

# Committee on Academic Staff Issues

Minutes of Meeting

October 8, 2004

*Approved November 12, 2004*

## PRESENT:

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

## ABSENT:

Martin Cadwallader, Wayne Feltz

## CONVENE

Vice- Chair Mary Lou Reeb convened the meeting at 9:05 a.m., Friday, October 8, 2004.

## WELCOME AND CHAIR'S COMMENTS (Mary Lou Reeb)

Welcome and thanks to everyone for attending the meeting.

## REVIEW AND APPROVAL OF MINUTES OF SEPTEMBER 10, 2004 (Mary Lou Reeb)

Sheila Leary was unsure about the action item assigned to her regarding the on-campus software training classes; however, she agreed the minutes should be left as they are and she will follow up on this item. A motion was made to approve the minutes, it was seconded, and the minutes were approved.

## ANNOUNCEMENTS

CASI Brown Bag Mary Lou Reeb reminded all that the annual CASI Brown Bag is scheduled for November 5th. It is open to all CASI members. She suggested that at least one person from each subcommittee plan on attending. This may provide an opportunity to learn what issues other CASIs are handling.

## COMMITTEE REPORTS

### Communications Committee (Leary)

**Topic/Issue:** Subcommittees Chairs need to review their subcommittee descriptions on the current CASI website. Tanya Cobb reported that she has prepared a new Personnel, Policies, & Procedures Subcommittee description and it is included in the PPP subcommittee report. She will forward a copy to John Stott for posting. John Stott is currently on vacation.

**Action Item:** Miriam Simmons will check with Kathy Matthews-Risley to see if CASI members can submit documents to her to be posted on the website during John's absence.

**Topic/Issue:** The subcommittee is still planning to send out an email announcement explaining the role of the Graduate School CASI, its membership, and general information with web links relevant to Academic Staff. The announcement will include the annual report.

**Action Item:** Sheila will work on preparing this email announcement. (Forwarded from September minutes.)

**Action Item:** Ensure that the August 6, 2004 change to the by-laws has been updated on the web site (Forwarded from September minutes.)

### Nominating and Districting Committee (Feltz)

No report this month.

### Personnel, Policies and Procedures Committee (Cobb)

**Topic/Issue:** Research Professor Title Tanya Cobb reported that preliminary work on the Research Professor Title series has been started. A few colleges and schools have been

contacted to determine their policies and procedures and requests made in the past year. Tanya plans to follow up with her contacts prior to the next subcommittee meeting.

**Topic/Issues:** Subcommittee Chair The chair position will be assigned based on the current issue the subcommittee is handling.

**Topic/Issue:** PPP Report to Martin Cadwallader on Performance Review and Merit

**Action Item:** The subcommittee will prepare a brief report and provide 1-2 examples of tools for the next Center Directors meeting. (Forwarded from September minutes.)

**Action Item:** The subcommittee will discuss arranging a meeting with Steve Lund and the subcommittee or the CASI as a whole to discuss best practices at UW-Madison, and additional resources. (Forwarded from September minutes.)

Professional Development/Recognition Committee (Tuchman)

**Topic/Issue:** My UW/ Professional Development Series Talks with Don Schutt

Linda Tuchman reported that a series of talks have been scheduled throughout the Grad School. A flyer has been emailed to CASI members to distribute to their districts. One or two CASI members are being asked to attend each talk and to provide a dessert for attendees. Below is a list of volunteers for the talks.

Arboretum: Sheila Leary & Bruce Neumann

Biotech: Tanya Cobb & Deb Faupel

SSEC: Wayne Feltz, Jody Helgeland, & Mark Mulligan

Bascom: Julie Karpelenia & Miriam Simmons

KRC: Bruce Neumann

**Topic/Issue:** Graduate School Centers Linda Tuchman asked if there was an official list of Graduate School Centers.

**Action Item:** Julie Karpelenia will provide a list of Graduate School Centers.

#### AD HOC COMMITTEES

PI Committee (Faupel)

**Topic/Issue:** PI Status Training

Deb Faupel reported that she has completed a training presentation outlining issues and the process for obtaining PI status; however, she and Wayne Feltz have chosen to postpone the talk until November. They feel the talk will be more effective if she and Wayne present it together. He can provide the scientist's perspective and Deb will handle the administrative aspects.

#### CONSTITUENT ISSUES

**Topic/Issue:** Mandatory Reporting of Social Security numbers on Travel expense reports.

Wayne Feltz prepared and sent an email to Martin Cadwallader outlining the concerns of academic staff. Martin reviewed and forwarded the email to Jim Knickmeyer to look into this matter.

**Topic/Issues:** What is a reasonable workload?

Linda Tuchman reported that a constituent of hers raised this issue. It was primarily in reference to situations where a staff member leaves and is not replaced. The former employee's responsibilities are redistributed among the remaining staff.

