

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

Minutes

November 12, 2014

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

215 Taylor Hall

Present: Cris Carusi, Pat Flannery, Janet Hedtcke, Carol Hillmer, Nicole Miller, Dick Straub, Rick Wayne, Vince Borleske, Nicholas Bero, Dustin Eilert, John Klatt

Absent: Deb Wendorf Boyke, Laura Ward Good, Chris Day

Minutes: Laura Van Toll

Approval of minutes from October 2014 meeting

Nicole moved to accept the minutes, Cris second; motion carried

College Update

- Dean Straub updated the committee on the budget planning process. We submitted 2-4-6% budget cut plans to campus (2% = \$921,000) at the end of October. In deciding where cuts should take place the dean used the CALS strategic framework and the criteria of matching source of funding to expenditure (101 is tuition and research). The dean proposed filling budget gaps by shifting spending to other funds, increasing revenue generation, not filling open positions, and assessing a fee to 136 accounts. We will no longer cover deficits incurred by units due to activities that do not generate enough revenue to pay for themselves.
- We won't know about the proposed state budget until late February.
- The decision was made to close the West Madison SPAL and consolidate activities with the Marshfield facility. We have alternative uses for the Madison site, which led to choosing Marshfield.
- APC vote for restructuring has passed by a wide margin. This will affect the AS representation on APC and will place an APC rep on CASI.
- High demand exercise will now allow for AS to be considered in the pool for pay increases to retain a nationally recruited faculty or staff. This money comes to us from campus.
- Campus has told the dean there will be no critical compensation exercise this year. However, HR redesign might open opportunities for staff.
- All-College meeting is Dec 16 in the Ebling Auditorium, 3:00-4:30

Review draft letter to all Academic Staff

At the last meeting, the committee discussed a letter go out to all AS about CASI and the work they do. Pat updated a letter previously sent out as part of the AS welcome packet. The letter should be sent by the ward representative as part of an introduction.

The ward email lists are continually re-populated by CALS computing, members need to use the list for their ward. Can go into WiscList to see who is on your list.

Most members thought the letter was fine as presented, they will add anything additional in their cover email.

Pat suggests the letter be sent every year, preferably in September.

Annual Report process and timeline

Nicole will check with Bob about what currently exists for the annual report and send to chairs of the committees for updating. The updates will be sent to Deb to compile into a report. The compiled report will be reviewed by the full committee at their January meeting.

Memo from Secretary of Academic Staff

Secretary of Academic Staff would like the CALS CASI to host a brown bag session regarding topics related to HR design. The brown bag would communicate what will be implemented and how with HR redesign. The topics are: Performance Management, New Employee Onboarding, and Workplace Flexibility Toolkit.

Pat will contact the Secretary of Academic Staff to find out what is involved and will report back at the next meeting. This might be a good role for the mentoring subcommittee.

Sub Committee Reports

- Academic Staff Awards and PD
 - The sub committee reviewed first round of 7 scholarship applications to confirm eligibility and prioritize.
 - Announcement of UW-Madison and UW-System Academic Staff awards nominations are open. The deadline for UW-System nominations is December 5, UW Madison nominations are due by January 9. Vince will send the announcement to the committee.
- Nominations and Mentoring
 - Nothing to report
- Communications, Website & Districting
 - Nothing to report
- Planning a meeting
 - Nothing to report
- Personnel Procedures, Compensation & Governance
 - Carol will send length of service process and performance review process documents to the committee to begin work on.
- APC and Curriculum Committee
 - Nothing to report

Meeting Adjourned at 1:53