

## **MINUTES**

Office of the Vice Chancellor for Research and Graduate Education  
Committee on Academic Staff Issues  
1:30 – 3 p.m., Monday, June 11, 2018  
Memorial Union  
Minutes: Moira Harrington

**Present:** Julie Schears, Jennifer Heinritz, Denny Hackel, Moira Harrington, Peter Johnson, and Tim Bendfelt

### **Convene**

### **General Reports**

Hackel shared the following: On the topic of the ASEC / CASI brown bag, there was a discussion of possible events for CASIs, including:

- PD brown bag session – someone from secretary's office and the Professional Development and Recognition Committee as leaders.
- Active shooter training – UW Police Department would lead.  
OVCERGE CASI echoed the ASEC/CASI discussion that this should include addressing the needs of the disabled.

Also discussed was campus-wide performance management. Some CASIs had input in how that looks and had input in the choices that are available in the template system. A Box account was created to compare and contrast various units' performance management online design and questions.

Regarding the ASEC meeting:

- The VCRGE search is on track for late summer/ early fall
- Two associate vice chancellor positions need to be filled by fall
  - Norman Drinkwater's (biological sciences) and Lea Jacobs (arts and humanities) stepping down
- Work on Materials Transfer Agreements - as they take three months now (RSP) Manage risk rather than elimination of all risk
- Large grants office
  - Office that is all things for all people is a non-starter
  - Small departments don't have the resources but larger departments do have the expertise and possibly have someone on staff that can forward people to the larger department for help.

TTC committee OHR professorial titles

- Hubbard volunteered and his name will be forwarded to ASEC to be approved to be on committee.

### **Committee Reports**

Personnel Policies and Procedures/HR Design (Bauman) – no report

Communications (Bendfelt) – Bendfelt has updated the CASI website. Met last week with fellow subcommittee member Heinritz to determine duties with which she could assist.

Nominating and Districting (Johnson) – no report

Professional Development (Schears) – Three of the five application packets forwarded from OVCRGE were approved. In the fall, these three individuals will take advantage of their award through the Academic Staff Professional Development Grant Program.

### **Other Business**

Reviewed the 2017-18 CASI annual report. One change to make is that IceCube is one word not two. An email vote for approval will be conducted since the meeting lacked quorum.

Olson did not provide the draft May 2018 meeting minutes so that will need to be carried over to a future meeting.

The committee decided to next meet in August. It is anticipated that new members will have joined the committee at that point through election (districts 3, 8 and 10).

Incoming Vice Chair Hackel raised additional matters to be considered for future meetings, including:

- Have Hubbard conduct a Brown bag to discuss the research professor title
- VCRGE search and screen volunteers – Hubbard has expressed an interest. Harrington served on the committee that hired the last vice chancellor. She outlined the time commitment, which was heaviest during the application package review. The process lasted roughly five months and for roughly the first month involved a weekly meeting. She said it was valuable to have someone from academic staff governance participate and felt academic staff had their interests well represented in the overall committee discussions.
- Discussion on chair versus vice chair of CASI.

### August meeting idea

- Adventure Learning Program – team building, communication, goal setting decision meeting. It's a student-run program.
- Come with what members want to work on the following year, including these seed ideas:
  - Continue research professor title work
  - Performance management
  - Position descriptions
  - Vice chancellor for research and graduate education search

Note that VCRGE Drinkwater will join the committee for the September meeting.

Possible center tours

RSP

Wisconsin Energy Institute

Institute on Aging

Bock Labs, which encompasses Institute for Molecular Virology, the Physical Sciences Lab and the Laboratory of Cellular and Molecular Biology

Research Animal Resource Center

Wisconsin Press

Possible invited speakers/topics

Isabelle Girard, director of campus research cores

Nick Novak—re-invite—assistant vice chancellor for research services

UW2020

UW External Relations, Ben Miller

Equity and Diversity Committee member on mindfulness in the workplace

**Adjourn**

**Next Meeting**

Monday, Aug. 13, 1:30 – 3 p.m., Room 334, Bascom Hall

**Future Minutes**

Jason Pinnow