

MINUTES

Graduate School
Committee on Academic Staff Issues
Monday, April 14th 2014 from 1:30 – 3:00 pm
Bascom Rm 350
Minutes: Kristin Harmon

Present: John Richards, Nicci Schmidt, Julie Schears, Julie Karpelenia, Kristin Harmon, Moira Harrington, Jenny Hackel

Absent: Wayne Feltz, Kristin Crosno, Judy Bauman, Tom Zinnen, Alex Converse

Convened – 1:38pm by Nicci Schmidt

Welcome and Chair Comments

Review and approve minutes: Those present approve March (need 2 additional approvals; will complete via email); February minutes will be approved via email (pending additional edits sent to Alex by Jenny).

General Reports

None

Committee Reports

Personnel Policies and Procedures/HR Design (Hackel)

Academic Staff Assembly will be considering changes to performance management at an upcoming meeting. Under HR redesign, expectation goal-setting, mid-point check-in, and informal conversations are all intended to be mandatory. ASA had removed that provision, are now recommending it be brought back. If they have quorum, they will vote on it today.

Nicci observed that this will be a lot of work. Jenny wondered about tracking and enforcement, which could be expensive. The intention is to improve performance and relations between supervisors and employees.

Jenny pointed out that many employees are frustrated by not getting reviews, but these are already mandatory; need to enforce existing rules rather than create new.

Julie S. noted Waisman is already very structured in its review process; people are always surprised when they go elsewhere. Good for documentation if there are job changes over year.

Jenny agrees that performance review is important, but worried that the provision is drastic.

Nicci wondered if training for supervisors might be more useful as a starting point.

Kristin H. stated that review may no longer be the best terminology, as it has negative connotations for many; perhaps rename to emphasize goal setting and planning.

Julie K. added that we don't want to water down the process and have it lose its meaning; sees the process as a dialogue. She may not know an employee is interesting in something until that process. She feels approach is very important to the success of the process.

Moira supervises mostly legacy employees. When she came in, the process in her center did not have a planning component, review of job description; key is open dialogue between employee and supervisor.

Nicci observed that employees need to advocate for themselves; shape their own “image” as an employee; what do you take with you if you leave?

Jenny stated that it is important for employees to think about their professional development and image advocate for themselves; if there is no trust relationship or open communication between employee and supervisor, forms will not solve that.

John concluded that, even if the process can be uncomfortable, it is not a bad idea.

Communications (Richards)

John completed a check of the web site looking for edits: Wayne still showing as Vice-Chair and ASEC rep; Julie now Senior; Nicci is CASI APC rep; 9 is vacant -- need to redistrict; add Kristin H to AP2 (Sr Admin Prog Specialist; update IceCube

Missing some agendas (Jan mtgs); minutes for June, July & Dec.

Way to indicate if there are no minutes

Check dates on terms

Nominating and Districting (Feltz)

Redistrict vote will occur in May

Professional Development (Nicci)

Received 12 professional development grant applications

Evaluation was relatively consistent between members

Moira had problems receiving applications

Nicci asked if CASI should do some kind of workshop or brown bag for

Professional Development Grants; brown bags are held, so will not pursue

It was observed that the questions in the application do not really speak to the rating system and perhaps the application should be revised

Jule K. suggested that we communicate the issue to Heather Daniels as Secretary of the Academic Staff

Other Business

Response to Working Group report – Grad School restructuring.

ASEC [?] voted to approve the report but reject the premise that split is needed

Response to announcement of the new provost:

Nicci observed that it has been a long time since an external person brought in as provos, the first time there has been a female provost and female chancellor, and the first time both have been new at the same time

CASI presentation on Early to Mid-Career Benefit Maximization and Retirement Planning from UW-Madison Benefits Services, Office of Human Resources

Heather Daniels presented an offer for someone to present on benefit maximization and retirement planning at an upcoming CASI meeting; we have no speaker for May

Was this intended to be someone to speak to CASI or for us to sponsor for constituents?

Nicci suggested we could host an open session for academic staff instead of just having them speak to us (perhaps at WID?)

Future minutes - draft

May	Moira Harrington
June	John Richards
July	Julie Schears

August	Tom Zinnen
September	Judy Bauman

May – Change to Kristin C.

June – cancel?

July –Dean Cadwallader?

Other topics

None

Future topics and speakers:

July: Karasov lab, Moira hosting

August: Dean Cadwallader

Proposed topics

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

Site Visits:

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

Action Items

For May – vote on re-districting

Check dates of terms for Tom, etc.

Communicate inconsistencies between rating system and applications for PDGs to Secretary of Academic Staff

Kristin look into hosting benefits and retirement planning at WID for May or other future meeting (room for 50 or less?)

- Do we want to photograph these types of events?
- Moira to coordinate photograph for future use

Adjourned at 2:47 [failed to note motion and second – does anyone have this in their notes?]

Next Meeting:

May 12, 2014; 1:30-3:00pm

Discovery Building, 3rd Floor Teaching Lab

Future Minutes: Kristin Crosno