

Committee on Academic Staff Issues

Minutes of Meeting

September 8, 2006

Approved: November 10, 2006

PRESENT:

Donna Cole, Jody Helgeland, Jean Phillips, Linda Tuchman, Bruce Neumann, Julie Karpelenia, Mary Lou Reeb, Cheryl Redman

ABSENT:

Michael Anderle, Martin Cadwallader, Dave Egan, Wayne Feltz, Miriam Simmons

CONVENE:

The meeting was convened by Mary Lou Reeb, Vice Chair at 9:05 a.m.

WELCOME AND VICE CHAIR'S COMMENTS

REVIEW AND APPROVAL FOR MINUTES FROM July 21, 2006

CASI minutes of the July 21, 2006 meeting were reviewed and approved unanimously.

ANNOUNCEMENTS

Report on ASEC's August 11th Planning Meeting

- Mary Lou Reeb and Donna Cole attended the ASEC annual planning meeting. Mary Lou reported that the end result of the meeting was a listing of 11 pages of possible action items loosely structured in five priority issue categories (list of categories sent to GS CASI members on 8/25/06). She has not as of yet received the final list of the top priorities that ASEC has chosen. When she does, she will forward the document to the GS CASI.
- The GS CASI decided that we should move forward to try to obtain a master list of campus CASI subcommittees, together with e-mail addresses of their members. In this way, we would be able to communicate with various committees to ascertain which ones were interested in working with us on issues of common interest. Mary Lou volunteered to try to obtain such a list. A concern was raised by one committee member that we not be responsible each year for creating such a list; Mary Lou said that she would not volunteer on behalf of the committee to do so.
- Donna Cole reported that Mary Lou did an outstanding job representing the campus CASIs at this meeting.

Report on Honoric Research Professor Title

- Julie Karpelenia reported that a memo was sent out in an e-mail from Martin Cadwallader on August 18, 2006. This e-mail was sent to Directors and HR Administrators. This memo included guidelines and procedures to apply for the honorific title through the Graduate School. These applications are due to Julie by September 20th, 2006 for the 1st round. A second round will be open in February, 2007. The committee discussed holding a brown bag lunch in the future to give Associate Scientists and Senior Scientists direction on the application process. We would also like to get feedback from applicants to see if they think a brown bag could be helpful.

- Julie will send out an e-mail to Directors next week to remind them of the September 20th deadline and to ask them to please forward the e-mail to Associate and Senior Scientists in their areas.

COMMITTEE REPORTS

Communications Committee (Jean Phillips)

Jean has written the GS CASI annual report with a composition of subcommittees not included. We recommended that language be changed discussing the Vice Chair's role and the alternate's role on the committee: "In the absence of the vice-chair, the alternate will serve as vice-chair". The Communications and PDRC Subcommittees' sections of the annual report will remain separate at this time. Jean will make corrections and send the annual report out via e-mail to all members for approval before sending to the Secretary of the Academic Staff. Mary Lou will ask the Secretary of the Academic Staff if we could get copies of all of the other campus CASI annual reports so that we can keep abreast of other committee accomplishments.

Should we invite other campus CASI members to come to our meetings?

We then discussed at length some topics that we would like to have speakers talk about at this year's CASI meetings. Julie Karpelinia will put together a list and e-mail it to the members and ask for other suggestions from members that could not be at this meeting. She will ask that the committee members get back to her by November 1st. We still have to decide how long these presentations should be and we also want to get Dean Cadwallader's input.

Nominating and Districting Committee (Wayne Feltz)

No report.

Personnel Policies and Procedures Committee (Donna Cole)

Donna Cole reported that the PPPC met in August to discuss this year's goals. We were interested in finding out if other CASIs on campus had PPPC subcommittees and so Donna Cole polled them and made a table (attached at end of minutes). Because so many CASIs don't have a PPPC we need to discuss at our next CASI meeting if a PPPC is necessary/useful.

Professional Development and Recognition Committee (Linda Tuchman)

The PDRC and the Communications committee met last week to work on the Annual Report. Priorities were set for the year with 3 activities: cross-CASI governance awareness, career development, and review of professional development award application packets. The Academic Staff PDRC has already released the call for PD applications for the fall submission.

MEETING SCHEDULE FOR 2006-2007

Date	Minutes
November 10, 2006	Jean Phillips
January 12, 2007	Dave Egan
March 9, 2007	Bruce Neumann
May 11, 2007	Wayne Feltz

NEXT MEETING

Date: Friday, November 10 2006
 Location: 334 Bascom
 Time: 9:00-10:30 a.m.
 Minutes: Jean Phillips

ADJOURN

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

Respectfully submitted,
Donna Cole