to School Bash will include an amazing celebration for all who have retired. Sept. 2nd around lunch is the bash, so mark it on your calendar now.
- *Welcome Back Funds:* Unit heads and Dept. Chairs will get \$10/person to use celebrate the return to in-person work in the next few weeks.
- *WCER Support:* Courtney would like to thank the folks who have provided support to WCER as they are working through the layoff process.

9:05-9:25 Small Group Discussions (20 minutes)

1. What have you learned because of the pandemic, and what will you do differently in the future as a result?

9:20-9:30 Report out from Small Groups (10 minutes)

- There was no time to report out with such a large group. Have a great summer, and see you at the end of the summer!