

# Committee on Academic Staff Issues

Minutes of Meeting

May 12, 2006

*Approved: July 21, 2006*

## PRESENT:

Miriam Simmons, Donna Cole, Bruce Neumann, Wayne Feltz, Linda Tuchman, Jody Helgeland, Mary Lou Reeb, Dave Egan, Julie Karpelena, Michael Anderle, and Jean Phillips

## ABSENT:

Tanya Cobb, Martin Cadwallader

## CONVENE:

The meeting was convened by Vice Chair, Mary Lou Reeb, at 9:00am, Friday, May 12, 2006

## WELCOME AND CHAIR'S COMMENTS (Reeb):

Michael Anderly was introduced as the replacement for Linda Haskins. Cheryl Redman (Biotechnology) will replace Gary Case. Jean Phillips won an Academic Staff Excellence Award for service to the University.

## REVIEW AND APPROVAL OF MINUTES:

CASI minutes of the March 10, 2006 meeting were reviewed and approved unanimously.

CASI minutes of the September 5, 2005 meeting were reviewed and approved unanimously.

## ANNOUNCEMENTS:

Academic Staff Assembly Update (Neumann)

- The Leadership Institute will be held July 13-14, 2006 at Eau Claire. Those interested in attending should contact Frank Kooistra.
- Resolution for the University to continue funding WISELI programs
- JOCER approved 1.25% salary increase. This means:
  - 2% for July 1, 2006 (this is merit also)
  - 1.25% for April, 2007 (to be added to the 1% already approved but this is merit)
  - Total package is 4.3% average

## COMMITTEE REPORTS:

### **Communications Committee (Phillips)**

The CASI web site has been updated, however, subcommittees need to make sure that minutes from their meetings are updated as well.

When sending updates to John Stott, please also cc Steve Hahn and Jean Phillips.

### **Nominating and Districting Committee (Feltz)**

Elections went through and Jody Helgeland, Linda Tuchman, Wayne Feltz and Michael Anderle were elected and letters sent out.

Will discuss the committee balance at their next meeting

MASA recent news talks about how CASIs and governance work together

Cheryl Redman will replace Gary Case. Cheryl works with BioTrek, the science outreach program of the Biotechnology Center.

**Personnel Policies and Procedures Committee (Karpelenia for Cobb)**

Julie Karpelenia will meet with the Graduate School Dean and Academic Associate Deans on May 16, 2006, to present and discuss the documents for the Honorific Research Professor titles and will report back.

**Professional Development/Recognition Committee (Tuchman)**

PD met on April 21, 2006 to discuss how the committee would focus its activities for the next year

The committee responded to ASEC's request for information for their brownbag and suggested the following: 1) use the CASI web site for information on meetings and to review minutes; 2) Bruce Neumann is assembly rep so he can give ASEC updates from CASI; 3) CASI rep(s) should participate in ASEC's summer planning meeting on August 11, 2006 to help generate plans for the next year.

PD grants: Two were submitted under the Graduate School and one was awarded to Dr. John Ollinger. PDRC funded fewer this time because of increases in air fares.

PDRC announced 2006 competition for Executive Education courses in the School of Business. Deadline for applications is May 22, 2006.

**OTHER BUSINESS:**

- The ASEC planning meeting is scheduled for August 11, 2006. CASI can send one person to participate. This is planning for the next academic year. Subcommittees can meet in summer to discuss CASI objectives for the next year so we can contribute our plans to the ASEC mix. Mary Lou Reeb will attend as our rep.
- The CASI Annual Report needs to be done by October 2006. All members should review the format to determine whether it should be retained or changed. Subcommittees should be working on their individual annual reports. Make sure to include accomplishments and ongoing activities.
- Equity and Diversity (E&D) update: 1) The committee has been running since 1998 and most centers have E&D subcommittees. Each center has a diversity plan. The Graduate School is updating its E&D mission statement and clarifying its goals, meeting times, policies and procedure development; 2) Centers are working on their E&D committees and defining missions; 3) 2-3 centers have done climate surveys that can be adapted for use by other centers; 4) a question was raised about how we assess E&D plans from the various centers.
- The Academic Planning Council (APC) advises the Dean on policy and budgetary planning and develops the research assistant rate. See the APC web site for descriptions: <http://apa.wisc.edu/uapc.htm>.
  - Issue: Do we need to formalize who is appointed to the APC?
  - Action: The Vice Chair of CASI will be appointed to the APC. Amend the bylaws of CASI at the next meeting to reflect this change.
    - The full committee discussed whether to have a term defined for the position of Vice Chair. All agreed that there should be a nominating process.
    - Action: Wayne Feltz will send an email to solicit nominations for Vice Chair.
    - The committee also discussed whether to have a vice chair-elect. One advantage is that it would foster the idea of mentoring.

MEETING SCHEDULE FOR 2006-2007:

<b>Date</b>	<b>Minutes</b>
July 21, 2006	Miriam Simmons
September 8, 2006	Donna Cole
November 10, 2006	Jean Phillips
January 12, 2007	Dave Egan
March 9, 2007	Bruce Neumann
May 11, 2007	Wayne Feltz

NEXT MEETING

Date: Friday, 21 July 2006

Location: 334 Bascom

Time: 9:00-10:30 a.m.

Minutes: Miriam Simmons

ADJOURN:

Meeting was adjourned at 10:30am by Mary Lou Reeb.

Respectfully submitted,

Jean Phillips