

Committee on Academic Staff Issues

Minutes of Meeting

July 9, 2004

Approved: August 6, 2004

PRESENT:

Tanya Cobb, Deborah Faupel, Wayne Feltz, Jody Helgeland, Mary Lou Reeb, Wilton Sanders and Miriam Simmons

ABSENT:

Martin Cadwallader, Linda Haskins, Sheila Leary, Mark Mulligan, Bruce Neumann and Linda Tuchman

GUESTS:

Julie Karpelenia and John Stott

CONVENE:

The meeting was convened by Vice-Chair Sanders at 9:02 a.m., Friday, July 9, 2004.

WELCOME AND CHAIR'S COMMENTS (Sanders):

Vice-Chair Sanders welcomed everyone. He noted that Marcia Douglas has retired and until her position is filled Julie Karpelenia has been asked by the Dean to serve as point of contact for this committee.

He also said that this would be his last meeting as a CASI member since he has accepted a two-year NASA appointment in the Washington, D.C. area beginning in August. However, he may be able to occasionally attend future meetings as a visitor. CASI members thanked Sanders for his work on this committee and wished him well with his NASA appointment. They also said that they would continue to include his name on distribution lists to keep him apprised of committee activity and would welcome his participation whenever possible.

REVIEW AND APPROVAL OF MINUTES (Simmons):

CASI minutes of the June 11, 2004, meeting were distributed and reviewed. Sanders and Reeb said that they had minor corrections to make to the minutes.

Action Item: All committee members having changes to the minutes were asked to submit them to Simmons by COB Monday, July 12, 2004, so that the final copy of the minutes can be given to Stott for posting on the CASI Web site.

ANNOUNCEMENTS:

Simmons noted that Sanders had distributed, via e-mail, an announcement of the upcoming Academic Staff Summer Leadership Conference, which will be held July 29 and 30 at UW-Stout.

Sanders gave the committee background information on the conference. Simmons encouraged members to consider attending, noting that she found this once-a-year gathering a good way to get an overview and appreciation of governance at the various system campuses, learn of best management practices and meet colleagues throughout the state. Program and registration info is [available](#).

COMMITTEE REPORTS

Communications (Stott)

The committee had no report.

Action Item: Given that Stott no longer serves on CASI, the Communications Committee was requested to appoint a new chair by the next CASI meeting.

Districting and Nominating (Feltz)

Topic/Issue: New Committee Members

Action Item: The Dean's office was requested to inform all candidates of the results of the election.

Topic/Issue: Bylaw Change

Action Item: The proposed change in the bylaws was deferred to the next meeting because there wasn't the necessary quorum required for voting at this meeting. The proposed recommendation will again be e-mailed to members with a reminder that there will be a vote at the next meeting.

Topic/Issue: Committee Assignments

Action Item: Committee assignments for 2004-2005 will be an agenda topic for the next meeting. As background, Mulligan was requested to forward a copy of the current committee assignments to all CASI members to review for accuracy.

Personnel Policy and Procedures (Helgeland)

The committee had no report. Helgeland noted that performance reviews for Graduate School Centers had been distributed to committee members for review.

Action Item: The committee will make a report on center performance reviews at the next meeting.

Professional Development (Simmons)

Topic/Issue: July 20 Brown Bag Lunch

Simmons reported that all CASI members had been requested to post and distribute information on the first session of UW-Madison Academic Staff Professional Development Resources: Brown Bag Luncheon Series. This session will be held at the Waisman Center Conference Center. Session content can be viewed at <http://www.waisman.wisc.edu/wcmap.html>.

Action Item: CASI members were encouraged to attend this professional development session and give the committee feedback.

Topic/Issue: Professional Development Session at the Arboretum

Action Item: Stott requested that the Nominations and Districting Committee provide him with a distribution list so that he can contact the Arboretum regarding another session at this location.

AD HOC COMMITTEE REPORTS:

Principal Investigator Issues (Faupel)

Faupel distributed copies of the report of the Principal Investigators Ad Hoc Committee. It will also be posted on the CASI Web site.

Topic/Issue: Continuance of This Committee

Action Item: CASI members were requested to consider as part of discussion at the next meeting on committee assignments whether this committee should be continued, and, if so, at what level, i.e., ad hoc or standing.

CONSTITUENT ISSUES:

Simmons reported that academic staff in Bascom indicated they felt that the professional development brown bag was a good idea and looked forward to learning details of future offerings.

OTHER BUSINESS:

Nominees for Vice-Chair (Feltz)

A slate of three nominees was presented.

Action Item: The list will be sent to members with a vote requested at the next meeting. It was decided that this would be the first order of business since Sanders, the current vice-chair, is no longer a member of CASI.

Set Future Meeting Dates

Action Item: After the August meeting (see NEXT MEETING), it was proposed that meetings continue to be held on the second Friday of each month from 9:00-10:30 a.m. Karpelenia will poll members, coordinate results and reserve a room in Bascom Hall.

Select Minutes Takers

A tentative schedule of minutes takers follows:

August 2004 Wayne Feltz

September 2004 Tanya Cobb

October 2004 Mark Mulligan

November 2004 Bruce Neumann

December 2004 Deborah Faupel

January 2005 Linda Haskins

February 2005 Linda Tuchman

March 2005 Sheila Leary

Action Item: Members were requested to review this list so that it can be finalized at the next meeting.

NEXT GS-CASI MEETING

Date: Friday August 6 2004

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

Location: 350 Bascom Hall

Minutes: Wayne Feltz

Action Item: Karpelenia will poll members, coordinate results and reserve a room in Bascom Hall.

ADJOURN

Meeting was adjourned at 9:47 a.m.

Respectfully submitted,
Mary Lou Reeb