

Graduate School Committee on Academic Staff Issues (GS-CASI) Annual Reports October 2010 – October 2013

GS-CASI Overview

The Graduate School Committee on Academic Staff Issues (GS-CASI) advises the Dean on matters of concern to academic staff. It reviews policies and procedures, and serves as a source of information and representation for academic staff in the Graduate School.

The GS-CASI has now completed its tenth year. The full committee met annually at least eight times during the periods covered by this report, with annual terms from July 2010 - June 2011, July 2011 - June 2012, and July 2012 - June 2013. In addition, an annual retreat was held in September of each year to review the past year's accomplishments and define goals and milestones for the coming year.

A key distinction in GS-CASI activity over past three years is a somewhat more narrow scope that was in response to an extensive focus on possible restructuring of the Graduate School research enterprise (2010-2012) and a large scale study of a new University of Madison-Wisconsin human resources infrastructure (2011-2013).

The GS-CASI developed stronger communications with the Academic Staff Executive Committee (ASEC). Semi – annual brown bag lunches between ASEC and CASI chairs were held to align campus-wide governance issues and provide greater communication between CASIs and ASEC. The GS-CASI also prioritized guest speakers and site visits to deepen engagement and information sharing between representatives and stakeholders.

Joint CASI-ASEC meeting themes:

2011

- ASEC quantified some \$231 million Academic Staff PI's have brought to this campus in 2010-2011.
- Bus passes – One more year with no cost benefit. The plan for the following year was to charge \$50 per year to academic students/staff/faculty for use of bus
- Efficiency study – ASEC coordinated academic staff representation for an ad hoc committee to help select a vendor.
- Badger Partnership – Renamed Public Authority Working Group met every Friday to discuss what principles this new system would be designed around
- Budget –Expected 10-15% cuts in state funding to university
- GS-CASI representative from UWBC, Tom Zinnen, highlighted venues that would benefit from Academic Staff speakers: Discovery! Thursdays at Madison public libraries, Wednesday Nite @ The Lab at the Biotech Center, and the Science Outreach on Campus web portal: www.science.wisc.edu.

- Themes and issues: morale, work load increases, decreases in compensation, low empathy from supervisors .

2012

- A few GS CASI members were selected to participate in the Phase 1 work teams within the HR Design Project.
 - The project was a campus-wide effort involving administration, faculty, staff and students. Work teams were assigned to specific areas such as titling, competencies and hiring policies. Teams are met at least once a week. Jenny Hackel was a member of the Recruitment and Assessment Work Team. Julie Karpelenia was a member of the Titling Work Team.
- Discussion regarding HR Titling recommendations specifically, a consistent approach to defining titles and levels across current employee categories, with particular focus on Academic and Classified Staff.
- HR communication improvement letter was developed by GS-CASI to ASEC
 - Wayne Feltz and Nicci Schmidt attended an ASEC meeting to present the letter.. Steve Lund and ASEC members present agreed with recommendations. Our recommendations were reflected in the official letter.
- Further HR Design discussions included: Pay and benefits not activated on the July 1st date. Compensation study will be done in the future. Jenny observed challenges due to salary caps on category pay which limit merit/pay increases. The current salary caps likely impact the employees the institution is most at risk of losing, top performing individuals with an extensive career with the university.
- The number of Professional Development Grant proposals increased substantially and is expected to continue to increase. The professional development subcommittee met and discussed ideas to facilitate review and ranking within the short time-frame available. A proposal will be presented to the GS-CASI for input at a future time.

2013

- Under a recommendation of the Administrative Excellence exercise, John Richards informed the CASI about three IT-related proposals--notice of deadlines to get rid of all wisc.edu email, pushing for Dell equipment and getting rid of ical. MDS only offers three products from Dell. Data centers to consolidate data centers for DoIT. New calendar would allow people to schedule meetings so all are on the same calendar view. Email might not work on smart phones.
- **New Chancellor:** Rebecca Blank was appointed and started on 15 July. GS CASI expressed gratitude to David Ward for his service. GS-CASI prepared a thank you letter for his service to the University.
- **Alcohol policy:** Deadline for feedback has passed. GS CASI expressed concerns about process for determining policy and impacts of policy.
- Sequestration: Who is tracking sequestration effects for the campus? Julie Karpelenia reported she was not aware of any central campus efforts to track the impacts. Some effects are not quantifiable such as a reduced number of funding opportunities. Jennifer Eagleton suggested that the University attempt to tie the impacts to the private sector and demonstrate the impact on Wisconsin's economy. Jenny Hackel stated that the Graduate School Associate Dean for Physical Sciences Steve Ackerman has requested if anyone does have a sequestration story to share and impacts to discuss, please send them to him.
- ASEC-CASI 2013 brown bag discussed some employee confusion with state vs private employees. Other discussions included how L&S vs Grad school impacts of sequestration. Also discussed role of Deans and campus CASIs.

