

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

May 11, 2016  
1:00 p.m.-2:00 p.m.  
250 Agricultural Hall

**Present:** Vince Borleske, Cristiana Carusi, Chris Day, Dustin Eilert, Pat Flannery, Janet Hedtcke, Carol Hillmer, Nicole Miller, Robin Mittenthal, Janet Newlands, Joan Parrish, Mark Seeger, Dick Straub, Deb Wendorf Boyke

**Absent:** Nicholas Bero

**Guest:** Jon Roll –APC representative

**Minutes:** Dawn Wagner

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**Additions to agenda**

- None

**Approval of meeting minutes from April 2016**

Robin motioned to approve the minutes, Vince second; all voted in favor of accepting the minutes as written.

**CALS Updates**

Carol provided an update on the federal regulations that will raise the minimum salary for status under the Fair Labor Standards Act (FLSA). FLSA governs whether an employer is required to pay overtime for more than 40 hours worked. Workers who make less the minimum threshold, regardless of their appointment percentage or whether they are 9 or 12 month appointments, are required to report hours worked and be compensated for overtime. The current minimum salary for exempt status is \$23,660. The DOL originally proposed a new threshold of \$50,440. The most recent update is that the DOL may lower this amount to around \$47,000. Research Assistants (graduate students) are primarily here for their education and therefore will not be affected under the proposed change. Post-doctoral positions are expected to be included under the new threshold. There is communication among the other big 10 schools about whether we are interpreting the rule in the same way. We expect the DOL will issue a press release on May 16. At that point, we will know what the next steps are for compliance. It is expected we will have 60 days in which to comply with the new regulations. Units could put out a mandate that employees will not work overtime without express permission. This is the current situation for university staff who are hourly employees. DOL has indicated that each year a new level will be given. If they set the bar at \$47,000, it would increase by a certain percentage each year. It is not yet known whether it will be tied to cost of living increases or something else.

Carol addressed the current status of college communication regarding annual performance reviews. The annual performance review requirement in CALS has not changed. CALS was considering adopting a performance management tool that the College of Engineering developed. However, campus has recently adopted an applicant tracking system that will have a performance management module included in the software. Campus has not announced whether use of that system will be mandated going forward. The current strategy is for CALS to

determine what communication needs to be made to departments that will ensure our college is in compliance with campus without requiring use of a particular system at this time. Dick gave an update on faculty positions – it is likely that 6-7 positions will be approved for the upcoming fiscal year. This is a bit of a rebound after a couple of years of budget cuts. The college is recruiting for a new Associate Dean for Extension. John Shutske had announced his intention to move into a faculty position. The recruitment is for both internal and external candidates. It is uncertain how long it may take for the new hire to be in place. Dick thanked CASI for their efforts in determining this year's CALS academic staff excellence awards.

### **CASI website**

Nicole gave an update on the website. She summarized April's meeting in which she showed recent updates to the website and asked for comments from the committee.

- The committee discussed whether the website is intended to be more internally vs. externally focused.
- There was also discussion of having a Box folder where the committee could store their internal working committee documents, including instructions for how CASI members should contact their wards.
- The committee said they would continue to review the website updates and will bring comments to a future meeting.

### **Awards ceremony feedback**

Some of the CASI members were able to attend the ceremony. Those who attended thought that it was well done and positively received. In addition to the awards, there was recognition of new hires as well as recognition of years of service in CALS. The years of service milestones were recognized by inviting members of the audience to stand up when their milestone was called, starting with 40 years, followed by 30, 20 and 10. Everyone kept standing and about half of the room was standing once all the milestones were called. The committee felt it would be valuable for that approach to continue in future years.

### **Sub-Committee reports**

*Awards subcommittee.* Vince reported the subcommittee has finished the ASPD review and rankings have been submitted to the college level. The award recipients will be included in the 2015-16 annual report.

*Communications subcommittee.* Nicole will coordinate with subcommittee chairs for their contributions to the CASI annual report. The process is that the 2015-16 report is compiled over the summer, and then the committee would take action on the final draft during the first 2016-17 committee meeting in September.

*Nominations subcommittee.* Dustin asked all committee members to go back to their wards to spread the word on nominations. If CASI does not receive nominations by June 1<sup>st</sup>, then the committee will reach out to academic staff in order to recruit new members.

*APC update:* Jon Roll invited the committee to keep him informed of any academic staff issues the committee may have for the APC. The APC is currently occupied with proposals for faculty hires and department proposals. They are also continuing departmental reviews, and discussing Ph.D. program review and the teaching load policy.

*Personnel and Governance subcommittee.* Pat reviewed the final changes made to the CASI by-laws that were approved by the committee at the April meeting.

*Curriculum Committee update.* Robin reported that the committee is wrapping up end-of-year business. FISC courses are regularized and standardized in the course catalog, the last course pending approval will be moved to the September meeting.

Associate Dean Sarah Pfatteicher has posed a question to CASI – does the committee want to continue to appoint an ex officio member to the curriculum committee or would CASI prefer to receive periodic updates from the curriculum committee in another format?

- The committee discussed the pros and cons of appointing an ex-officio member. Some issues are the large time commitment required by the ex-officio member vs. the benefits of regular involvement with the committee. A lot of committee business involves route course approvals vs. broader issues. It was also noted that the curriculum committee's minutes are publically available.
- There was no motion but there was committee consensus that they would invite the curriculum committee to give CASI periodic updates moving forward rather than appointing an ex-officio member to the curriculum committee.
- The committee discussed the possibility that this approach could be taken in relation to other college committees. For example, it could be a part of the new vice-chair's role to invite members from college committees to CASI meetings to give updates on matters related to academic staff.

Deb thanked the committee for their hard work this year.

Meeting adjourned at 2:06pm