

Committee on Academic Staff Issues

Minutes of Meeting

November 12, 2004

Approved: January 14, 2005

PRESENT:

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

ABSENT:

Martin Cadwallader, Jody Helgeland

CONVENE

Vice-Chair Mary Lou Reeb convened the meeting at 9:01 a.m., Friday, November 12, 2004.

WELCOME AND CHAIR'S COMMENTS (Reeb)

Welcome and thanks to everyone for attending.

REVIEW AND APPROVAL OF MINUTES OF OCTOBER 8, 2004 (Reeb)

A motion was made to approve the minutes, it was seconded, and the minutes were approved.

ANNOUNCEMENTS

There were no announcements.

COMMITTEE REPORTS

Communications Committee (Reeb)

Topic/Issue: Submission of Goals for 2005.

The committee asks that each committee chair summarize their achievements and send them to Sheila by the January meeting (unless Sheila decides on an earlier date). All committee goals for next year must be submitted by March 1. Dean Cadwallader will also be asked to establish his priorities for the GS CASI.

Action Item: The goals should be included in the minutes of each meeting. These goals will be assembled and included in the Graduate School CASI report that Bruce will present to the Academic Staff Assembly in May, 2005.

Topic/Issue: Academic Staff in the Medical School.

The Medical School breakdown of Academic Staff handout was discussed. This handout listed the number of Academic Staff personnel in the Medical School (excluding Clinical Health Sciences and Clinical Faculty) by function and by funding. It also provided data on the percentages of these personnel involved in research, discussed the degrees held, sources of funding, grant dollar amounts, participation in governance and job security.

Action Item: This should be turned over to the Nominating Committee. Wayne and Linda are working on a breakdown of the academic staff by title in the Graduate School.

Nominating and Districting Committee (Feltz)

Topic/Issue: A committee meeting was held on November 9. Discussion was held regarding the GS CASI website whether Kathy Matthews-Risley would be the backup for John Stott when he is out of town. Upcoming term expirations were reviewed. It was recommended that it would be important to find a scientist from the Waisman Center to serve on the GS CASI. Discussion was held on developing charts for the Graduate School Academic Staff by function, similar to the Medical School's charts that were discussed under the Communications Committee.

Action Item: The Committee plans to meet in late December or early January to further address the Graduate School Academic Staff breakdowns by function, etc.

Personnel, Policies and Procedures Committee (Haskins)

No Report at this time. A meeting is scheduled.

Professional Development/Recognition Committee (Tuchman)

Topic/Issue: Academic Staff Professional Development Seminars featuring Don Schutt from the Office of Human Resources. Recent seminars were held at the Arboretum and at the Biotechnology Center. The Arboretum seminar had 11 attendees (a combination of mostly Academic Staff along with a few Classified Staff) plus the committee members. The interest in the My UW topic was very good and an excellent discussion among the Academic Staff members was held after the seminar. The Biotechnology seminar had two attendees (one Academic Staff and one Classified Staff) plus the committee members. Again, interest in the My UW topic was great and a good discussion followed the seminar also. It was felt that November was a busy month and probably the reason for the small turnout.

Action Item: Reminders for the upcoming seminars should be sent out a few days to a week before the seminar. Sending them out too early will result in people forgetting about them. CASI members need to be sure not to miss any of their constituents with the email reminders. Notifying Classified Staff of the seminars is also a good idea.

AD HOC COMMITTEES

PI Committee (Faupel/Feltz)

Topic/Issue: PI Status Training and Policy Issues

There is significant interest in conducting a PI orientation at SSEC during the spring semester. Discussion was held on grant policy issues regarding PI's attempts to get funding, compliance with grant conditions, finding space and support within departments, the need for commitment from departments, and Limited PI status issues.

Action Item: Find out if other departments on campus offer PI training and if information is available on Limited PI status.

ACADEMIC STAFF ASSEMBLY UPDATE (Neumann)

Chancellor Wiley addressed the Assembly and stated that the University was doing well overall.

However, as the State's portion of the University's budget has been decreasing student tuition and other funding sources have had to make up for these losses in funding. The Chancellor felt that the signs from the Governor's office and the Legislature were positive and that they recognized that the University took a disproportional hit in the last budget. All units of the University are being asked how they would absorb a 10 % cut in funding, as requested by the Governor.

At the October 11, 2004 Academic Staff Assembly, attendees were asked to rank the Academic Staff governance priorities for 2004-05 from a provided list. The top ten priorities were as follows:

1. Keeping the Academic Staff and Faculty pay plan coupled
2. Compensation and benefits
3. Job security
4. Climate
5. Career Progression
6. Diversity
7. Workload
8. Performance evaluations
9. Environmental stewardship

10. Workplace safety

OTHER BUSINESS

Awarding of ASPD Grants (Tuchman)

Topic/Issue: Five Academic Staff Professional Development Grant Applications were submitted from within the Graduate School. A subcommittee reviewed and ranked these five grant applications and then forwarded them to the ASPD Committee.

Action Item: Create a link on the GS CASI web site indicating the ASPD grant recipients from the Graduate School.

CASI Annual Report (Reeb)

Wayne is currently putting together a list of centers within the Graduate School. The annual reports are due in October. Therefore, it was decided that to use the State fiscal year for the annual report and each subcommittee should complete and submit their portion of the annual report and the next year's goals in the summer before everyone gets bogged down in their workloads once the fall semester begins.

Campus Software classes payment policy (Leary)

Deferred until the January meeting.

Proposal to change the GS CASI meeting from monthly to bi-monthly

Topic/Issue: The CASI bi-laws state that the CASI must meet at least six times per year. More meetings were necessary while getting the GS CASI set up and going. Now that things are in place, it was felt that meeting every other month would be sufficient to conduct the GS CASI business.

Action Item: Motion to change the GS CASI meetings to six times per year; January, March, May, July, September, and November on the second Friday of each month. Passed unanimously.

Report on CASI Luncheon held on November 5th

Deborah Faupel and Tanya Cobb attended the brown bag luncheon and gave a report on the GS CASI. A written report had been requested from each CASI regarding their Academic Staff participation in governance at departmental levels and job security. This report will be submitted.

Annual Performance Reviews

Discussion was held on annual performance interviews on campus, participation in governance, job security and some unique things some of the colleges did for their staff. One unique item was that the School of Education has created an "Ambassador Program" where designated CASI members conduct brief orientation visits on site to new Academic Staff employees, to welcome them and provide information and resources about the academic staff and campus in general.

Web Resources

It was suggested that the GS CASI work with other CASIs to set up a link to web resources that would also include a link to each CASI's website. Mary Lou will obtain a listing of each CASI's Vice-Chair so they may be contacted regarding these issues.

CONSTITUENT ISSUES

Social Security Numbers on TERS

Deferred until the January meeting.

What is a reasonable workload?

Julie handed out the University's Chapter 14: Work Schedule policy which defines full-time and part-time employees, and overtime and compensatory time policies. Discussion followed.

NEXT MEETING

Date: Friday, January 14, 2005

Location: 350 Bascom

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

Minutes: Deborah Faupel

ADJOURN

A motion to adjourn the meeting was made and seconded to adjourn. Vice-Chair Mary Lou Reeb adjourned the meeting at 10:29 a.m.

Respectfully submitted,
Bruce Neumann