

MINUTES

Office of the Vice Chancellor for Research and Graduate Education Committee on Academic Staff Issues

Retreat

Monday, September 19, 2016
Waisman Center, Ziemann Suite
8:00 am – Noon
Minutes: Wayne Feltz

Convened at 8:00 am by vice-chair Nicole Schmidt

Present: Judy Bauman, Wayne Feltz, Peter Johnson, Moira Harrington, Nagesh Adluru, Julie Karpelenia, Nicole Schmidt, Julie Schears, Herman Stampfli, Tim Bendfelt, and Tom Zinnen

Absent: Katie Olson

Guests: Heather Daniels, Secretary of the Academic Staff

Review and Approve Minutes: July minutes were approved.

Announcements:

Round table description of CASI representative job roles and what brings them to CASI.

Judy Bauman – Director of Graduate School admissions, many changes on campus and management, discussion about role of a CASI and interest within Graduate School CASI formation. Better exchange of information needed about governance and roles needed. Clarity of role of CASI may be needed.

Tom Zinnen – Born in Illinois and there is not a similar relationship between University and state as compared to Wisconsin. Science outreach is his passion and believes in making the Wisconsin Idea happen. Reason for being on CASI started from parking and removal of visitor parking areas critical for outreach presence from the public.

Nagesh Adluru – He is assistant scientist at Waisman Center within computer science area. Been within University the last eight years and is heavily involved with Brain Initiative. Professional development tracks for non-faculty scientists spurred interest in CASI.

Peter Johnson – VCRGE research compliance representative and gets opportunity to meet a cross section of faculty and scientists across campus. Selecting 1-2 issues for CASI focus could be a strength.

Julie Schears – Waisman Center representative and explained the center composition and has a strong focus on inclusion. Coordinates 36 grant reports to Federal Government and is a strong advocate disability training and employment.

Julie Karpelenia – Involved with some form of UW-Madison Graduate School HR for the last 26 years. She is currently director and been part of CASI since 2004.

Nicci Schmidt – Waisman Center representative, curious about governance on campus. Coincidentally, arrived to CASI during bout of campus turmoil about 6 years ago.

Moira Harrington – Aquatic Center representative and grew up in Madison. Interest in Wisconsin Idea and outreach to the state.

Wayne Feltz – Longest tenured CASI member (since 2003) overviewed SSEC and background.

Herman Stampfli – Diverse background, private sector, research administrator in WID, new to CASI, interested in engagement and expanded role

Tim Bendfelt – Not on campus WIPAC, decoupled from campus and neutrino detector science. Medical software industry presence and building software for ICECUBE project. CASI representative to learn about governance and how it functions.

Business:

Heather Daniels (Secretary of the Academic Staff) – Description of campus governance

- Governance explanation: Presented executive committees, standing committees, CASIs, Joint Governance Committees, ASPRO, Academic Staff assemble descriptions
- Over \$129 million in grants awarded to academic staff Principal Investigators in 2015-2016 (about 400 academic staff PI). Over \$205 million awarded in grants to academic staff PI, Co-PI, and Co-Investigators.
- Academic Staff issues on campus this year
 - Titling and total compensation study is slowly evolving and RFP is out so by end of fall semester a selection should take place. Salary ranges that move according to market. Fix program managers within a non-professional series. There is a lack of promotional steps which need to be addressed.
 - Discussion about UW-Madison and climate on campus due to reduction of benefits and lack of pay plan.
 - Category B salary compression (instructional and research titles), no maximum salary limit, this can cause compression (new hires are brought in at higher salary while current employees have had lack of pay plan raises)
 - Academic staff degree requirements, FLSA exempt employees, minimum of BS degree needed but some positions this is not needed
 - Academic staff postdocs will be raised to FLSA to minimum salary, there will be bridge funding for this.
 - CASI specific: Performance management and annual reviews, most CASI representatives do performance reviews
 - Performance bonus sum for 101 funding (Critical Compensation Fund opportunity)
 - Discussion of professional development grant and how information is getting to academic staff that struggle with grant ideas, supervisors should make sure information is available

