

Retreat Agenda

Graduate School
Committee on Academic Staff Issues Retreat
Wednesday, September 4, 2013
Rm 351 Space Science and Engineering Center
1:00 pm – 4:00 pm

Convene

Minute Taker: Nicci Schmidt

Review and Approve Minutes from July 2013 meeting

Action items

- Vote for GS-CASI vice chair

Announcements:

- Governance updates (ASA, ASEC, Committees)

Business:

- Review of 2012-2013 Accomplishments
 - Dean Cadwallader highlights
 - Martin spoke of chancellor hiring process and search committee input on campus.
 - Several new searches including Associate Dean of Administration were conducted, new director of Morgridge Institute was named:
 - Martin passed out a Grad School Org Chart and went over its' structure and specific roles. We are now at an all-time high for minority diversity on campus.
 - Visitors
 - Don Nelsen – State Relations - Don works for the VC Communications, and has been working in State Relations for 8 years. Before that he was a staffer with the Legislature and before that in the military. The goal of his work is to inform the Legislature and Governor and state agencies about the missions and programs of UW-Madison. For our research mission, the objective is to connect research impacts to our economy and well-being, including maintaining a map of how much research money is being spent in legislative districts across Wisconsin
 - Steve Lund/ Harry Webne-Behrman visit – Steve is the director of UW-Madison's Academic Personnel Office and member of the HR Design Project Team.

- Heather Daniels visit, Chancellor search committee member – Updated CASI on Chancellor search
 - Allissa Ewer visited to discuss Knowledge Base overview and ease of GS-CASI web page updates, all agendas and minutes should now be current.
- HR redesign
 - GS-CASI HR web page alteration recommendation letter – (Schmidt)
 - Wayne and Nicci attended the ASEC meeting a few weeks ago. Those present seemed to echo their comments. Our recommendations were reflected in the official letter. Pay and benefits not activated on the July 1st date. Compensation study will be done in the future.
 - *Working to refine and improve, and is deferred for two years. Recruitment and possibly some things on the classified side are being looked at for streamlining. There is the 1% increase/pay and the meal compensation and mileage have gone up.*
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- Profession Development Grants
 - Professional development grants were reviewed. Committee has developed a form to review professional development grant applications to facilitate consistent definitions and rankings and accommodate the increased volume of proposals. A concern had been raised that this form and its use could be subject to open records requests and review. Bruce Neumann reported that he spoke with Ben Griffiths, Sr. University legal counsel for central admin. , whose opinion was that the new form would be considered a personnel record and thus it would be an exception to open records requirements. Grant applications were due 12 April. Two academic staff development grants were approved.
- CASI/ASEC brown bag
 - Critical compensation fund (CCF) feedback discussed
 - Discussed public and employee confusion regarding state vs private sector employees
 - Impacts of sequestration and CASI's relationships to Deans
- Tours:
 - Tour of WIPAC (Icecube) facility lead by John Richards
- Parking update
- GS-CASI input
 - **Communications report (Richards)**
 - Agendas and minutes have been updated
 - **Nominating and Districting (Feltz)**

- GS-CASI needs
 - WID and PSL representatives
 - **Personnel Policies and Procedures/HR redesign (Hackel/Schmidt)**
 - HR redesign updates
 - **Professional Development (Schmidt)**
- Meeting dates discussion
 - **October 14, 2013: 67 Bascom Hall**
 - **November 11, 2013: 67 Bascom Hall**
 - **December 9, 2013: 67 Bascom Hall**
 - January 13, 2014: 334 Bascom Hall
 - February 10, 2014: 334 Bascom Hall
 - March 10, 2014: 334 Bascom Hall
 - April 14, 2014: 334 Bascom Hall
 - May 12, 2014: 334 Bascom Hall
 - June 9, 2014: 334 Bascom Hall
- All meetings are scheduled from 1:30 p.m. to 3:00 p.m.
- Web site review
- Committee Assignments
- Continuing and New Initiatives
 - *Set up a good time which is convenient for Dean Cadwallader to attend meetings*

Future topics of interest:

- Administrative Excellence
- Sequestration
- Annual CASI retreat
- Due to lack of quorum the past 3 months, do we need to re-evaluate meeting dates and times?

Potential Speakers:

- Don Schutt, Human Resources, climate
- Alice Gustafson, Administrative Excellence
- Ann Mekschun, Administrative Excellence participant

Potential Tours:

- Biotron
- Arboretum
- SSEC
- Moira could arrange a visitation with Sea Grant PIs to learn about the current research efforts underway

Future Note Taking Schedule:

- September: Nicci Schmidt
- October: Tom Zinnen

- - November: Judith Bauman
 - December: Alex Converse
 - January: Kristin Crosno
 - February: Jenny Hackel
 - March: Moira Harrington
 - April: John Richards
 - May: Julie Schears
 - June: Nicci Schmidt
- - Review timing of important annual GS-CASI reporting, elections, web update, email information to district membership
 - Title: GS-CASI Annual Timeline
 - March - District email list update, GS-CASI elections
 - July - Committee reports due 1 July – 30 June to Communication Committee, new vice-chair elected, new district representatives introduced, adjust committee membership, web page update
 - September – Finalize and approve annual report and discuss Future annual goals at annual Retreat
 - October – GS-CASI annual report due October 1 to Dean of Graduate School and Secretary of Academic Staff and publish on GS-CASI web site

Adjourn

Next Meeting: October 14, 2013

Location: Rm 187 Bascom Hall

Time: 1:30 – 3:00 pm

Future Meeting Minutes: Tom Zinnen

Action Items:

- 1) ??