<u>**DRAFT MINUTES**</u>

Office of the Vice Chancellor for Research and Graduate Education
Committee on Academic Staff Issues (OVCRGE CASI)
Monday, July 11th 2016, 1:30 – 3:00pm

Bascom Room 54

Minutes: Tim Bendfelt

Convene – 1:30 p.m.

Present –Jenny Hackel, Alex Converse, Julie Karpelenia, Tony Pietsch, Julie Schears, Moira Harrington, Tim Bendfelt.

Absent – Nicci Schmidt, Wayne Feltz, Tom Zinnen, Nagesh Adluru, Peter Johnson, Judith Bauman, Katie Olsen

Welcome and Chair Comments

Jenny Hackel chairing for absent Nicci Schmidt. Lack of quorum noted.

Review and Approve Minutes

May and June minutes are out for review. July meeting did not have quorum required for approvals. Minutes review extended to next meeting. Some members missed the email with the June minutes. Jenny Hackel offered to forward missing email.

General Reports

None

Committee Reports

Personnel Policies and Procedures/HR Design (Karpelenia)

No recent movement on HR Design.

Performance management updates:

The OVCRGE will form a working group to look at performance management. The working group will review the pre-HR design campus performance management policy and procedure and compare it with the post-HR Design performance management requirements.

The Working Group will gather and review processes and tools from other colleges/schools and other peer institutions.

Most Centers have a performance management process in place.

OHR purchased PageUp which will be utilized primarily for the applicant tracking system. It also has modules for onboarding and performance management. The performance management module was demonstrated to human resources representatives across campus in December 2015.

The question was raised if colleges/schools will be required to use the PageUp for its performance management process. Julie reported that although colleges/schools will have to use it for onboarding new employees, the performance management module is "on hold" because it does not contain some of the functionality that the campus

needs for it to be successful. A decision on that requirement may be at least a year out.

The Working Group is proposing the following options:

1. Centers may use their own performance management tool provided certain required processes as long as they meet campus performance management standards.

2. It will be highly recommended that Centers use the OVCRGE tool, which will meet the campus performance management standards.

At some point campus may require all departments and centers to transition to using PageUp for performance management. This assumes that it meets all of campus requirements.

Julie noted that there is no clear timing requirement for performing mid-year reviews although Fall is considered optimal.

Communications (Bendfelt)

CASI KnowledgeBase has been updated with the latest membership. Missing agendas and meeting minutes for 2014 and 2015 have been posted using documents from the OVCRGE-CASI email archives. Three documents from 2015 are missing from the archive and need to be located: Agendas for Feb 9, Dec 4, and meeting minutes for May 11.

Nominating and Districting (Hackel)

Nominating Committee is formulating the procedure for recognition of formed and departing OVCRGE-CASI members. Past procedures are being reviewed and updated with the new "OVCRGE" naming. Committee will be requesting Marsha Mailick for sign off on letters.

Districting Committee with own process going forward. A special action shall be taken to recognize former members whose service ended when there was no active recognition procedure.

Professional Development (Karpelenia)

Two grants have been selected for funding, more are under review.

Other Business

A general discussion of potential future topics focused on informing new members about the structure of shared governance and resources available to Academic Staff. Jenny Hackel and Julie Schears provided the example of the ombudsmen as a resource of interest. ASPRO and MASA were also suggested for topics of interest. Kathy Kilgore was suggested as a future speaker.

Campus Climate Engagement Survey

Results not available yet. Survey is closed.

Vice Chair Election

A brief discussion was had about electing the Vice Chair in a timely manner. To mitigate quorum issues it was suggested we consider absentee ballots, or hold the election at the upcoming retreat.

A Vice Chair nomination activity was executed with Julie Karpelenia receiving the nominations. Nicci Schmidt and Tom Zinnen received nominations. Julie Karpelenia will confirm with the nominees and prepare a ballot for the September retreat.

Action Items:
Julie Karpelenia to prepare ballot for Vice Chair election.

Adjourn: 3:00 PM

Next Meeting: No August meeting. September retreat schedule pending.

Future Minutes: Wayne Feltz