

## **MINUTES**

Office of the Vice Chancellor for Research and Graduate Education  
Committee on Academic Staff Issues  
Monday, December 12th 2016 from 1:30 – 3:00 pm  
WIPAC (Ice Cube), hosted by Tim Bendfelt  
222 W. Washington St.  
Supernova Conference Room, Floor 5  
Minutes: Katie Olson

### **Convene – 1:30pm, meeting began with WIPAC (Ice Cube tour)**

**Present** – Nicci Schmidt, Julie Schears, Wayne Feltz, Katie Olson, Tom Zinnen, Moira Harrington, Judy Bauman, Julie Karpelenia, Tim Bendfelt, Shane, Shane Hubbard (guest)

**Absent** – Nagesh Adluru, Peter Johnson

### **Welcome and Chair Comments**

#### **Review and approve Nov minutes**

### **General Reports**

ASA/ASEC report (Zinnen)

No news to report

Update on ASEC, liaison Robert Newsom

No news to report

### **Committee Reports**

Personnel Policies and Procedures/HR Design (Schmidt)

Future conversation to be had regarding this topic.

Communications (Bendfelt)

Presented updated CASI-OVCRGE website – input was invited. There were a few names/titles/e-mails that needed to be corrected. Tim asked that members e-mail him if they find an error on the website.

**Action item:** Tim will continue to update the website to fit the groups recommendations. CASI members will review the website 2-3 times per year to keep the website fresh and updated.

Nominating and Districting (Feltz)

Update on recognition for governance -

The letter has been reviewed and is ready to go. Julie (Karpelenia) will finalize and send out the letters with Marsha's signature. Julie will also identify who will need the letters issued in the future and will copy the chair of OVCRGE-CASI as she e-mails them out.

Professional Development (Schears)

Currently in between periods. Additional information will be added to the website.

### **Other Business**

Updates to impact report, Moira

The impact report was reviewed by the OVCRGE-CASI members –  
General recommendations on a few edits regarding verbage used in the template .

**Action item:** Moria is going to try and edit the impact report while maintaining the current layout. The goal is to edit the words without adding additional texts that will alter the photo layout.

#### Term limits, other CASI practices

The question that was raised while discussion term limits for OVCRGE-CASI members, is it useful or important for us to make our own decision or consider other trends made by other CASIs?

Marsha (Mailick) informed Julie (Karpelenia) that she believes our CASI should have term limits.

When looking at other CASI trends there are term limits that vary across the board. Some CASI's allow members to serve a certain term length, remove themselves from the group and then return at a future date.

OVCRGE-CASI would like to continue to have conversations about what is best for our group. Will there be grandfathering allowed for current members. It would be disruptive to remove a large number of members within a short time period. The group should consider staggering the removal of CASI members to avoid election fatigue or having a committee that would be short members.

How can we interest more individuals to become involved with CASI? The idea of monthly communication to district members was suggested, followed by distributing the Impact Report. These are different methods that can help spread information to academic staff about the work completed by OVCRGE-CASI and may help bring in future members.

Nicci brought up the idea of have a term limit for the Vice-chair. Having term limits is generally a good idea, although there also needs to be interest in holding the position. For example, someone might want to do it for a year but does not want to hold the position for 3 years. This thought also address the idea of committee fatigue. Wayne suggested looking at what other CASIs do for this situation as well.

**Action item:** Nicci will draft some text and will circulate the information informally to stir the conversaition. A possible vote will take place in February.

Possible changes to bylaws and districts with RSP's move to the OVCRGE  
Nothing to report

Cancel January meeting?

Motion to cancel meeting by Judy Bauman – all approved.

Future topic/guest reminder: Kathy Kilgore joining us March 13

#### **Action Items**

**November meeting minutes reviewed.** Motion to approve minutes by Wayne Feltz - (all approved)

**Adjourn 3:03pm**

**Next Meeting:**

February 13, 2017 Bascom Rm 334

**Future Minutes:**

Julie Schears