

**Vice Chancellor for Research and Graduate Education Committee on Academic Staff  
Issues (VCRGE-CASI)  
Annual Report October 5, 2016**

**General statement of accomplishments**

The VCRGE-CASI met twice with VCRGE Marsha Mailick to discuss topics related to the needs and interests of approximately 770 academic staff across graduate school and VCRGE Research Centers. The rich and diverse community of academic staff CASI members represent teaching, research, and outreach missions and serve the OVCRGE in a wide variety of capacities. In addition to meeting with VCRGE Marsha Mailick, the CASI met eight additional times to discuss a variety of topics as described below. The CASI invited guest speakers and attended Center facility tours. Subcommittees were integral in supporting CASI initiatives. Many CASI members also regularly participated in a wide range of Center and campus events to facilitate greater connection with constituents and the campus community.

**Subcommittee accomplishments**

**I. 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. Moved web content to the OVCRGE’s KnowledgeBase and updated all content to reflect ongoing campus restructuring. Updates continue.

**II. 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. There are 10 districts and 2 appointed voting members, see table.

<b>OVCRGE Districts</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
District 1	81	96	107
District 2	59	77	77
District 3	84	75	69
District 4	110	102	103
District 5	103	79	79
District 6	64	65	65
District 7	59	59	52
District 8	78	78	67
District 9	41	66	69
District 10	75	76	82
<b>OVCRGE Total</b>	<b>754</b>	<b>773</b>	<b>770</b>

Accomplishments. Elections were held in March 2016 for the following: (1) District 1 (Nagesh Adluru elected), (2) District 2 (Nicci Schmidt re-elected), (3) District 8 (Moira Harrington re-elected), and (4) District 9 (Timothy Bendfelt elected). The annual election for Vice Chair was held at the July 2015 meeting. Nicci Schmidt (District 2) was re-elected as Vice-Chair. The group discussed recognition for CASI service.

There were no standing vacancies in 2015-2016. Jenny Hackel announced resignation September 2, 2016.

**III. 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 Assistant Vice Chancellor for Human Resources.

Accomplishments. The committee was engaged with HR Design and impact of related HR campus policy matters (e.g., OVCRGE Performance Management tool updates, onboarding). The committee engaged procedures for selecting Search and Screen Committees. The subcommittee prepared two memos approved by CASI. Moira Harrington was nominated and selected to serve on Arboretum review committee. Jenny Hackel was nominated and selected for the Aquatics Center review committee.

**IV. 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 subcommittee reviewed and ranked two rounds of professional development grants for academic staff in the fall (five applicants, one was selected) and in the spring (nine applicants, four were selected). Award recipients included:

2015 Fall Academic Staff Professional Development Grant Submissions

Kathleen Krentz, Assistant researcher for the Biotech Center

2016 Spring Academic Staff Professional Development Grant Submissions

Cheryl Bauer-Armstrong, Outreach Program Manager I for the Arboretum

Stephen Laubach, Associate Outreach Specialist for the Arboretum

Ryan Pingel, Administrative Program Specialist for UW Press

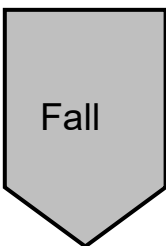
Vera Tsenkova, Associate Scientist for the Institute on Aging

The subcommittee examined campus resources and participation in the professional development grant program. The subcommittee consulted with Jake Smith, Deputy Secretary of the Academic Staff, and learned that approximately \$54k is distributed annually for academic staff professional development. The amount has remained unchanged for some time. Approximately 56 applications are received each cycle and 48% are awarded. There are no other known mechanisms for academic staff professional development support. The subcommittee brought this information to the CASI and the group concluded that it would be useful to encourage more people to apply.

