

Retreat Minutes

Graduate School
Committee on Academic Staff Issues Retreat
Monday, September 17, 2012
Rm 351 Space Science and Engineering Center
1:00 pm – 3:30 pm

Present: Wayne Feltz, Judy Bauman, Julie Schears, Julie Karpelenia, Jenny Hackel, Bruce Neumann, Nicci Schmidt, Alex Converse, Jennifer Eagleton, Kristin Crosno, Tom Zinnen

Absent: Moira Harrington

Minute Taker: John Richards

Introductions

Review of committee formation history

Approved Minutes from August 2012 meeting

Action items

- Discussion of HR communication improvement letter from GS-CASI to ASEC
- ASEC invited representatives from GS-CASI to attend upcoming meeting, Wayne Feltz and Nicci Schmidt planning to attend early in the meeting to clarify the letter (expecting it to take a short amount of time)

Announcements:

- Governance updates (ASA, ASEC, Committees) Phase 2 of HR design requires representation from many groups, Wayne Feltz planning to attend

Business:

- Review of 2011-2012 Accomplishments
 - New members of CASI encouraged to review last year's accomplishments for recent history of the committee
 - GS-CASI considering brown bag for upcoming year, but date of next ASEC/CASI brown bag not yet known
- Meeting dates and minute takers
 - **October 8, 2012: 187 Bascom Hall – Julie Schears**
 - **November 12, 2012: 187 Bascom Hall – Nicci Schmidt**
 - **December 10, 2012: 187 Bascom Hall – Tom Zinnen**
 - January 14, 2013: 350 Bascom Hall – Judy Bauman
 - February 11, 2013: 350 Bascom Hall – Alex Converse
 - March 11, 2013: 350 Bascom Hall – Kristin Crosno
 - April 8, 2013: 350 Bascom Hall – Jennifer Eagleton
 - May 13, 2013: 350 Bascom Hall – Jenny Hackel
 - June 10, 2013: 350 Bascom Hall – Moira Harrington

- All meetings are scheduled from 1:30 p.m. to 3:00 p.m.
- Web site updates
 - Need new GS-CASI web site POC with Kristin's resignation
 - John Richards volunteered as new communications chair
 - Kathy Mathews is Graduate school POC for posts
- 2012-2013 Speakers
 - Harry Webne-Behrman revisit in November possible
 - Try to meet in a convenient location for him (Bascom 270?)
 - Or Biotech (Tom Zinnen)
 - Consider larger venue due to outside interest
 - Don Nelson – State relations
 - Graduate School - priorities over next year
 - Academic staff representative on new chancellor search committee
 - Ombudsman representative
 - Don Schutt – Center climate surveys
 - UW Transportation (parking, bicycle racks)
- Tours (ideas for upcoming year)
 - Roof of SSEC (or SSEC in general) – Wayne Feltz
 - Synchrotron Radiation Center – Stoughton - Bruce Neuman
 - Icecube – 222 W Washington Ave – John Richards
 - Biotron – Peter Vanderveer (POC)
 - Arboretum – Bruce Neumann
- Committee Assignments
 - Communications – John Richards
 - Web site, newsletter, satisfy open meeting rules
 - Nominations and Districting Subcommittee – Wayne Feltz
 - Professional Development and Recognition Subcommittee – Bruce Neumann
 - Personnel Policies and Procedures Subcommittee
 - Changes to current committee membership follow (other committee member assignments remain the same)

- Judy – ND
 - John – COM
 - Jennifer – PDR or PPP
 - Kristin – PDR
- Continuing and New Initiatives
 - Academic Staff Professional Development grants – due at end of October
 - Julie will send applications to committee members
 - Spokesperson arranges meeting for discussion, reports back to chair
 - Applicant numbers range between 2 and 10 applicants
 - Reported that not many applicants because the process is unusually long
 - One cause: matching funds requirement somewhat difficult
 - Academic Staff presentations?
 - Poster session
 - Jenny has concerns about “academic staff” poster session”: exclusion of non-academic staff may cause bad feelings, needs to be properly addressed
 - “Job fair” focus a better alternative?
 - Present exciting career opportunities in Academic Staff
 - Wayne suggests that individual center open house events might be appropriate places to include AS career information
 - Also attend campuswide job fair?
 - Suggest UW Madison as a possible employer?
 - Adin Palau works in campus HR (within last 3 years) to focus on similar problem
 - Possible speaker or visitor for GS-CASI?
 - Also communication about such open house presentations with him would be valuable
 - HR Design input
 - Letter to ASEC regarding HR web page communication input
 - Will follow up with in-person meeting by Wayne and

Nicci

- Sept 2012 proposal, needs feedback
 - Expected feedback via ASEC white paper
 - Attend an event, send feedback to ASEC for inclusion
 - By October GS-CASI meeting hopefully committee members will have more information
- 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
 - Wayne generating some lists via SSEC
 - ASEC has automated lists but by district (good but not CASI-specific)
 - 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
 - Last year presented in person by Wayne Feltz

Next Meeting: October 8, 2012

Location: Rm 187 Bascom Hall

Time: 1:30 – 3:00 pm

Minutes: Julie Schears

Action Items?