

Retreat Minutes

Graduate School
Committee on Academic Staff Issues Retreat
Wednesday, September 4, 2013
Rm 351 Space Science and Engineering Center
1:00 pm – 2:30 pm

Present: Alex Converse, Kristin Crosno, Wayne Feltz, Jenny Hackel, Moira Harrington, Julie Karpelenia, Julia Schears, Nicci Schmidt, Tom Zinnen

Absent: Judy Bauman, John Richards

Convene

Meeting was convened at 1:05pm by Wayne Feltz

Action items

- Vote for GS-CASI Vice Chair. Ballots distributed and votes tallied. The majority of votes went to Nicci Schmidt. Nicci will meet with Wayne to discuss the responsibilities of Vice Chair and ensure a smooth transition.

Announcements

- Governance updates (ASA, ASEC, Committees)

Business

- Review of 2012-2013 Accomplishments
 - Dean Cadwallader highlights
 - Dean Cadwallader described the 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: Brad Schwartz
 - Dean Cadwallader distributed a Grad School Org Chart and described structure and roles. "We are now at an all-time high for U.S. graduate students of color on campus with 10% enrolled according to data digest," Dean Cadwallader.
 - Committee outreach & visitors
 - Don Nelson – State Relations - Don works in the office of the Vice Chancellor of University Communications, and has been working in State Relations for 8 years. He has experience as a staffer with the Legislature and in the military. The goal of his work is form relationships with the Legislature, Governor, and state agencies and build greater awareness of UW-Madison programs and products. Specifically, for our research mission, measure and report research impacts on Wisconsin's economy and well-being. He produced 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 and criteria.
 - Alissa Ewer visited to discuss Knowledge Base overview and ease of GS-CASI web page updates, all agendas and minutes should now be current. Website going live in October.
 - HR Design
 - GS-CASI HR communication recommendation letter – (Schmidt)
 - Wayne and Nicci attended meeting with ASEC and Steve Lund. Those present seemed to echo their comments. Our recommendations were reflected in a letter submitted from the Dean's office. Pay and benefits not activated on the July 1st date. Compensation study will be done in the future.
 - Implementation deferred for two years. In the meantime, campus leaders will fine and improve the proposal and move forward with elements that do not require legislative approval concerning recruitment and governance for classified employees.
 - State budget included 1% pay increase and increases to employee reimbursements for travel expenses.
 - UWBC and Tom Zinnen hosted an HR Design Brown Bag for Academic Staff, Nov 2012 with Guest speaker Steve Lund.
 - Profession Development Grants
 - Professional development grants were reviewed in the fall and spring. Committee developed a form to facilitate review process and align with ASA review process. The form was tested in the spring and worked well. The subcommittee agreed: The form facilitated consistent review of criteria, added objectivity to rankings, and should better accommodate increased volume of proposals. There was a concern that this form and its use could be subject to open records requests and review. Bruce Neumann consulted 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. Two academic staff development grants were awarded to Grad School employees.
 - 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
 - Tour of Waisman. Hosted by Alex, Julie, and Nicci. Tour lead by Teresa Palumbo, Sr University Relations Specialist.
 - Parking update (Zinnen)
 - An email from Patrick Kass, Director of Transportation Services, reported a reimbursement of \$702,716 from Athletics to Transportation Services.

This reimbursement is for violation of the terms of an MOU and regarding athletics parking revenue diverted for two years, July 1, 2011 through June 30, 2013.

- GS-CASI input
 - Communications report (Richards)
 - Agendas and minutes have been updated
 - Nominating and Districting (Feltz)
 - Wayne will continue to serve as Chair.
 - Assess new numbers in Nov and schedule a subcommittee meeting in Nov.
 - GS-CASI needs representation from --
 - WID, BioTron/Ice Cube, and Physical Sciences Laboratory
 - Personnel Policies and Procedures/HR redesign (Hackel)
 - HR Design updates
 - Professional Development (Schmidt)
- Meeting dates discussion and minute takers:

| Date | Location | Minutes | Notes |
|--------------------------|-----------------------|------------------|----------------|
| October 14, 2013 | 67 Bascom Hall | Wayne Feltz | Martin leading |
| November 11, 2013 | 67 Bascom Hall | Tom Zinnen | |
| December 9, 2013 | 67 Bascom Hall | Judith Bauman | |
| January 13, 2014 | 334 Bascom Hall | Alex Converse | |
| February 10, 2014 | 334 Bascom Hall | Kristin Crosno | |
| March 10, 2014 | 334 Bascom Hall | Jenny Hackel | |
| April 14, 2014 | 334 Bascom Hall | Moira Harrington | |
| May 12, 2014 | 334 Bascom Hall | John Richards | |
| June 9, 2014 | 334 Bascom Hall | Julie Schears | |

Note. Six meetings are required per calendar year. Consider cancelling a meeting if we know we don't have quorum.

- All meetings are scheduled from 1:30 p.m. to 3:00 p.m.
- Web site review – waiting for October. Review link via Wayne's email. Look at web and send John edits.
- Committee Assignments
- Continuing and New Initiatives
 - Evaluate meeting time that is convenient for Dean Cadwallader.
 - 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
 - Due to lack of quorum the past 3 months, 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 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
 - Moira could arrange a visitation with Sea Grant PIs to learn about the current research efforts underway
 - Badger Rock Middle School
- Parking updates from Tom. Transportation will be reimbursed a total of \$702,716 from Athletics for parking revenue diverted for two years, July 1, 2011 to June 30, 2013. MOU revised to keep parking fees in Transportation Services.
- Review timing of important annual GS-CASI reporting, elections, web update, email information to district membership
 - Title: GS-CASI Annual Timeline
 - Feb – prepare and anticipate elections
 - March - District email list update, GS-CASI elections (Wayne documenting procedures and contacts)
 - July - Committee reports due 1 July – 30 June to Communication Committee, annual vice-chair elections, 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. Vice chair submits report.

Adjourned 2:45pm

Next Meeting: October 14, 2013, 1:30-3:00pm. Rm 187 Bascom Hall

Future Meeting Minutes: Tom Zinnen

Action Items: Doodle poll of future meeting availability

Respectfully submitted,

Nicci Schmidt