

Committee on Academic Staff Issues

Minutes of Meeting

August 22, 2003

Approved: 19 September 2003

Present:

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

9:06 AM

Meeting called to order.

July 11, 2003 Minutes:

Minutes approved as presented.

Guest - Liz Gall, Medical School, CASI Representative

Liz Gall, a Medical School CASI member attended our meeting to share Medical School CASI organization and experiences. Following are some of the points that she shared with us:

- Liz is a Medical School Administrator and was a working group member that developed CASI and was elected to the first CASI committee.
- CASI is in its 4th year of official functioning.
- Dean Farrell does not Chair. The Chair was delegated to Sybil Better, Special Assistant to the Dean (she "had the Dean's ear and he respected her opinion.")
- Two weeks ago she retired. New Chair appointed, Rosa Garner, OMBUDS for Medical School meeting.
- Minutes are rotated between members.
- CASI Membership by function.
- Communication sub-committee – Website, Brown bag lunches 2-3 times a year.
- Governance sub-committee – A couple of departments with "strong academic staff voices," Pilot project – CASI Liaison – Identify department level staff to serve as a conduit to rest of staff. Three department people to talk to academic staff, schedule a meeting once a year and ask what issues should be addressed.
- Job security sub-committee – Working to improve numbers. Significant improvement the first year, then fell off the following year.
- Competitive salary issues – Look at rate and re-titling process. Staff needs to be educated on the process.
- Performance review/merit exercise – Look at practice, determine what should be done. Survey leadership regarding policy and procedures. Performance review survey being done. Academic staff

doesn't know how merit is determined. No academic staff involvement in merit process. Academic staff should have input in policy and procedures where merit is determined.

- New employee orientation – Survey new academic staff in previous 6 months. Good response rate – orientation not all that bad. Clearly a problem regarding orientation to academic staff governance.
- Failures – Folks are reading minutes and have issues with what was said and reported. Realize minutes are a public document.
- Five year self study will look at CASI representation. Current CASI representatives elected by function.
- Brown Bags – Rate/Title Adjustments, Parking, Merit/Performance Review
- Dean attends CASI meetings twice a year.

Schedule Future Meetings:

Next meeting September 19, 2003. Discussion that 2nd Friday of each month from 9:00 to 10:30 works for group. Future meetings: October 10, 2003, November 14, 2003, December 12, 2003, January 9, 2004

Sub-Committee Reports:

Professional Development and Recognition

No Report

Communication

No Report

Nominations

No Report

Personnel Policy and Procedures

No Report

Districting

No Report

Discussion that meeting are being set up.

CASI Future Issues for Discussion:

Issues assigned to sub-committees?

Survey CASI members on what 3 issues in order of preference they would like to discuss.

Next Meeting – September 19, 2003, 9:00-10:30