CASI Themes identified after synthesizing what brings us to CASI and what Heather Daniels shared:

- Professional Development Plans (Career Paths)
- Engagement – send out CASI email to members, awareness, participation

- Knowledge/Awareness of governance (Identity personal group)
- Leverage, Influence, Empowerment
- Morale, acknowledgement, and recognition
- Communication Feedback loop (discussion of blog and revisit CASI web site)
- Diversity forum (Academic Staff forum)
- History/institutional knowledge (understanding governance in larger context, educating community about historical events)

June Minutes approved

Subcommittee break-out sessions

Subcommittees report back

- Communications report (Chair: Bendfelt; Zinnen,)
 - Information archive
 - Web site updates
- Nominating and Districting (Chair: Feltz; Johnson, Harrington)
 - Committee assignments
 - Certificates – list of people
 - Vacancies
 - Goals for next year
 - Wayne will work with Peter Johnson to learn N and D committee roles
 - Re-elections for 2016, district email lists
- Personnel Policies and Procedures (Schmidt, Bauman)
 - HR Design, performance management engagement
 - Goals for next year
- Professional Development (Schears, Adluru, Stampfli)
 - Fall and spring grant competitions
 - Staff features & fun facts – Academic staff person recognition on a web site

Review of 2015-2016 (Detailed in Annual Report)

Highlights from annual report (see annual report)

Meeting dates discussion

- Confirm availability and schedule for minutes.
- Scheduled from 1:30 p.m. to 3:00 p.m. unless otherwise noted.
- Identify dates/times for VCRGE Mailick with Peggy.
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Meeting Date	Location	Minutes	Topic, note
Monday, October 10	99 Bascom Hall	Moira Marrington	Marsha joining 1:30-2p
Monday, November 14	99 Bascom Hall	Peter Johnson	Subcommittee
Monday, December 12	99 Bascom Hall	Katie Olson	
Monday, January 9	334 Bascom Hall		No meeting?
Monday, February 13	334 Bascom Hall	Julie Schears	

Monday, March 13	334 Bascom Hall	Herman Stampfli
Monday, April 10	334 Bascom Hall	Tom Zinnen
Monday, May 8	334 Bascom Hall	Nagesh Adluru
Monday, June 12	334 Bascom Hall	Judy Bauman

All meetings 1:30-3:00pm unless otherwise noted.

- Annual Timeline
 - March: District email list update, VCRGE-CASI elections
 - April: Professional Development Grant Review
 - July: Vice Chair election, new district representatives introduced, Committee reports due 1 July to Communication Committee, web updates
 - September: Retreat; review draft annual report, discuss goals, adjust committee membership, web updates
 - October: Annual report due October 1 to VCRGE, Secretary of Academic Staff, and publish on VCRGE-CASI web site; Professional Development Grant Review, web updates

Continuing and New Initiatives

Goal Setting and call for action for 2016/2017

1. Prepare comprehensive historical document CASI metrics for effectiveness and action outcomes (ad hoc).
2. Evaluate and expand 1-2 communication mechanisms (e.g., events, web bulletin board, or blog for academic staff and governance) (Communications Subcommittee)
3. Advance climate initiatives (e.g., partner with equity and diversity survey results) (Professional Development and Recognition Subcommittee)
4. Identify feature people at grad school and Centers (e.g., best-practices and stories to carry forward) (Communications Subcommittee)
5. 1-2 Center Tours
6. Invite speakers

- Isabelle Girard, [Director of the Office of Campus Research Cores](#) and mission to organize location and spectrum of campus infrastructure useful for cross unit sharing
- Natasha Kassulke, OVCRGE strategic communications role
- Kathy Kilgore, ASPRO overview of academic staff impacts from future legislative bills

Adjourned 12:00 pm

Next Meeting: October 10, 2016

Location: Rm 99 Bascom Hall

Time: 1:30 – 3:00 pm

Future Meeting Minutes: Moira Harrington