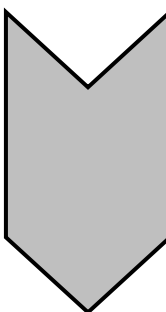
**VCRGE highlights from October and May meetings**

- VCRGE Center review process and CASI's role in identifying academic staff participation
- Updates on Director of Office of Research Cores, other staff restructuring.
- VCRGE initiatives, CASI involvement
- Governance, budget cuts & implications for the research and grad education enterprise

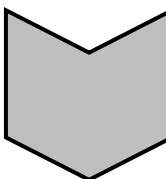
**Member events and activities**



- UW-Madison Shared Governance Reception, October
- Guest speaker: Norm Drinkwater, Associate Vice Chancellor for Biological Sciences, Research Center review process
- Integrating Research Ethics and Scholarship (IRES), Office of Research Policy, OVCRGE panelist for discussion on research involving vulnerable populations, November
- All campus CASI retreat, November
- Site Visit: Biotron, led by Isabelle Girard in December
- Informal input on Children in the Workplace policy, December



- Updated bylaws to reflect OVCRGE restructuring and built increased flexibility for quorum. Edited to reflect the end of CASI participation in the Graduate School's Academic Planning Council (APC). The VCRGE appointed the University Research Council and selected academic staff. Quorum redefined as eight voting members *or the majority of voting members serving at the time of the vote*. Edited bylaws approved by the CASI in March.
- UW Showcase event, Office of Quality Improvement, March
- Guest speaker: Nick Novak, Assistant Vice Chancellor, PI portal initiative and administrative time, March
- West campus CASI networking event at School of Nursing, hosted by Diane Farsetta, May
- Academic Staff Worklife Survey (first ever), Academic Staff Executive Committee, May



- Mentoring Community of Practice (COP) meeting, hosted by Academic Staff Mentoring Committee, June
- Academic Staff Mentoring Committee, wrap-up June
- Site visit: Space Sciences and Engineering, led by Jenny Hackel and Wayne Feltz in June

### ***Other discussion topics***

- Changes to shared governance by legislature and UW Board of Regents
- Campus emergency procedures, WiscAlerts. Missing information re power outages and evacuations.
- Layoff data due to budget cuts
- Applicant tracking software, PageUp.
- Web coverage of outreach activities in OVCRGE
- New campus communication, Working.wisc.edu
- Classified research ban, lifted in 2014
- Campus budget data, Budget in Brief publication, data digest
- Transportation & parking
- Changes to United States Fair Labor Standards Act (FLSA), implications for UW-Madison
- CASI service recognition
- Search and screen committees (e.g., Director of Human Resources, Chief of Police)
- Climate (e.g., work demands, hate and bias events, harassment, bullying)

### ***General background***

#### ***I. 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 approximately 770 academic staff serving the Office of the Vice Chancellor for Research and Graduate Education.

#### ***II. 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.

#### ***III. 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.

**IV. 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.

**V. Membership and subcommittee list**

The VCRGE-CASI consists of 14 members, 10 elected district members, 2 appointed<sup>1</sup> voting members, and 2 ex officio non-voting members. Members new in the 2015-2016 marked with “\*”. The districts and members included:

District	Campus unit	Member, 2015-2016
1 <sup>1</sup>	Waisman Center	Nagesh Adluru, Assistant 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 <sup>1*</sup>
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

<sup>1</sup>District 1 was represented by Alex Converse for most of 2015-2016 and vacated June 2016 after five and a half years of service.

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

<sup>1</sup>Appointed by the Assistant Vice Chancellor for Research and Graduate Education.

<sup>2</sup>Kristin Harmon, Grants Administrator for Wisconsin Institute for Discovery, served until January. Anthony Pietsch\*, Associate Editor, Wisconsin Institute for Discovery, served five months and stepped down in July, 2016. App 2 was filled in July by Herman Stampfli, Research Program Manager III, Wisconsin Institute for Discovery<sup>2</sup>

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

ASEC-CASI liaison: Robert Newsom, Senior Scientist, College of Engineering Center for Health Systems Research and Analysis

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>