

# Committee on Academic Staff Issues

## Minutes of Meeting

February 13, 2004

*Approved: March 12, 2004*

### **Present:**

Tanya Cobb, Deborah Faupel, Wayne Feltz, Linda Haskins, Jody Helgeland, Mina Johnson-Glenberg, Sheila Leary, Mark Mulligan, Mary Lou Reeb, Wilton Sanders, Miriam Simmons

### **Absent:**

Martin Cadwallader, Marcia Douglas, John Stott, Linda Tuchman

### **Convene:**

Wilt convened the meeting at 9:08 a.m., Friday, February 13, 2004.

### **Welcome and Chair's Comments:**

Wilt announced absentees for today's meeting and informed the Committee about the upcoming CASI luncheon to be held on 4/23/04 in Union South.

### **Review and Approval of Minutes:**

The minutes from the 1/09/04 meeting were approved with minor revisions.

### **Announcements:**

Deborah reported that she presented a Graduate School CASI timeline and progress report at the ASA meeting held 2/09/04.

### **Sub-Committee Reports:**

Communications (Stott):

**Topic(s)/Issue(s):** Sheila stated that John has added more information to the CASI website. Mary Lou suggested that we add an announcement to the website regarding solicitation of nominations for the upcoming openings in Districts 1, 8 and 9.

**Action Item(s):** John will add nominations announcement to website.

Districting (Feltz):

**Topic(s)/Issue(s):** Report of 1/23/04 was distributed. Email was sent to academic staff within Districts 1, 8 and 9 seeking nominations for CASI representatives. Election date of 3/15/04 needs to be coordinated with the Graduate School.

**Action Item(s):** Linda Haskins will coordinate election date with Grad School.

Nominating (Feltz):

See Districting above.

Personnel Policies and Procedures:

**Topic(s)/Issue(s):** Report of 1/28/04 was distributed. Linda H. provided an overview on Waisman Center's academic staff performance evaluation system and reviewed handouts.

**Action Item(s):** None

Professional Development:

**Topic(s)/Issue(s):** Sheila contacted the ASA Professional Development Committee and asked them to consider creating a calendar of deadlines for campus activities. The Committee will be meeting with Don Schutt regarding campus opportunities for academic staff development.

**Action Item(s):** Follow up with ASA Professional Development Committee.

**Ad Hoc Committee Reports:**

Principal Investigator Issues:

**Topic(s)/Issue(s):** Deborah reported that she has conducted phone interviews with eight Grad School Centers. The Committee will be meeting and preparing a final report.

**Action Item(s):** Prepare final report.

**Other Agenda Items:**

Recommendation to Combine Districting & Nominations Committees

**Topic/Issue:** Wilt summarized the recommendation to amend the bylaws as described in the Districting/Nominations Committee report of 1/23/04. Wayne motioned that the Districting & Nominations Committees be combined effective April 1, 2004. The motion was unanimously approved.

**Action Item:** The Communications Committee will amend the bylaws to reflect this change and will update the website as well. This committee will be responsible for keeping permanent records of any official documentation related to the Grad School CASI.

Dean's Announcement of CASI to Center Directors/Center Administrators

**Topic/Issue:** A draft letter is ready for Dean Cadwallader's approval and signature.

**Action Item:** Marcia will finalize letter and arrange for its distribution at the next Directors/Administrators meeting scheduled for 3/09/04.

**Constituent Issues:**

How to Handle Questions by Constituents

**Topic/Issue:** A brief discussion ensued about the proper procedures for handling questions from constituents. It was reconfirmed that we would continue to route these individuals to the appropriate departmental/Center contact. CASI will track these questions, identify patterns, problems and issues and address them through the best means of communication.

**Action Item:** CASI agenda will continue to list questions from constituents.

**Other Business:**

Shared Governance Committee-Further Discussion

**Topic/Issue:** Mary Lou spoke with Graduate School administration and is obtaining a list of standing committees and search and screen committees a/o 1/01/03, along with membership lists.

**Action Item:** Mary Lou will provide a report at a later CASI meeting regarding academic staff participants on Graduate School committees. Pending review of this report, CASI may be interested in providing input regarding membership of these committees.

#### Academic Staff Professional Development Grant Program Part 1

**Topic/Issue:** Discussion ensued about review and ranking of Graduate School applications prior to the Dean's Office submission of proposals to the Academic Personnel Office.

**Action Item:** The Professional Development/Recognition Committee will review the current round of applications.

#### Annual Budget Process

**Topic/Issue:** Linda discussed the instructions for the Phase I budget process and stated that UW System was recommending across-the-board increases for all academic staff. After discussion, CASI recommends that each Center have the ability to award additional merit increases to academic staff, rather than a straight 1% increase to all.

**Action Item:** Linda will speak directly with Marcia about the status of the budget process.

#### **Next Meeting:**

Date: March 12, 2004, 9:00-10:30

Location: 350 Bascom Hall

Agenda Items: (1) Paper Records vs. Electronic Records

(2) Shared Governance Update

(3) Need to Track Changes for Official Records

Other: email to Marcia Douglas at Douglas@bascom.wisc.edu

#### **NOTE CHANGE IN APRIL MEETING DATE:**

Since five Committee members will be unable to attend the 4/09/04 CASI meeting, the meeting has been rescheduled for 4/16/04. This requires a room change to 334 Bascom Hall.

#### **Adjourn**

**Action Item:** The meeting adjourned at 10:22 a.m.

Respectfully submitted,  
Deborah Faupel