

Committee on Academic Staff Issues

Minutes of Meeting

July 11, 2003

Approved: August 22, 2003

PRESENT:

Mina Johnson-Glenberg, Linda Tuchman, Linda Haskins, Wayne Feltz, Mark Mulligan, Jody Helgeland, Deborah Faupel, Mary Lou Reeb, John Stott, Tanya Cobb, Wilt Sanders, Marcia Douglas

CONVENE:

The Meeting was called to order at 9:06 AM.

REVIEW AND APPROVAL OF MINUTES:

The Minutes of June 13, 2003 were approved as presented.

CASI MEMBERSHIP TERM PREFERENCE:

The term preference that was listed in the June 13, 2003 minutes was reviewed. The CASI members present agreed with the recommendation for District Representatives. The recommendation for the CASI Appointees was determined to be a 2 year term for Sheila Leary and a 1 year term for Tanya Cobb. The recommendations will be given to Martin Cadwallader for his review and approval.

CASI WEBSITE:

Martin Cadwallader approved that the CASI website would be part of the Graduate School Administration website. Website support will be available from the Graduate School Budget and Personnel staff and Information Technology staff.

SCHEDULE NEXT MEETING:

Three dates in August were suggested. August 22nd received the most votes of members who could attend this meeting.

SUB COMMITTEE ASSIGNMENTS:

An email dated July 8, 2003 was sent to CASI members regarding sub committee recommendations. The recommendations (Plan A) were developed by Wilt Sanders and Marcia Douglas from responses that were received from CASI members. The sub committee recommendations are as follows:

Professional Development and Recognition:

Linda Haskins, Jody Helgeland, Sheila Leary, Laurie Mayberry, Linda Tuchman

Communications:

Mina Glenberg-Johnson, Sheila Leary, Mary Lou Reeb, John Stott, Linda Tuchman

Nominations:

Deborah Faupel, Wayne Feltz, Laurie Mayberry, John Stott

Personnel Policies and Procedures:

Tanya Cobb, Deborah Faupel, Jody Helgeland, Mark Mulligan, Mary Lou Reeb

Districting:

Tanya Cobb, Wayne Feltz, Mina Glenberg-Johnson, Linda Haskins, Mark Mulligan

Another alternative (Plan B) was suggested that each voting CASI member is on at least one sub committee and the sub committee membership is augmented by volunteers from the CASI, Followed by other Graduate School academic staff as necessary.

Plan A was approved by the committee with an amendment that Linda Haskins (she volunteered) would be on three (3) committees - Personnel Policies and Procedures, Districting, and Professional Development.

Guest

Ann Wallace, a School of Education CASI member, attended our meeting to provide us with insight on how the School of Education CASI operates. Following are some of the points that she shared with us:

- School of Education CASI has been in existence for 5 years
- Their 5 year report is being prepared
- Their CASI has 15 members - 10 elected for 2 year terms and 5 appointed (Instructional and Research staff- difficult to get them involved in governance)
- The Dean chairs the committee
- One of the agenda items each time is "Update from the Dean"
- Meetings are scheduled for the whole year now - works well.
- The Dean attends as his schedule allows
- The committee does not meet during the summer
- Electronic agenda - draft sent two weeks prior to the meeting and members have a week to respond back
- An agenda item each month is sub committee oral reports (updates)
- Minutes appear on CASI Website
- Sub committees choose own chairs
- Agendas are sent out on List Serve to all staff
- Send info to academic staff via list serve
- Question asked - What issue on horizon we might want to look at?
Professional Development, Academic Staff Benefits, Diversity/Climate, Soft Money, Performance Evaluations, Orientation, Governance
- There is a survey document that Ann will share
- Sub committees - bringing in volunteers from outside the CASI to serve on committees has worked. Personal contact makes a big difference
- "Educate CASI on issues, then educate Academic Staff"
- CASI has information - goal is to convey issues
- Term Limits - By Laws no term limits - intent was to revisit in 5 years
- Minutes - on a rotating basis

- We support - IT staff support - they now have an IT staff member on their CASI

OTHER ITEMS:

Laurie Mayberry has taken another position outside of the Graduate School. Miriam Simmons was on the ballot with Laurie and Martin and the committee agreed to appoint Miriam to the remainder of Laurie's term.

NEXT MEETING

Date: Friday, August 22, 2003

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

ADJOURN