

Committee on Academic Staff Issues

Minutes of Meeting

February 8, 2008

PRESENT:

Wayne Feltz, Bruce Neumann, Matt Hoffman, Mary Lou Reeb, Miriam Simmons, Kael Hanson, Donna Cole, Teresa Palumbo, Linda Tuchman

ABSENT:

Dean Martin Cadwallader, Tanya Cobb, Julie Karpelenia, Jean Phillips, Cheryl Redman

CONVENE:

Wayne convened meeting at 9:00 AM.

REVIEW AND APPROVAL OF MINUTES:

The committee first revisited the meeting minutes from 9/14/2007. Guest speaker Ann Lamboley was given time to review and approve the September meeting minutes. She has responded with her consent to release. Donna Cole moved to approve these minutes, seconded by Bruce Neumann.

The minutes from the 11/9 meeting were then taken up for review, and following the correction of a few minor stylistic edits, were approved on the motion by Donna Cole seconded by Miriam Simmons. Matt Hoffman will post these minutes and future minutes on the GS-CASI website.

ANNOUNCEMENTS:

- Academic Staff Assembly Update (Bruce Neumann): Bruce provided highlights from the meeting of the Academic Staff Assembly meeting on 12/10/2007:
 - The ASA communications subcommittee is developing a plan to improve the usability of the organization website which has come under critical review.
 - The Provost has requested a supplemental 1.5% salary increase for UW faculty and ALL academic staff in addition to the recently approved pay plan.
 - Amendments to the sick leave policy were made by the UW regents without the involvement of the ASA. To address the issue of participation in shared governance, ASA has drafted, together with the Faculty Senate, a document outlining shared governance guidelines and principles.

COMMITTEE REPORTS:

- Communications (Matt):

Matt Hoffman distributed a list of reports currently posted on the GS-CASI website. Past and current committee chairs are asked to review the list and provide any missing reports to Matt for addition to the site. Please note that the Graduate School has moved the pages so old bookmarks may need updating. Also note that the redirection mechanism may not work in which case one may navigate from the Grad School top level website.

The list of updates ready are:

- Documentation on Professional Development Grants.
 - Updates to the subcommittee pages.
 - All meeting minutes until September of 2007 should now be posted. The recently approved minutes from the September and November 2007 meetings should appear shortly.
 - Meeting agenda posted. Here note that the website does state that meeting agenda will be posted at least 48 hours prior to the meeting.
 - Updates to GS-CASI bylaws.
 - The 2007 annual report has been posted.
 - Missing are the committee reports and the CASI FAQ.
- Nominating and Districting Committee (Wayne):

Wayne Feltz distributed the notes from the 12/5 meeting of this subcommittee. Elections will be held in districts 3, 5, and 7 March 10th to 13th.

Other announcements:

- Mary Lou Reeb will be running for a seat on the Academic Staff Executive Committee and encouraged others with an interest to run.
 - A new chair for the Professional Development subcommittee is being sought.
 - Wayne reported that he has updated the constituent email list.
- Professional Development and Recognition Committee (Linda):

Professional development grant applications will soon be due. The Graduate School last year had 4 applications -- most of which were funded. However, it does lag behind other colleges and is a possible topic for the PDR subcommittee to pursue in the future. Julie Karpelenia will be sending out this year's PD award applications for review.

OTHER BUSINESS:

- CASI FAQ: Miriam Simmons brought the FAQ before CEBC. She will send the FAQ to Steve Lund for final review, then pass on to ASEC. We will place on GS-CASI website linked under the Q&A section.
- Bruce Neumann attended the ASEC-CASI Brown Bag Lunch which had very good attendance from the various CASIs. They discussed effort reporting and shared governance. The CASIs should embark on collaboration. This requires better understanding of the goals of the individual CASIs. These goals are due in October. We should get head start on this and develop ours beginning with proposals by GS-CASI members which are then disseminated to the constituents.

- Jean Phillips updated the committee on news from the Academic Planning Council:
 - New academic centers: the IceCube Center, previously known as A3RI, and the Stem Cell and Neurophysiology Research Center have recently been formed.
 - The 2008-09 Research Assistant rate has been established (\$39192 on an annual basis).
- Future topics and guest speakers: the next meeting of the GS-CASI be a planning meeting.
- Effort reporting: a presentation was given to the Waisman Center on the new effort reporting guidelines. The Dean's Office is advised to issue a statement regarding its view of the policy.
- NSF audit date: A question on the dates for the pending audit on selected projects was asked. The exact timeframe is not known, however Research and Sponsored Programs has a deadline in March to prepare paperwork for this event.
- Minute Takers for Upcoming Meetings:
 - March: Matthew Hoffman
 - May: Donna Cole
 - July: Mary Lou Reeb
 - September: Bruce Neumann
 - November: Wayne Feltz

ACTION ITEMS:

1. Wayne Feltz will send out reports from his subcommittees for review and posting.
2. The GS-CASI needs to update the current issues being addressed by the committee and develop a list of goals.
3. Develop plan for communication of committee goals to constituency.
4. Explore the suggestion to move the GS-CASI year from university calendar (July to June) to standard calendar (January to December).
5. Find speakers for future GS-CASI meetings.
6. Make use of the good materials provided to us by Don Schutt.

Respectfully submitted by Kael Hanson.