

MINUTES

Graduate School
Committee on Academic Staff Issues (GS-CASI)
Monday, March 10th 2014 from 1:30 – 3:00 pm
Bascom Rm 334
Minutes: Jenny Hackel

Present: John Richard, Nicci Schmidt, Julie Schears, Julie Karpelena, Kristin Harmon, Denny Hackel (ASEC representative), Partial attendance for first 15-30 minutes included Wayne Feltz, Tom Zinnen, and Alex Converse

Absent: Judith Bauman, Moira Harrington, Kristin Crosno

Convened at 1:33 pm by Nicci Schmidt

Review and approve minutes: January was done via email, still missing December 2013 (Tom Zinnen) and February 2014 minutes (Alex Converse)

Response to Working Group report – Grad School restructuring

Nicci led the discussion with the question, “Do we want to submit a written response to the working group report?” Wayne thought it was positive that the working group met with the center directors for feedback. Jenny provided a summary of feedback submitted by SSEC director Hank Revercomb indicating support for the recommendation for the centers to report to the VCRGE, but proposing language to clarify the taskforce on research center placement should be focused on new or existing centers that are not currently under Grad School. Tom discussed concerns about CASI placement under the DGS, but we did find clarification in the report indicating CASI would report to the VCRGE, not the DGS. This would be the first CASI to report to a vice chancellor instead of a Dean. Per Julie K, to report the centers and CASI to the VCRGE will require changes to the Faculty Policies and Procedures (FP&P). General discussion ensued if there was benefit to a Graduate Education CASI reporting to the DGS, but there are not many educational academic staff in the Graduate School currently. The biggest concern expressed about the new reporting structure was ensuring access to and engagement by VCRGE because the purpose of CASI is to provide a direct communication between academic staff and leadership. Alex felt strongly the CASI should write a feedback statement for the report to document the CASI’s opinions on the draft report “as written” to preserve our engagement.

Action Item: Alex will write a first draft paragraph to capture the GS-CASI feedback regarding the Graduate School restructuring report and send to CASI as soon as possible to be voted on via email.

Committee Reports

Personnel Policies and Procedures/HR Design (Hackel): No update to report

Communications (Richards): Need to add January minutes to the website

Nominating and Districting (Feltz): District 5 (Jenny Hackel) and District 8 (Moira Harrington) are up election this month.

- Kristin H indicated she doesn’t have a constituent list for her district
- Need further discussion of listserv development for each district

Professional Development (Nicci): The next round of professional development grant applications are underway. Nicci will email the grant template to the subcommittee. Timeline for applications is due to Julie K by early April.

Other Business

UW Financial Forum: Jenny attended the recent UW Financial Forum, a kickoff event explaining that the UW needs to evaluate our internal controls for potential weaknesses. While Jenny acknowledged that internal controls are very important to ensure the university maintains good fiscal practices to protect us from fraudulent activity and out of the newspapers, she expressed concern that this is something the Graduate School Centers need to pay attention. She was disappointed the event did not focus more on recognizing the need to balance internal controls with the need to get the job done quickly and efficiently. Jenny also noted that there were no contributors to the event from Graduate School. Research accounts for a huge part of the spending on campus and doesn't behave in a standardized manner such as all programs using the same computer. Nicci expressed a sentiment that there can be a disconnect between administrators and research staff and the routine changes to policy, practice, and increase in reporting requirements for research projects continue to add complexity. It seems that customer feedback should be an important element to incorporate into this process.

General Reports

ASA/ASEC report: Denny Hackel provided an update on numerous items being reviewed by ASEC:

- Updated Onboarding and Performance Management draft policies were submitted and presented to ASEC by the Office of Human Resources. Those policies should be presented to campus soon.
- CEBC (Compensation and Economic Benefits Committee) has been working with Steve Stern and ASEC regarding recommendations to establish additional pay steps for academic staff who have reached the top of their title series. They will be presenting at the Assembly meeting today.
- Category A salary maxima: An older version of state statutes had indicated that the Regents did not have the authority to modify the category A maximums, but the most current statute does allow for it. Denny provided a copy of the current state statute to Steve Lund at Academic Personnel Office. The hope is there will be changes to this in the future.
- Met w/ D2P candidates. John Biandi stood out as very impressive. A decision should be announced to campus soon.
- Campuswide anti-bullying policies are being developed. FP&P are being updated. The intended goal is to address all bullying on campus (classroom, workplace, etc).

Communications with Constituents

- Near term: We need to be prepared to tell the new VCRGE who we are and what we do
 - o Next meeting: We will step through the CASI website as a group for feedback ideas and improvements.
- Continue to discuss ways to engage constituents, such as brown bags
 - o Onboarding? When someone is new, learning about governance is the last thing anyone cares about. Perhaps post probation introduction would be best. Tie with employee review process?

Review schedule for future topics and speakers:

April: ~~Sea Grants tour, Moira hosting~~; this will be deferred to June or July

May: Harry Webne-Behrman HR Design

Proposed topics

- Administrative Excellence
- Products & accomplishments of CASI
- Communication with constituents, revisit
- Open Book person
- Human Resources, climate
- Classified Research Bill

Site Visits:

- Biotron
- Arboretum
- SSEC
- Sea Grant PIs; Badger Rock Middle School

Adjourned at 2:55 pm. Motion made by John Richards, seconded by Kristin Harmon

Next Meeting:

April 14, 2014; 1:30-3:00pm

Bascom Hall Rm 334

Future Minutes: Kristin Crosno

Respectfully Submitted,

Jenny Hackel