

**Meeting Minutes**  
**Office of the Vice Chancellor for Research and Graduate Education**  
**Committee on Academic Staff Issues**  
**Monday December 10, 2018**  
**Bascom Hall Room 52**  
**1:30pm – 3:00pm**

- **Present:** Peter Johnson, Katie Frisch, Teri Liebmann, Jennifer Heinritz, Denny Hackel, Shane Hubbard, Jason Pinnow, Julie Karpelenia and Petra Schroeder
- **Convene:** Call To Order 1:30pm (D. Hackel)
- **Approval of November minutes with minor adjustments** (T. Liebman moved to approve, J. Pinnow seconded)
  - Location should be included in minutes
  - Norman is our chair and not special guest
  - Remove second bullet under Nominating and Districting committee report
- **Subcommittee Reports**
  - Communications (J. Heinritz)
    - J. Heinritz will write up a welcome email as a template
    - Suggested communications using the annual end of the year report in June and a talking points email in December
    - Request for website to post annual report. J. Karpelenia will work with K. McMillen
  - Nominating & Districting (P. Johnson)
    - No changes
  - Personnel Policies and Procedures/HR Design (D. Hackel)
    - No changes
  - Professional Development and Recognition (J. Pinnow)
    - CASI report on applicants was sent in on time
    - J. Pinnow recommended the score sheet to be reviewed to have more consistency going forward
    - Plan is to review in subcommittee, revamp and then present to the large group for feedback
    - Subcommittee will contact past members to get more history and reasoning for the scorecard.
- **Old Business**
  - ASA Meeting Update
    - CASI Brown Bag (P. Johnson)
      - Presented academic staff recognition snapshot
      - VetMed-CASI discussed issues with distribution of these funds.
      - Title and Total Compensation Project Survey
      - Title Descriptions Update
      - MutliFactor Authentication (MFA) (D. Hackel)
  - Research Professor Title Update (S. Hubbard)
- **OVCRGE Associate Vice Chancellor for Finance and Administration:** Petra Schroeder

- Handout: overview of OVCRGE hierarchy
- Discovery to Product articles in the Isthmus
- Handout: Annual WARF Gifts
- Timeline in the Search for the Vice Chancellor
- UW Madison Research Rankings update
  
- **Plan for upcoming meeting:**
  - January meeting is cancelled
  - Next meeting is Feb 11<sup>th</sup>, D. Hackel will confirm guest speaker
  
- **Adjourn:** Meeting was adjourned (J. Pinnow moved, T. Liebmann seconded)