

## **MINUTES**

Vice Chancellor for Research and Graduate Education (VCRGE)  
Committee on Academic Staff Issues (CASI)  
Monday, February 8th 2015, 1:30 – 3:00pm

Bascom Room 334

Minutes: Peter Johnson

**Convene** – 1:45pm

**Present** – Tim Bendfelt, Alex Converse, Wayne Feltz, Jenny Hackel, Moira Harrington, Peter Johnson, Julie Karpelenia (non-voting member), Julie Schears, Nicci Schmidt (Vice-Chair).

**Absent** – Judy Bauman, Robert Newsom, Katie Olson, Tom Zinnen.

### **Welcome and Chair Comments**

Kristin Harmon (Appointed-Voting member) has resigned from the CASI. There are now two vacancies on the Committee (the other being District 9).

### **Review and Approve Minutes October, November, December**

October minutes approved without changes. Abstained: 0, For: 8, Against: 0 (Motion: Moira Harrington; 2<sup>nd</sup>: Julie Schears).

November minutes approved without changes. Abstained: 0, For: 8, Against: 0 (Motion: Julie Schears; 2<sup>nd</sup>: Alex Converse).

December minutes approved with minor changes. Abstained: 0, For: 8, Against: 0 (Motion: Jenny Hackel; 2<sup>nd</sup>: Alex Converse).

### **Review and Approve Bylaws Changes**

Wayne Feltz has reviewed and updated the CASI bylaws; most changes were minor (eg., changed 'Graduate School' and 'Dean' to 'OVCRGE' and 'VCRGE', respectively). Julie Karpelenia will do a careful read through.

The question of what constitutes a quorum was discussed: bylaws currently require 8 members or majority of voting members serving at the time of the vote. It was agreed to change the language to read 2/3 of serving members must be present to call a quorum.

Should voting be allow through email? Group proposed to preserve requirement that changes to bylaws must be voted on in person.

### **General Reports**

ASA/ASEC report (Feltz)

Wayne Feltz had nothing to report.

Update on ASEC (Newsom)

Robert Newsom was absent so there was nothing to report.

ASEC-CASI retreat debrief

No one from the CASI attended the retreat so there was nothing to report.

## **Committee Reports**

### Personnel Policies and Procedures/HR Design (Hackel)

Jenny Hackel and Julie Karpelenia updated the committee on the latest HR Design presentation (video stream of meeting and PDF of minutes are available on the HR Design website). Updates include:

- Campus is currently using interim applicant tracking software (JobApply), but has identified the long term vender (PageUp). Includes onboarding and performance management components, which was not supposed to be part of the ATS system. (Implementation of these components has not been officially announced). Each school/college will be able to make minor tweaks to performance management component.
- Vender has been identified to conduct UW system-wide study of compensation and job titling.
- Academic Staff: salary maximum for academic staff (non-extraordinary Category A) has been raised 10%. Performance-based salary increase tool has been identified. Madison living wage increases have gone out.
- There may be changes at the federal level that will affect the exempt vs. non-exempt threshold at UW

### Communications (Zinnen)

Tim Bendfelt volunteered to join the subcommittee. He will reach out to James Leaver (the IT POC) to update the CASI KnowledgeBase page.

### Nominating and Districting (Feltz)

Wayne Feltz reviewed the vacant positions in the CASI – District 9 (KRC&A, WIPAC), App 2 (WID).

It is believed the CASI members up for re-election in 2016 are Alex Converse, Moira Harrington, Nicci Schmidt. Wayne will confirm and update CASI reps. Communications subcommittee will update the website.

### Professional Development (Schmidt)

Kathleen Krentz, Assistant researcher for Biotech Center received Academic Staff Professional Development Grant for fall 2015 competition.

Spring competition deadline Mar 11. Summarized applicant scores due to Julie Karpelenia March 31.

Subcommittee is looking for information on performance management grant applicants/use. Will contact Jake Smith (or Heather Daniels) in SAS office.

## **Other Business**

### Assembly data regarding university budget impacts on academic staff (see suppl. Info)

Another 2% cut to UW-Madison Personnel salary will be made this year. This is targeting 101-funded salaries, not 144 or 133. Concerns were raised that staff may not be properly trained/qualified to perform some tasks usually done by employees who have been laid off or by a position that was vacant and has now been eliminated. Departments have cut services due to staffing issues. Need a climate survey?

Does the suppl. Info only show cuts made to a unit in 2015, or does it show the net gain/loss? (Nicci Schmidt will look into this.)

Do we have historical/longitudinal data on cuts to compare 2015 to?

Are all cuts made to 1.0 FTEs, or LTEs? What is the total number of faculty and staff drawing salary from the 101 budget?

#### OVCERGE performance management tool updates

See Personnel Policies and Procedures/HR Design report.

#### VCRGE center review committee

Jenny Hackel appointed to Aquatics Center review committee.

WID undergoing review now. Arboretum recently received their write up.

The Aquatic Sciences Center self-study is nearly complete. OVCERGE guidance on preparing self-study is quite comprehensive and not all was relevant to that center. OVCERGE staff advised the center to attend to the sections that applied to their center and repurpose materials originally created for external review.

#### Updates from retreat action items

Marsha Mailick will be invited to attend next meeting in March. How often do we want to meet with the VCRGE?

SSEC will host a tour in June.

Grad student stipend structure getting changed? All students will be capped at 20 hrs/wk, sliding pay range determined by unit. Multiple appointments (TA/RA) is complicating the issue. Possibly effective Fall 2017. Julie Karpelenia is meeting next week with Bill Karpus to discuss.

#### Update on PVL for Director of Office of Research Cores

Released last week. Julie Karpelenia will send PVL to CASI members. Marcia Mailick invited a CASI member to be on the search and screen committee (no one volunteered). She asked us to also nominate a candidate.

#### Review and schedule future topics and speakers

- Research training & marketplace
- PI Portal initiative/project management for research
- Classified Research Bill
- Open Book Wisconsin
- Kathy Kilgore (gov't relations)
- Human Resources, climate
- HR Design, EMS onboarding & performance management
- Ombuds office
- UW budget

- Administrative Excellence

Future site visits

- Arboretum – Moira Harrington
- Primate Center – Katie Olson
- Waisman Center – District Member 1, 2, or 3
- Biotechnology Center – Tom Zinnen

Future meetings

Meeting Date	Location	Minutes	Topic, note
Monday, March 14	334 Bascom Hall	Katie Olson	
Monday, April 11	334 Bascom Hall	Julie Schears	
Monday, May 9	334 Bascom Hall	Tom Zinnen	
Monday, June 13	SSEC	Judy Bauman	

**Action Items**

PI portal demo, WID webpage demo (Nick Novak is the contact). Should this be opened up to constituents? Make it a brown bag event?

Brief conversation on general meeting for academic staff on governance. There was some interest so this topic will be added to March agenda for further discussion.

**Adjourn** – 2:55pm (Motion: Jenny Heckel; 2<sup>nd</sup>: Nicci Schmidt)

**Next Meeting** – March 14<sup>th</sup>; 1:30-3:00pm, Bascom Rm 334

**Future Minutes** – Katie Olson