GS-CASI had nine guest speakers:

2011

- Steve Lund – Director Academic Personnel Office,
- Harry Webne Behrman and David Rizzo – HR Design, New Human Resources initiative
- Alice Gustafson – Administrative Excellence

2012

- Rhonda Norsetter – UW-Madison Senior Special Assistant to the Chancellor
- Steve Lund on HR design

2013

- Don Nelson, State Relations
- Alissa Ewer with KnowledgeBase overview for web page refreshing
- Heather Daniels visit, Chancellor search committee member –Updated CASI on Chancellor search and criteria

GS-CASI had X site visits:

- UW Biotechnology Center
- Space Sciences and Engineering
- Waisman Center
- Ice Cube

Four subcommittees targeted issues that required deeper engagement:

Communications Subcommittee

Nominations and Districting Subcommittee

Professional Development and Recognition Subcommittee

Personnel, Policies, and Procedures Subcommittee

Communications Subcommittee

The Communications Subcommittee establishes and monitors communication both with Graduate School academic staff as well as other academic staff committees across campus.

2011-2013 Activities/Accomplishments

The subcommittee continued to coordinate meetings and activities with members of the Professional Development Subcommittee due to shared goals and interests.

The GS-CASI Web site, administered by the subcommittee and hosted by the Graduate School, is now a well-established vehicle for posting committee meetings, agendas, reports and academic staff professional development grant recipients. The subcommittee continues to update the GS-CASI Web site with relevant information as it becomes available. The GS-CASI web pages have been ported over to Knowledge Base making the web page document updates much easier.

The subcommittee assisted in preparation of this 2010-2013 report that will be distributed to all Graduate School academic staff members, other campus CASIs and the ASEC.

Ongoing Activities

In the upcoming year, the subcommittee plans to:

- Review the GS-CASI Web site structure and organization and make recommendations for revisions/changes as appropriate.
- Continue to create and maintain content for the Web site post agendas, minutes and reports, etc. to the Web site in a timely fashion.
- Use the Web site to publish election materials and announcements, such as recipients of academic staff professional development grants or other awards. Additionally, the site will be used to link to other pertinent academic staff information and organizations.

Nominations and Districting Subcommittee

The Nominations and Districting Subcommittee oversees elections and provides oversight for balanced district membership.

2010-2013 Activities/Accomplishments

The annual election for Vice-Chair was held every July 2010-2013 at GS-CASI meeting with Wayne Feltz elected to the post each year from 2010-2012. In September 2013, Nicci Schmidt was elected as new vice chair.

The subcommittee organized and identified new candidates for district elections were held during the March of 2010 – 2013 timeframe, filling the positions as district terms were ending. Election results included:

Nicci Schmidt, Waisman Center, 2010, reelected 2013
Maira Harrington, Graduate School, 2010, reelected 2013
Jenny Hackel, Space Science and Engineering Center, 2011
Tom Zinnen, Biotechnology Center, 2011
Alex Converse, Waismann Center, 2011
Kristin Crosno, Primate Center 2012
Judy Bauman, Graduate School 2012

Dean Cadwallader appointed the following representatives:

Jennifer Eagleton in place of Tanya Cobb (2012)
John Richards in place of Reina Maruyama (2011)

The subcommittee also provided input to achieve more frequent Web page updates and proposed a one-day retreat that was conducted every September to plan new directions for the committee.

All the district numbers are well balanced this year as shown in the figure below.

	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	District	2012	2011	2010	2009	Dec '08	Sep '08	2007	Nov '06	Feb '06	Sep '05	Jan '05	2004	2003
2	District 1	77	79	88	80	90	88	89	77	81	82	83	89	95
3	District 2	55	52	68	74	70	71	66	59	63	60	57	38	42
4	District 3	78	85	78	74	70	72	70	63	65	63	62	66	59
5	District 4	109	113	102	106	106	104	95	96	94	98	87	83	74
6	District 5	90	81	112	112	108	108	117	114	107	103	82	74	68
7	District 6	77	77	77	75	68	69	81	88	87	87	84	78	75
8	District 7	58	54	58	62	65	65	67	76	70	65	66	62	61
9	District 8	76	68	69	63	65	63	59	57	61	59	57	59	59
10	District 9	44	46	54	55	58	56	64	64	62	63	63	59	58
11	District 10	84	71	56	57	56	53	58	54	56	55	58	42	53
12	Total	748	726	762	758	756	749	766	748	746	735	699	650	644
13	Average	75	73	76	76	76	75	77	75	75	74	70	65	64
14	St Dev	19	19	20	19	19	19	19	19	17	17	13	17	15

Source: University of Wisconsin-Madison DoIT mainframe job run for Academic Staff Assembly – active academic staff employees at August 1, 2012

Ongoing Activities

In the upcoming year, the subcommittee plans to:

- Analyze district membership balance and provide guidance to adjust total number of members per representative.
- Balance committee membership to provide best representative skills to a specific committee.
- Prepare and coordinate elections and provide recommendations to fill district vacancies when warranted.
- Provide guidance and proposals for amendment of bylaws to provide fully functional GS-CASI body.

