

## Meeting Minutes

Office of the Vice Chancellor for Research and Graduate Education  
Committee on Academic Staff Issues  
1:30 p.m. – 3:00 p.m., Monday, August 12<sup>th</sup>, 2019  
Memorial Terrace  
Minutes: Shane Hubbard

### **1:30 Call To Order**

- **1:40pm**
- **Present:** Shane Hubbard, Denny Hackel, Peter Johnson, Rebecca Chapman, Chris Huffman, Julie Karpelenia

### **1:31 Automatic Consent Business**

Approval of OVRGE-CASI minutes of Monday, June 10, 2019

- Discussion on the farewell email to Norman Drinkwater.
- Denny wants to reach out to Petra for a schedule of center reviews.
- Discussion on having a set Center visit schedule.
  - Shane volunteered to host the CASI at SSEC next month.
  - 45 minute tour and we will begin in AOSS rm 351.
- Julie discussed the research professor committees and how those are being formed.
- We sent nomination letters for the Vice Chancellors Search to Secretary of Academic Staff.

### **1:35 Subcommittee Reports**

- Communications (Bendfelt (\*chair), Heinritz, McMillen)
  - No updates, few corrections made to webpages, but noting major to report.
  - Moria et al. finished the impact report for this year.
- Nominating and Districting (Johnson(\*chair), Hubbard)
  - All of the elections were successful and filled.
  - Peter is going to write up something on vacancies and how those are filled mid-term for the by-laws.
  - The website needs to be updated w.r.t elections and terms.
  - After TTC we should take a look at the districts, number of people, and groupings.
  - March was decided as the best month to look at districts, elections and groupings.
  - Denny has a proposed re-districting scenario as well as Peter.
- Personnel Policies and Procedures/HR Design (Hackel(\*chair), Harrington)
  - Denny led an open discussion on how we could potential increase our CASI's visibility.
  - There is still some concern is that we may have trouble filling seats if we require more effort.
- Professional Development and Recognition (Pinnow(\*chair), Adluru, Chapman)
  - There was a quick conversation on the professional development grants and how the CASI plays a role in the selection process.
- Committee membership discussion
  - Making sure that all members have a committee they are on.

## **2:00 Business**

- ASA/ASEC Update (Hackel)
  - No update.
  
- CASI terms discussion and possible vote on Bylaws change
  - Peter will draft proposed language for a by-laws change. Currently, there aren't rules that determine what happens when a person leaves mid-term with respect to keeping elections for districts on the same schedule as we have today.
  - Due to the TTC wrapping up, we decided March was a good time to look at redistricting.
  
- Discussion of site visits and guests for upcoming 2019/2020 CASI year
  - Fall – Petra will attend our October meeting (2 – 2:30pm), Steve Ackerman will attend our November meeting (2 – 2:30 pm)
  - Spring – Denny is looking into more meetings with VCRGE leadership
  - Election for vice chair in June for a little overlap.
  - We discussed inviting Heather Daniels or Steve Smith to an upcoming meeting.
  
- Other Business/discussions
  - Conversation regarding how do we better market ourselves so that people we represent know that we are here and what we are up to.
  - Moira is wrapping up the impact report – opportunity to engage with our constituents.
  - Discussion on connecting more closely to our districts through information sharing via email.
  - Continuing discussion about center reviews and tours. Will look at setting a schedule for more future meetings. Shane volunteered to lead next month's meeting at SSEC.

Next OVCRGE-CASI meeting, September 9<sup>th</sup>, 2019; Room 351 Atmospheric, Oceanic and Space Sciences Building.

## **2:45 Adjourn**