It was suggested that this should be addressed with an academic staff member's direct supervisor. Position responsibilities should be defined and priorities set. This issue needs to be addressed on a case-by-case basis. The issue probably includes whether or not the work expectation for full-time employees is 40 hours max or at least 40 hours a week. What is the expectation for academic staff that have less than 100% appointments? Do staff at less than 100% appointments work a fixed number of hours and are compensated for any hours over that limit?

Students are a resource that can be tapped into fairly easily and inexpensively to alleviate workload.

Lower level or time consuming tasks can be delegated to them.

It may be a good topic for a roundtable discussion for supervisors on dealing with this issue. The discussion needs a clear objective / result to get attendance up. It would be useful to learn from other supervisors' experiences, i.e. what programs, workshops, or seminars have they attended that are useful or not so useful.

**Action Item:** The Professional Development / Recognition Committee will take up this issue.

#### ACADEMIC STAFF ASSEMBLY UPDATE

Bruce Neumann provided a summary of the latest Academic Staff Assembly.

Darrell Bazzell reported:

1. The current budget proposal requests a salary increase of 3% for UW employees above what the legislature authorizes for state employees.
2. The current budget proposal requests that tuition increases be offset by financial aid offered to students from the GPR.
3. An audit, requested by the UW System, reported that the system has too many administrative positions. It appears as though the auditors may have miscatagorized a large portion of the academic staff in administrative roles. UW-System is responding to the report.
4. The Taxpayers Bill of Rights (TABOR) amendment failed at the last legislative session, but is bound to reappear in some form with a cap on spending that will be problematic for higher education. It will be important for all groups opposed to this bill to educate the public on the negative consequences if it passes."

The Chancellor will be presenting his State of the UW address to the faculty Senate on November 8th. Miriam Simmons reported that the DOA is evaluating de-coupling faculty and academic staff as a budget cutting measuring. Both MASA and ASPRO will be working to discourage such action.

#### OTHER BUSINESS

**Topic/Issues:** Process for getting topics on future meeting agendas

Tanya Cobb suggested that priority be given to those topics that are on the agenda. If a topic comes up that is not on the agenda, it should only covered at the end of the meeting if time permits. If time is not available at the end of the meeting, members are encouraged to put the item on the next meeting's agenda. It was agreed that constituent issues be moved to the end of the agenda since the discussion of those issues may be more time consuming.

**Topic/Issues:** Revised language re: the Composition of Graduate Examination Committees

Martin Cadwallader sent the revised language to Bruce Speck for it to be posted on the online version of the Graduate School Academic Policy.

**Topic/Issues:** Awarding of ASPD Grants

Deadline for applications is October 22nd. CASI member are aware of three potential proposals. Julie Karpelenia will distribute copies of the proposals to the Professional Development / Recognition Committee once she receives them. Mark Mulligan agreed to participate in the review process. Sheila Leary raised concerns about some centers being awarded ASPD grants multiple times, and other centers never receiving the grant. Mary Lou Reeb also suggested that the deadline be shifted to a different time during the semester. These concerns should be taken up directly with the Academic

Staff Professional Development Recognition Committee (PDRC). While award winners are typically announced in Wisconsin Week, Linda Tuchman suggested that we post the winners on the CASI website.

**Topic/Issues:** CASI 2004 Annual Report

Mary Lou Reeb

1. Provided a thank you to everyone for submitting reports. She has not yet reviewed all of the reports, but will soon be compiling them into one standard format. Mary Lou contacted Colleen McCabe about extending the deadline for submitting the report. She did not receive a reply with a firm deadline. She is waiting for a few words from Martin Cadwallader concerning Wilt Sander's role on CASI. Mary Lou will discuss this with Julie Karpelenia. She also needs a report from the AD HOC PI Subcommittee.
2. She would like a bullet or two from each subcommittee for its accomplishments from the last year. This will be used as a one-page summary of CASI accomplishment from the last year.
3. Suggested we determine what the mix of the Graduate School Academic Staff is. An example of the Medical School Academic Staff was distributed.

**Action Item:** Districting & Nominating Committee was asked to gather information on the mix of Graduate School academic staff. This should be coordinated with Julie Karpelenia.

**Topic/Issue:** DoIT Software Training

**Action Item:** Sheila Leary will gather additional background information regarding DoIT's policies for charging for their software training. (Forwarded from September minutes.)

#### NEXT MEETING

Date: Friday, November 12th

Location: 350 Bascom

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

Minutes: Bruce Neumann

#### ADJOURN

A motion to adjourn the meeting was made by Miriam Simmons. Deb Faupel seconded it. Vice-Chair Mary Lou Reeb adjourned the meeting at 10:29 a.m.

Respectfully submitted,

Mark Mulligan