Professional Development and Recognition Subcommittee

The Professional Development and Recognition Subcommittee is responsible for recommending strategies for the professional development and recognition for academic staff within the Graduate School. Developing and managing a mentoring program for new academic staff in the Graduate School is included within the scope of this subcommittee.

2010-2013 Activities/Accomplishments

The subcommittee reviewed and ranked several rounds of professional development grants for academic staff in the Graduate School. The award recipients included:

2010-2011 Academic Staff Professional Development Grant (Part 1-Spring 2010)

- Cheryl Bauer-Armstrong, Outreach Program Manager, Arboretum
- Joan Ershler, Senior Administrative Program Specialist, Waisman Center
- Erin McMillan, Assistant Researcher, Waisman Center
- Jayne Squirrell, Assistant Scientist, Molecular Biology
- Pamela Westmark, Assistant Researcher, Waisman Center

2010-2011 Academic Staff Professional Development Grant (Part 2-Fall 2010)

- Camile Lopez-Anido, Associate Researcher, Waisman Center
- Dr. Corey Ray-Subramanian, Psychologist, Waisman Center
- Grzegorz Sabat, Senior Research Specialist, Waisman Center

2011-2012 Academic Staff Professional Development Grant (Part 1-Spring 2011)

- Dina Drankus, Information Processing Consultant, Waisman Center
- Brian Whyms, Associate Research Specialist, Waisman Center

2011-2012 Academic Staff Professional Development Grant (Part 2-Fall 2011)

- Dr. Anita Bhattacharyya, Assistant Researcher, Waisman Center
- Dr. Joan Ershler, Senior Administrative Program Specialist, Waisman Center
- Barbara Mathison, Outreach Program Manager 1, Waisman Center
- Dr. Ralf Wehlitz, Senior Scientist, Synchrotron Radiation Center
- Dr. Thomas Zinnen, Outreach Program Manager 3, Biotechnology Center

2012-2013 Academic Staff Professional Development Grant (Part 1-Spring 2012)

- Tammi Kral, Research Specialist, Waisman Center
- Dr. Cara Westmark, Senior Scientist, Waisman Center

2012-2013 Academic Staff Professional Development Grant (Part 2-Fall 2012)

- Dr. David Bachhuber, Research Program Manager 1, Waisman Center
- Kathleen Kline, Outreach Specialist, Aquatic Sciences Center

2013-2014 Academic Staff Professional Development Grant (Part 1-Spring 2013)

- Kristin Crosno, Research Specialist, Primate Center
- Mary Locast, Rehabilitation Specialist, Waisman Center
- Dr. Stacey Schaefer, Assistant Scientist, Waisman Center

2013-2014 Academic Staff Professional Development Grant Part 2 -Fall 2013 process is under way. Applications will be sent to PD subcommittee on 10/28. Subcommittee will send final ranking to Julie on 11/6.

Ongoing Activities

In the upcoming year, the subcommittee plans to:

- Continue to review Graduate School Professional Development Grant applications.
- Pursue opportunities to encourage and celebrate academic staff contributions to the Graduate School and the University of Wisconsin-Madison.
- Provide information and resources with concerns of furloughs and collective bargaining on the horizon.

- Maintain new efforts for strong communication among other academic staff campus governance bodies such as Academic Staff Assembly, ASEC and Madison Academic Staff Association.

Personnel Policies and Procedures Subcommittee

The role of the Personnel Policies and Procedures Subcommittee is to respond to questions and concerns regarding personnel policies and procedures by working closely with Graduate School Human Resources. The committee reconvened in 2011 to help study and participate in numerous working groups to redesign human relations system on campus. Their role was to inform the CASI at large about issues that need to be addressed in this study and recommendation report.

2011-2013 Activities/Accomplishments

The subcommittee maintained strong engagement with HR Design and helped provide the full GS-CASI current information. Subcommittee member, Jenny Hackel, served on the recruitment and assessment work team and offered a rich perspective.

