

**College of Agricultural and Life Sciences
COMMITTEE ON ACADEMIC STAFF ISSUES**

Meeting Minutes

January 14, 2015

1:00 p.m.-2:00 p.m.

250 Agricultural Hall

Present: Vince Borleske, Laura Ward Good, Janet Hedtcke, Dustin Eilert, Dick Straub, Patrick Flannery, Robin Kurtz, Deb Wendorf Boyke, Rick Wayne, Carol Hillmer, Nicole Miller, Nicholas Bero, Christopher Day

Absent: John Klatt

Minutes: Rebecca Bock

Approval of November 12, 2014 minutes

Vince moved to accept the minutes, Rick second; motion carried

Additions or changes to the agenda

Carol added a few HR items.

Academic Staff representatives on CALS Academic Planning Council (APC)

Robin Kurtz, Academic Staff in Bacteriology, currently serving on APC and a member of the APC self-review committee was present to provide insight into how APC works. She described the committee and member roles, rules for elections, and history of elections.

APC is advisory to the dean making recommendations on faculty position requests, academic matters, new college programs, campus and college policy changes, budget decisions, etc.

The APC report recommends having two elected Academic Staff members on the APC, with one of them also being appointed to CASI. The CASI committee is being asked for advice on how this should be implemented.

CASI members noted that AS roles vary greatly around the college, AS in departments are different than AS in centers/programs/research stations, therefore it might be beneficial to have one member from each. It would also be beneficial to have them rotate off APC at different times.

CASI could serve as a nominating committee for APC by sending out a call for those AS interested in running for election. Academic staff could vote via email or Qualtrics. Elections are usually held at the end of the spring semester.

Review CASI Annual Report

Deb talked the committee through the highlights of the annual report and asked for recommendations from the group. Nicole will put the report in eCALS. Motion to accept the report with the addition of 7th ward information was made by Vince. Laura seconded. Motion passed.

Report on CASI/ASEC Fall Check In Meeting

Pat reported back on what he learned at this meeting pertaining to CASIs in other schools and colleges on campus. Some campus CASI committee members had been serving long terms. Some college's CASI's are considering adding classified staff to their committees.

CASI members asked what the proportion of classified versus academic within CALS is. Carol Hillmer responded that she could pull some numbers for the next meeting.

Pat will send Kevin Niemi, the CALS CASI ASEC rep an email inviting him to attend a future meeting to provide information.

College update

Dick reported we are waiting on final budget numbers. On February 3rd the governor introduces his budget which will be a good indicator, but budget reduction exercise are on hold until we know more.

Brian Holmes will complete his interim role as Assoc Dean of Extension on Jan 31, John Shutzke will return on Feb 1, 2015.

Subcommittee meeting reports:

AS Staff scholarship awards update: Vince reported that 3 awards have been made to Denise Smith, Clayton Kingdon, and Vince Borleske. Non-awardees not yet notified.

CALS awards: Committee will meet after February 6 submission deadline.

HR matters

Carol passed around two handouts, one on annual performance review and another on annual letters and life of service. Carol requests members review documents and give feedback by next Tuesday.

At 2:00pm Vince motioned to adjourn the meeting. Rick seconded. Motion carried.