

## **AGENDA**

Graduate School  
Committee on Academic Staff Issues  
Monday, October 14th 2013 from 1:30 – 3:00 pm

Minutes: Wayne Feltz

Bascom Hall Rm **67**

### **Convene**

### **Welcome and Chair Comments**

**Review and approve minutes from September retreat. Any other outstanding minutes that need approval?**

### **General Reports**

Graduate School updates from Dean Cadwallader

ASA/ASEC report (Feltz)

### **Committee Reports**

Personnel Policies and Procedures/HR Design (Hackel)

Communications (Richards)

New website for Graduate School, Knowledge Base overview

Nominating and Districting (Feltz)

District balances

Filling PSL District vacancy

Professional Development (Nicci)

Committee now using rating tool adapted from the AS PD form. Professional Development Grants reviewed Oct 28. Rankings and points due to Nicci Nov 6. Summarized ranking to Julie Nov 11 or 12.

### **Other Business**

Meeting time, evaluate everyone's commitments and availability

Schedule topics, speakers and tours. List generated at retreat included:

- Dean's strategic plan for Graduate School
- UW budget
- Government shut-down effects
- Administrative Excellence
- ASEC initiatives, poll of issues

- Products & accomplishments of CASI
  - Communication with constituents, revisit
  - Open Book Wisconsin
  - HR Design
  - Sequestration
  - Annual CASI retreat
  - Due to lack of quorum, do we need to re-evaluate meeting dates and times?
- Potential Guest Speakers:
    - Alice Gustafson, Administrative Excellence
    - Ann Mekschun, Administrative Excellence participant
    - ASEC rep.
    - Open Book person
    - Alyssa **NEED LAST NAME** from HR Design
    - Dave Rizzo or Harry Webne-Behrman, HR Design
    - Don Schutt, Human Resources, climate
  - Potential Site Visits:
    - Biotron
    - Arboretum
    - SSEC
    - Moira could arrange a visitation with Sea Grant PIs to learn about the current research efforts underway; Badger Rock Middle School

Committee assignments/balance

Communication with constituents: Revisit and consider preferences and what works. Options include: website, email, town halls, social media, newsletter; fold into other existing mechanisms (e.g., on boarding, new employee orientation).  
Other?

### **Action Items**

### **Adjourn**

### **Next Meeting:**

November 11, 2013

Time: 1:30-3:00pm

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**Future Minutes:** Tom Zinnen