Ongoing/Future Activities for 2013-2014

Future topics of interest:

- Dean's strategic plan for Graduate School
- Administrative Excellence
- ASEC initiatives, poll of issues
- Products & accomplishments of CASI
- Communication with constituents, revisit
- Open Book Wisconsin
- HR Design
- Sequestration
- Annual CASI retreat

Potential Guest Speakers:

- Alice Gustafson, Administrative Excellence
- Ann Mekschun, Administrative Excellence participant
- ASEC rep.
- Open Book person
- Alyssa Ewer from Grad School Website Design
- Dave Rizzo or Harry Webne-Behrman, HR Design
- Don Schutt, Human Resources, climate

Potential Site Visits:

- Biotron

- Arboretum
- SSEC
- Visit Sea Grant PIs to learn about the current research efforts underway

For further information on GS-CASI subcommittees, including composition, current issues, minutes/agendas of meetings, etc., please visit the GS-CASI Web site (www.grad.wisc.edu/admin/committees/casi/index.html).

APPENDIX A – GS-CASI Membership 2012-2013:

The GS-CASI consists of 12 members, 10 elected by the school's annual staff and two appointed by the Dean. In addition, the Dean and a human resources specialist serve as ex officio members. At the time of the initial GS-CASI elections in 2003, the districting plan placed each of the approximately 766 staff in one of 10 districts for the purpose of electing voting members to the GS-CASI. The plan favors Graduate School Center and location over job title in contrast to the Academic Staff Assembly plan, which favors job title. The larger Centers are somewhat underrepresented relative to the smaller Centers. The districting and current representatives are apportioned as follows:

Elected – Voting

<u>District</u>	<u>Description</u>	<u>Member</u>
1	Waisman Center – Researchers	Alex Converse Associate Scientist Waisman Center
2	Waisman Center – Clinical and Managerial	Julie Schears Outreach Specialist Waisman Center
3	Waisman Center – Other	Nicole Schmidt Research Program Manager II Waisman Center
4	Space Science and Engineering Center – Researchers	Wayne Feltz Associate Scientist Space Science and Engineering Center <i>Note: Vice-Chair of GS-CASI, CASI Representative on GS Academic Planning Council, ASEC member 2010-2013</i>
5	Space Science and Engineering Center – Other	Jenny Hackel Assistant Director Administration Space Science and Engineering Center
6	Primate Research Center	Kristin Crosno Associate Research Specialist

		Primate Center
7	Biotechnology Center and Institute on Aging	Tom Zinnen Outreach Program Manager III Biotechnology Center
8	Bock Laboratories, Research Animal Resources Center and Aquatic Sciences Center	Moira Harrington Communications Manager Aquatic Sciences Center
9	Kegonsa Research Campus and Arboretum	Vacant
10	Administration and UW Press	Judith Bauman Sr. Student Services Coordinator Graduate School

Appointed – Voting

District Member

- 11 John Richards, Sr. Information Processing Consultant, IceCube Research Center
- 12 Vacant

Ex Officio – Nonvoting

Martin Cadwallader, Dean, Administration
Julie Karpelenia, Assistant Dean, Administration

Past Representatives

Wilton Sanders, Senior Scientist, ex-vice chair, 7/02 - 7/04
Mina Johnson-Glenberg Scientist, Waisman Center—Researchers, 7/02 - 7/04
John Stott, Kegonsa Research Campus, 7/02 - 7/04,
Marcia Douglas, ex officio, 7/02 - 7/04
Mark Mulligan, Space Science and Engineering Center, 7/02 - 7/05
Deborah Faupel, Biotechnology Center, 7/02 - 7/05
Sheila Leary, UW Press, 7/02 - 7/05
Linda Haskins, Waisman Center, 7/02 -7/06
Judy Kingsbury, Arboretum, 7/04 - 3/06
Gary Case, Biotechnology Center, 3/05 - 11/05
Jody Helgeland, Primate Center, 7/02 – 10/06
Michael Anderle, Waisman Center, 03/06 - 5/07

Dave Egan, Arboretum, 1/06 – 3/07
Linda Tuchman-Ginsberg, Waisman Center, 7/02 – 7/09
Kael Hanson, IceCube Research Center, 11/07 – 1/09
Jean Phillips, Space Science and Engineering Center, 7/05 – 7/08
Barbara Myers Temkin, Waisman Center, 3/09 - 6/09
Matthew Hoffman, Primate Research Center, 10/06 – 7/10
Tanya Cobb, Graduate School, 7/03 - 9/10
Donna Cole, Waisman Center, 5/05 – 8/10
Dan Bull, Space Science and Engineering Center, 9/08 – 4/10
Reina Maruyama, IceCube Research Center, 3/09 – 1/11
Cheryl Redman, Biotechnology Center, 4/06 – 6/11
Kristin Harmon, Primate Center, 3/09 – 8/12
Jennifer Eagleton, Wisconsin Institute for Discovery 5/12 – 7/13
Bruce Neumann, Physical Services Laboratory, 2/04 – 5/13
Miriam Simmons, Graduate School, 8/03 – 6/12
Mary Lou Reeb, Graduate School, 11/02 – 7/10

The GS-CASI relies heavily on subcommittees to accomplish its work. Each member serves on one or more of them.