

Vice Chancellor for Research and Graduate Education Committee on Academic Staff Issues (VCRGE-CASI)

Annual Report September 2015

VCRGE-CASI Overview

The Vice Chancellor for Research and Graduate Education Committee on Academic Staff Issues (VCRGE-CASI) advises the Vice Chancellor for Research and Graduate Education on issues that concern academic staff. The committee reviews policies and procedures and serves as a source of information and representation for academic staff in the Office of the Vice Chancellor for Research and Graduate Education and interfaces with other governing bodies on campus. The VCRGE-CASI uniquely understands local issues that concern the major research centers and graduate school education and serves as a grassroots organization to advise the VCRGE on behalf of the 780 academic staff serving the Office of the Vice Chancellor for Research and Graduate Education.

History

CASIs were originally proposed and approved by the Academic Staff Assembly in 1998 under Academic Staff Document #210, titled "School, College, and Division Committees on Academic Staff Issues." The VCRGE-CASI has been in place since May 2014, when the Faculty Senate approved restructuring the Graduate School and UW-Madison's research enterprise. Prior to restructuring, all members of the VCRGE-CASI served on the GS-CASI and advised the Vice Chancellor for Research and Dean of the Graduate School. The GS-CASI was formed by Dean Martin Cadwallader in 2001. All districts from the GS-CASI moved to the VCRGE-CASI and membership and representation was largely unchanged during or immediately after the transition. Thus, the spirit and engagement of service to campus as a CASI has been in place for over 14 years and there is a strong culture of academic staff governance at the major research centers and Graduate School.

Mission statement

The Committee on Academic Staff Issues shall advise the VCRGE on the formulation and review, and shall be represented in the development of all policies and procedures concerning academic staff members of the Office of the Vice Chancellor for Research and Graduate Education, including personnel policies and procedures.

Responsibilities as written in bylaws, include but not limited to:

1. Represent VCRGE academic staff in the development and review of all VCRGE policies and procedures concerning VCRGE academic staff.
2. Promote a positive climate and enhance an appreciation for diversity among VCRGE academic staff.
3. Advise the VCRGE on program decisions likely to affect promotional opportunities or lead to nonrenewal or layoff of VCRGE academic staff.
4. Recommend opportunities for participation of VCRGE academic staff in governance.
5. Recommend opportunities for recognition of VCRGE academic staff contributions to the excellence of the VCRGE.
6. Recommend mentoring and professional development programs for VCRGE academic staff.
7. Represent the VCRGE academic staff in communications to the Academic Staff Assembly (ASA) and its Standing Committees, the Academic Staff Executive Committee (ASEC), the Academic Staff Public Representation Organization (ASPRO), other campus committees, and the Secretary of the Academic Staff.
8. Serve as a forum for discussion of the concerns of VCRGE academic staff.

The VCRGE-CASI consists of 14 members, 10 elected district members, 2 appointed¹ voting members, and 2 ex officio non-voting members. The districts and members included:

District number	Campus unit	Member
1	Waisman Center	Alex Converse, Associate Scientist
2	Waisman Center	Nicci Schmidt, Research Program Manager III
3	Waisman Center	Julie Schears, Sr. Outreach Specialist
4	Space Sciences & Engineering Center	Wayne Feltz, Associate Scientist
5	Space Sciences & Engineering Center	Jenny Hackel, Assistant Director
6	Primate Research Center	Katie Olson, Ass. Admin Program Specialist ¹
7	Biotechnology Center and Institute on Aging	Tom Zinnen, Outreach Program Manager III
8	RARC, Aquatic Sciences Center, Biotron, Laboratory of Cell & Molecular Biology, Institute for Molecular Virology	Moira Harrington, Communications Manager, Aquatic Sciences
9	Kegonsa Research Campus and Arboretum, Wisconsin Icecube Particle Astrophysics Center	Timothy Bendfelt, Systems Programmer, IceCube Research Center
10	Graduate School, University of Wisconsin Press, Wisconsin Institute for Discovery	Judy Bauman, Sr. Student Services Coordinator

¹District 6 was represented by Kristin Crosno for most of 2014-2015 and vacated September 2015.

Appointed-Voting ¹	
App 1	Peter Johnson, Admin Prog. Specialist, VCRGE ²
App 2	Anthony Pietsch, Associate Editor, Wisconsin Institute for Discovery ³
Ex-Officio – Non-voting	
EO1	Marsha Mailick, VCRGE
EO2	Julie Karpelena, Vice Chancellor for Human Resources

¹Appointed by the Vice Chancellor for Research and Graduate Education.

²John Richards, Wisconsin Icecube Particle Astrophysics Center, served and stepped down in January 2015 after two years of service.

³Kristin Harmon, Wisconsin Institute for Discovery, served and stepped down in October 2015.

Four standing subcommittees are chaired by a member of the VCRGE-CASI and include:

- Communications subcommittee
- Nominations and districting subcommittee
- Professional development and recognition subcommittee
- Personnel policies and procedures subcommittee

Communications subcommittee (chair: Tom Zinnen, Timothy Bendfelt)

The communications subcommittee establishes and monitors communication with OVCRGE academic staff and with campus academic staff committees external to the OVCRGE.

Accomplishments

Moving web content to the OVCRGE's KnowledgeBase and updating content to reflect the campus restructuring from 2014. Updating web content is still in progress.

