

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

November 11, 2015

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

250 Agricultural Hall

Present: Vince Borleske, Cristiana Carusi, Dustin Eilert, Robin Mittenthal, Janet Newlands, Joan Parrish, Dick Straub, Deb Wendorf Boyke, Nicole Miller, Mark Seeger, Pat Flannery, Nicholas Bero

Absent: Janet Hedtcke, Carol Hillmer, Chris Day

Minutes: Laura Van Toll

MINUTES

Additions to agenda

- CASI retreat
- Curriculum Committee update

Approval of meeting minutes from October 2015

Janet motioned to approve the minutes, Cris was second. All Approved.

Changes to UW travel policy

Judy Tonstad from CALS Financial Services attended to highlight some of the changes to UW travel policy. Travelers can only claim their own expenses, not those of other travellers. The new rules apply for staff, students and faculty and went into effect on October 5. Any travel before October 5 is under the old policy. Travellers now have 90 days to submit their report with receipts for reimbursement. Pre-payments need to show on the expense report as line items, if you have only pre-payments and no reimbursement is needed then you do not need to submit a report. In January 2016 they are changing some of the expense types in GET so old expense reports will be difficult to process. The website has a great calculator that gives hotel amounts and helps calculate per diem. Receipt requirements have not changed.

If you plan to drive on UW business, regardless of the vehicle, you must be an authorized driver by risk management to seek reimbursement. Students are authorized for a year only, they do periodic checks for employee eligibility. They will no longer reimburse for gasoline for personal vehicles, only mileage. The traveler must submit a map with mileage as a receipt for the travel.

Reservations for lodging must be made through the Fox World Travel site or directly through the hotel. You cannot use an unlicensed hotel, like renting a room or AirBnB. Meals will be reimbursed on the per diem model, not on actual expenses. First and last day of travel is 75% of per diem. If meals are provided they are deducted from the per diem. One-day trips with no overnight have a flat meal allowance of \$15 per day, regardless of how many meals. Incidentals are \$5 per day, this is included in the meal per diem and is no longer claimed separately. This amount includes laundry, water, phone calls, tips etc.

Hosted meal policy is still a work in progress, but the rates are set and will not change. Refreshment is \$10 per break, not per day. Any overages must be on a Foundation account. If there is a business purpose for the meal, then faculty and staff can participate in the meal without paying. If it is a training where industry is coming in and a registration fee is covering the cost

then you can spend more than the meal amount but must prove you are covering the additional costs through fees. My Wallet expenses cannot be pulled in for meals because of the per diem changes. You can still use your corporate card for meals, but the way it is reimbursed has changed.

Sub-Committee reports - Roles & responsibilities; Planned activities for 2015-16

Committee list with e-mails will be compiled and circulated

Academic staff prof development awards

- There were 3 applications that have been ranked and sent to the AS office by Dawn Wagner
- There can be multiple awards, usually 3+ CALS people get funded in each competition
- The funds pay for conferences and other prof development activities

Promoting CALS AS Awards

- There is an announcement that goes out in early December with applications due in February
- There are 3 categories you can nominate someone for: service, research, or leadership
- Vince gets the nominations and asks a few CALS CASI members and an outside CALS AS to help evaluate the nominations
- Campus and System also have awards for AS
- Nicole puts the call in e-cals
- CASI can modify the call if they want to update it
- The nominator is told if the nomination was or was not successful

Changes to Curriculum Committee structure

- There are currently 9 voting members on the CALS curriculum committee, there has been difficulty getting quorum at the meetings
- There is discussion of replacing some of the faculty with AS because they do a lot of instruction and would be more active participants
- Currently CC members are appointed, not elected
- Curriculum Committee will have more discussions about this and bring it back to CASI, there is no action needed at this time

Curriculum Committee

- Changes to FISC have been moving through Curriculum Committee
- The last meeting was a joint meeting with L&S

APC update

- Review of the F&WE program review
- Restructuring policy discussions, which includes a study period and consultation

CALS Updates - Dick

The College has issued a faculty position request this year. Last year no new faculty hires were made because of budget cuts. The number of positions is still unknown, it depends somewhat on retirements.

There has been an allocation of funds at the campus level for merit and compression equity for staff and faculty. The staff funding pool is about \$1M of which \$77,000 will come to CALS. The rules are that all staff are eligible regardless of funding source, however the funding source must pay for all market and equity raises (if you are on 136, then 136 must pay the raise). For staff at the top of their range, there is the ability to add. Departments and program directors will

nominate staff and those nominations will come to the dean's office for approval. For faculty, the total is \$3M, but no more than 20% of faculty will receive raises. The money is for performance, equity and retention. This is supposed to be fully implemented by late Feb/early March which makes the timeframe for decisions and disbursing the money short and leaves no funds available for needs in the spring.

We have not received budget cut info from campus, we have been told the greatest amount we will be cut is 2%, but it could be less. We are still implementing changes from the last budget cuts.

There is a search underway for a 50% faculty director for international programs. We are setting up interviews for early December. The person will be based in the dean's office. The candidates will give a public presentation that is open to everyone in the college.

CASI Retreat

Last week Joan and Deb attended a half-day CASI retreat. CASI reps from across the campus attended. The talks ranged from personnel to budget cuts to communication. The Education CASI puts together a talk once a year that everyone is invited to. The School of Nursing CASI did a study of the environment to see what they needed to address and they are still tabulating the results. The Library CASI has listening sessions. Joan asked about a review of the CASI and if CALS mandates that as part of the by-laws. CALS has quite a strong CASI compared to others.

Nicole mentioned CASI sent a letter out last year to all AS and that letter could be reframed and sent again this year and a letter for new AS is put into their information packet. WARD lists will be created and can be shared in Box.

Topics for future meeting

- performance management and how CASI can help communicate the change (January)
- barriers to getting people involved in shared governance
- communications