

Committee on Academic Staff Issues

Minutes of Meeting

June 11, 2004

Approved: July 9, 2004

PRESENT:

Martin Cadwallader, Marcia Douglas, Deborah Faupel, Wayne Feltz, Linda Haskins, Jody Helgeland, Sheila Leary, Mary Lou Reeb, Wilton Sanders, Miriam Simmons, John Stott, Linda Tuchman and guest, Bruce Neumann

ABSENT:

Mina Johnson-Glenberg, Tanya Cobb, and Mark Mulligan

CONVENE:

Martin convened the meeting at 9:03 a.m., Friday, June 11.

REVIEW AND APPROVAL OF MINUTES:

One minor correction. Miriam's name was misspelled under Graduate School Committee Update Action Item. The correct spelling is Marcia.

WELCOME AND CHAIR'S COMMENTS:

Martin welcomed everyone.

ANNOUNCEMENTS:

No announcements.

COMMITTEE REPORTS

Communications (Stott)

Topics/Issues: Role of committee

Action Items:

1. Policy decisions and other substantive issues will be communicated via the Communications committee
2. The committee will create an annual report by September 30 for distribution to CASI members and other CASI's in October. The report will build on the March report.

Districting and Nominating (Mulligan)

Topics/Issues: Mark distributed copies of the subcommittee report which reviewed the election process and recommended a change to the bylaws for the Academic Planning Council. He reported election results: Bruce Neumann replaces John Stott for District 9. John will continue as CASI Webmaster. Mary Lou Reeb was re-elected in District 8. There were no candidates for District 1. New members take office July 1.

Action Items:

1. The committee recommended GS Admin inform candidates of the election results.
2. The committee will clarify subcommittee membership.
3. The bylaw change regard APC and CASI will be circulated prior to the July meeting.

Personnel Policy and Procedures (Haskins)

They will report next month.

Professional Development (Tuchman)

Topics/Issues: Linda T. announced the first Professional Development Brown Bag is scheduled for Tuesday, July 20 from 11:45 a.m. to 1 p.m., Waisman Center Conference Center. Don Schutt, HRD, will present information on UW-Madison Professional Development Resources and demonstrate use of www.myprofdev.wisc.edu All CASI members are invited.

Action Items: The flyer was reviewed and suggestions made. The flyer will be distributed via email, attachments, and posted on the CASI Website. Additional locations were discussed including the Arboretum. Times will vary depending on the audience. Martin will include Professional Development as an item for the Fall Center Directors meeting.

AD HOC COMMITTEE REPORTS:

Principal Investigator Issues (Faupel) Deborah reported distributing a list of Websites on PI issues to subcommittee members. The committee will work on an orientation for PI's for new Academic Staff.

CONSTITUENT ISSUES:

Received questions regarding pay distribution. The pay plan is later on the agenda.

SHARED GOVERNANCE UPDATE (Reeb):

Mary Lou reported on academic staff participation in Graduate School search and screen committees during 2003. The report she distributed, which was compiled by Julie Karpelenia, showed that all but one committee included at least one academic staff member. In the future, Julie will forward these reports to CASI on a yearly basis. Martin reported that the current search and screen committee for the position of director of the Space, Science and Engineering Center has two academic staff members on it.

Miriam and Julie are also compiling a listing of all Graduate School committees. These will then be forwarded to CASI for review to see if the committee wishes to make any recommendations to the Dean regarding academic staff membership.

ACADEMIC PLANNING COUNCIL (APC) MEMBERSHIP (Sanders):

Topic/Issue: Relationship between CASI and APC. According to the bylaws, the Academic Staff member of the APC, appointed by the Dean, is a non-voting CASI member. If and when the Dean asks CASI for suggestions whom he should appoint as the Academic Staff member of APC the CASI nominating and Districting Committee will compile a list of names of the Dean to consider. The Dean may also consider additional names.

Action item(s): The Nominating and Districting Committee will circulate recommendations prior to the July meeting.

GRADUATE SCHOOL DEGREE COMMITTEE:

Topic/Issue: Academic Staff serving as members in full standing of the expanded committee.

Action Item(s): Martin's preference is that the current guidelines in Document 97 be sufficient to allow for an expanded committee. He is waiting on the final opinion.

ANNUAL BUDGET PROCESS - Pay Plan Update (Douglas):

FYI: Marcia reported Center Administrators will receive final Budget information and salary letters the week of June 14. The 2004-05 unclassified salary increases include:

- A salary rate increase of 1% plus \$209 for 12 month employees and \$171 for 9 month employees. The increase will be reflected in the July 30 paycheck for 12-month employees.
- Employees in the 2004-05 budget will receive a \$250 (Prorated for part-time employees) lump sum payment. This will not increase the base salary. The lump sum will be paid in a separate check on August 12, 2004.
- The employees share of the monthly health insurance premium has been reduced retroactive to the Dec. 1, 2003 paycheck (for coverage beginning Jan. 1, 2004.) This refund will be paid in a separate check on August 12, 2004. The premium amounts vary by type of plan.

GRADUATE SCHOOL COMMITTEE UPDATE (Douglas):

Topic/Issue: The CASI Website would like to link to a master list of GS Committees.

Action Item: Marcia distributed a planning document of GS Committee developed by the GS Strategic Working Group, Roles and Responsibilities. Miriam and Julie Karpelenia will create a list.

GRADUATE SCHOOL STRATEGIC PLANNING PROCESS (Simmons and Cadwallader):

FYI: The GS Administration strategic planning process is guided by the campus strategic planning process. To that end, the Annual Report to the Provost corresponds to the major areas of the campus strategic plan: Promote Research and Advance Learning. GS Centers mission statements and three accomplishments were included.

OTHER BUSINESS:

Topic/Issue: How to determine who chairs the meeting in the absence of the Chair and Vice Chair

Action Item(s): The Vice Chair will appoint a temporary chair.

NEXT GS-CASI MEETING

Date: Friday July 9 2004, 9:00-10:30

Location: 350 Bascom Hall

Minutes: Mary Lou Reeb

ADJOURN

Meeting was adjourned at 10:31 a.m.

Respectfully submitted,

Miriam Simmons