

# Committee on Academic Staff Issues

Minutes of Meeting

August 6, 2004

*Approved September 10, 2004*

## PRESENT:

Tanya Cobb, Deborah Faupel, Wayne Feltz, Jody Helgeland, Mary Lou Reeb, Linda Haskins, Mark Mulligan, Sheila Leary, Bruce Neumann, Linda Tuchman, Miriam Simmons, and Julie Karpelenia

## ABSENT:

Martin Cadwallader

## CONVENE:

Mary Lou Reeb was unanimously elected Vice-Chair.

The meeting was convened by Vice-Chair Mary Lou Reeb at 9:10 a.m., Friday, August 6, 2004.

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

Mary Lou thanked everyone for their confidence in her ability to Vice-chair the GS-CASI over the next year.

## REVIEW AND APPROVAL OF MINUTES (Simmons):

CASI minutes of the July 9, 2004, meeting were distributed and reviewed.

**Action Item:** All committee members having changes to the minutes were asked to submit them to Julie Karpelenia by COB Monday, August 9, 2004, so that the final copy of the minutes can be given to Stott for posting on the CASI Web site.

## ANNOUNCEMENTS:

Mary Lou attended the July 29-30 UW-System Academic Staff Leadership Conference at UW-Stout. She and Char Tortorice represented ASPRO. Mary Lou reported that the academic staff members present at the ASPRO reception indicated that health insurance and job security were their two top priorities. She also suggested that GS-CASI might want to obtain the names of the representatives from Graduate School and contact them to see whether they were interested in serving on any of our committees/subcommittees.

Bruce Neumann was welcomed and members introduced themselves.

## COMMITTEE REPORTS

### Communications (Leary)

Sheila Leary is now the new communications committee chair.

John Stott will again be web site administrator.

**Action Item:** Recruit more communication committee members.

### Nominating and Districting (Feltz)

**Topic/Issue:** Following Bylaw Change was successfully adopted by GS-CASI

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## MEMBERSHIP

### 1. SIZE:

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Original Wording

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B. The Dean is a non-voting member of the CASI. The Assistant Dean for Budget and Personnel and one academic staff member from the Graduate School's Academic Planning Council shall be non-voting members of the committee.

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New Wording

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B. The Dean and the Assistant Dean for Budget and Personnel are non-voting members of the CASI. One academic staff member from the Graduate School's Academic Planning Council (APC) shall also be appointed by the Dean as a non-voting member of the CASI unless one of the Academic Staff members of the APC is a voting member of the CASI.

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**Action Item:** Communications committee needs to make proper changes with documentation date and commit them to the web.

**Topic/Issue:** Committee Assignments

**Action Item:** Committee assignments for 2004-2005 will be an agenda topic for the next meeting. Linda Haskins will put together a chart with committee group divisions.

**Topic/Issue:** Bruce Neumann has agreed to serve as our Academic Staff Assembly (ASA) rep (in place of John Stott) since he is an assembly member already.

**Action Item:** An item will be added to agenda to summarize ASA topics that concerns CASI. Personnel Policy and Procedures (Helgeland)

**Topic/Issue:** The committee report on performance evaluations, probationary period, and merit was given.

- a. Performance evaluations were conducted across campus. The Waisman Center was found to have one of the best tools on campus for evaluating employees and should be looked at as a model. The Waisman Center has volunteered to make the software tools available to any department or center on campus. The GS-CASI report recommends that the Graduate School implement an annual performance evaluation for all academic staff. This will provide feedback/dialogue between employees and employers to improve job moral and most of all a paper trail to help with promotions.

Discussion among CASI members is how performance evaluation is done across campus.

**Action Items:** GS-CASI has asked Julie to give a copy of the report to Dean Cadwallader. The report states that not all centers are doing annual performance reviews. The Waisman Center has a tool that is freely available to other centers for evaluation and this resource should be evaluated by other departments and centers to make the performance review more efficient. Copies of the materials gathered for the above report will be distributed to the Graduate School center/facilities administrators.

1. One-year probationary period is common among centers for both training and for new employees to understand what their job really entails. Committee felt a one-year probationary period is optimal and can always be shortened.
2. Merit is handled by only administration at some centers. Critical input is needed by supervisors and program managers, etc when determining merit issues for staff.

**Action Items:** Linda Haskins will survey each of the graduate school centers/facilities and obtain a copy of their promotional criteria.

**Topic/Issue:** Research professor title (fill in)

Professional Development (Simmons)

**Topic/Issue:** July 20 Brown Bag Lunch

UW-Madison Academic Staff Professional Development Resources: Brown Bag Luncheon Series was conducted on 20 July. The Brown Bag was very successful, 17 people attended (all from Waisman Center). Group discussion with about ½ attendees after Brown Bag lunch. Main issue was that people understood the grant they are working on but they have no idea where their

career is going. This was important and Don Schutt worked in a discussion about the ½ day seminar he presents on career day.

**Action Item:** Linda Tuchman wants volunteers for more Brown Bag lunches, Deborah Faupel (Biotechnology Center) and Wayne Feltz (SSEC) volunteered and will work out room availability.

#### AD HOC COMMITTEE and GS COMMITTEE REPORTS:

##### Principal Investigator Issues (Faupel)

Faupel reminded CASI Committee that an action item for last month's meeting was a discussion of the continuance of this ad hoc committee.

**Topic/Issue:** GS-CASI felt that PI committee should continue as an ad hoc committee until first PI seminar conducted.

**Action Item:** Deborah and Wayne will continue working on the PI slides for an October seminar concerning what being a Principal Investigator on a grant really means.

#### CONSTITUENT ISSUES:

None

#### OTHER BUSINESS:

None

#### SELECT MINUTES TAKERS:

A tentative schedule of minutes takers follows:

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

#### NEXT GS-CASI MEETING:

Date: Friday September 10 2004  
Time: 9:00-10:30 a.m.  
Location: 350 Bascom Hall  
Minutes: Tanya Cobb

#### ADJOURN:

Meeting was adjourned at 10:30 a.m.

Respectfully submitted,  
Wayne Feltz