Goals

Finish updating OVCRGE transition on website by December 14 meeting.

Nominations and Districting Subcommittee (chair Wayne Feltz; Jenny Hackel, Moira Harrington)

The Nominations and Districting Subcommittee oversees VCRGE-CASI elections and monitors district membership, CASI subcommittees, and appointments to other committees within the OVCRGE.

Accomplishments

There are 10 districts and 2 appointed voting members. Waisman Center Districts were re-balanced. Elections were held in March 2015 for the following: (1) District 3 (re-election of Julie Schears), (2) District 4 (re-election of Wayne Feltz), (3) District 6 (re-election of Kristin Crosno, and (4) District 10 (re-election of Judy Bauman). Vacancies included: (1) District 6 (Primate Center) and an election is in progress for Katie Olson; (2) District 9 (Kegonsa Research Campus, Arboretum, Wisconsin Icecube Particle Astrophysics Center); (3) One vacant appointed position filled by Peter Johnson October 2015.

The annual election for Vice-Chair was held at the July 2015 VCRGE-CASI meeting. Nicci Schmidt (District 2) was re-elected as Vice-Chair.

Goals

Conduct elections for new candidates. Monitor district size and distribution.

District size and distribution is shown in the table below:

District	2013	2014
District 1	81	88
District 2	59	66
District 3	84	70
District 4	110	97
District 5	103	77
District 6	64	64
District 7	59	59
District 8	78	78
District 9	41	69
District 10	75	75
Total	754	743

The Nominating and Districting committee conducted their annual review and assessment of district balances by center and total constituency. The committee noted overall increasing disparity in constituency numbers between many districts. Also during the course of 2014-2015, the Kegonsa Research Campus (KRC) shut down, which resulted in a loss of 13 academic staff from District 9. The committee presented a proposal to the VCRGE-CASI in July 2014 to re-balance the Waisman districts of 1, 2, and 3 by relocating several title groups, and to change the representation of the Wisconsin Ice Particle Astrophysics Center (WIPAC) from districts 4 and 5 over to district 9 instead. Motions were made to modify the proposal for Waisman title redistricting, and were approved during the September 2014 meeting.

Personnel Policies and Procedures Subcommittee (chair Jenny Hackel; Nicci Schmidt, Tom Zinnen)

The Personnel Policies and Procedures Subcommittee responds to requests and concerns regarding personnel policy and works closely with the Vice Chancellor for Human Resources.

Accomplishments

The committee has been engaged with each stage and release of HR Design. The committee has also been engaged with procedures for selecting Search and Screen Committees.

Goals

Continue engagement with HR Design implementation. Specifically, onboarding and performance management at the OVCRGE will be a primary focus in the next fiscal year. We will continue to weigh in on campus policy development.

Professional Development and Recognition Subcommittee (chair Nicci Schmidt; Moira Harrington, Julie Schears)

The Professional Development and Recognition Subcommittee is responsible for recommending strategies to promote academic staff professional development and recognition.

Accomplishments

The committee reviewed and ranked two rounds of professional development grants for academic staff in the fall (seven applicants, three were selected) and in the spring (six applicants, three were selected). Award recipients included:

2014 Fall Academic Staff Professional Development Grant Submissions
John Bogdanske, Senior Administrative Program Specialist, RARC
Bradley Herrick, Research Program Manager II, Arboretum
Beth Schiffman, Senior Administrative Program Specialist, RARC.

2015 Spring Academic Staff Professional Development Grant Submissions
Marcella Andrews, Clinical Instructor, Waisman Center
Kristin Harmon, Senior Administrative Program Specialist, Wisconsin Institute for Discovery
Parul Trivedi, Researcher, Waisman Center.

Goals

Study professional development trends and resources for academic staff. Consult with Secretary of Academic Staff, Heather Daniels, and VCRGE Marsha Mailick, regarding the increased need for dollars to support broad ranging opportunities for academic staff professional development.

VCRGE highlights

- Updates on restructuring, working groups, and organizational charts.
- VCRGE initiatives, CASI involvement
- Governance, public authority & budget implications

Guest speakers & visitors

- ASEC-CASI liaisons: Denny Hackel, Deb Shapiro
- Kathi Kilgore, ASPRO, Swandy/Kilgore Associates, legislative update
- Tricia Dickinson, university communications, messaging and branding across target populations
- Bob Lavigna & Harry Webne-Behrman, HR Design
- Linda Scholl & Maya Holtzman, Graduate School, governance topics for Graduate School

Site visits.

No site visits were conducted in the past year.

Ongoing activities and future topics of interest for 2015-2016

Topics:

- Ongoing restructuring conversations, new organizational charts
- UW budget
- Administrative Excellence
- Human resources, climate

- Classified Research Bill
- Open Book Wisconsin
- HR Design
- PI Portal initiative/project management for research
- Others: Ombuds office

Potential Speakers:

- Alice Gustafson, Administrative Excellence
- Don Schutt, Human Resources, climate
- Harry Webne-Behrman, HR Design
- Others:

Potential Tours:

- Biotron
- Arboretum
- Space Sciences and Engineering
- Waisman Center
- Wisconsin Institute for Discovery
- Biotech Center
- Primate Center

Additional information on the VCRGE-CASI composition, bylaws, issues, minutes, and agendas available at <https://kb.wisc.edu/gsadminkb/topics.php?c=2664&l=4&a=d>