

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

Minutes

October 8, 2014, 1:00 p.m.-2:00 p.m.
250 Agricultural Hall

Present: Cris Carusi, Chris Day, Pat Flannery, Janet Hedtcke, Carol Hillmer, Nicole Miller, Dick Straub, Laura Ward Good, Rick Wayne, Deb Wendorf Boyke

Absent: Vince Borleske, Nicholas Bero, Dustin Eilert, John Klatt

Approval of minutes from May 2014 meeting

Change to the 2nd page in the letter to budget review committee, additional language is needed. Pat moved with changes as noted, Laura second; motion carried

Election of CASI chair

Nomination of Pat, seconded by Rick. Pat agreed to serve for the 2014-2015 term. The nomination was approved unanimously with the group's gratitude.

Election of CASI member to the Academic Planning Council (APC)

The APC is advisory to the dean on policy and curriculum and carries influence in College decision making. They advise the dean on program reviews, budgets, program proposals, faculty requests, etc. The committee meets 2x month, with reading in-between meetings. Tom Schwab was previously in the role, Robin Kurtz is the current elected AS representative. Laura was nominated to serve and accepted the nomination. Deb moved, Rick second; the nomination was approved unanimously.

Election of Curriculum Committee representative

Chris Day expressed interest in being the representative on the curriculum committee; Laura second; the nomination was approved unanimously.

APC restructure vote

The APC review recommended restructuring of the council to increase membership to 12 faculty with voting members weighted based on # of faculty in the unit. Per FFP rules, faculty are the voting members in the restructuring of departmental representation on the APC. The vote is being conducted electronically and will close Nov. 7. We need the majority of faculty to vote, 50% + 1. Under the current restructure plan, one of the AS on APC would be appointed as a liaison to CASI.

Discussion: CASI activities for the coming year

- **CASI communication to CALS academic staff and a new letter for current academic staff:**
 - Letter in new employee welcome packet: contains information on performance reviews and timing. A survey went out last year to ask AS if performance reviews were an issue, the response indicated it did not seem to be. Campus is drafting performance review policy and a standardized form as part of the HR redesign process that goes into effect July 1, 2015.

- The goal of the letter is to explain the role of CASI and its members, based on a revision of the new employee letter. The letter would be emailed by the CASI rep to their ward members as part of an introduction. Each rep will write a personalized email, attaching the standard letter. It might be possible to use a system such as Constant Contact to see who opened the email and who did not. For wards with more than one representative, the email would be co-signed by both reps.
- **Sub Committee membership and activities for coming year**
Each subcommittee needs a chair and 3 other members. Each member will serve on 2 committees.
 - Academic Staff Awards and PD: Janet, Rick, Laura, Pat, Deb, Vince (chair),
 - Nominations and Mentoring: Chris (chair), Laura, Pat, Vince, John, Nick
 - Communications, Website & Districting (Annual Report): Chris, Nicole, Deb (chair), Cris, Dustin, Nick
 - Personnel Procedures, Compensation & Governance: Janet, Nicole, Cris, Rick (chair), Dustin, John

College Updates

Dick Straub reported the chancellor has asked the College to plan for a 2-4-6% budget reduction. The plan is due to Bascom by the end of October. The chancellor has asked for strategic cuts, both long and short term. The short-term cuts will be difficult to handle strategically, given the short time frame to implement them.

There is a new proposed campus budget model that is more metric based for both instruction and research. The metrics being proposed use easily accessible data such as credit follows department/instructor and research dollars generated. Campus is planning for a slow phase in of the model. The proposal will go to the University Committee for approval and to faculty senate as an informational item. The reduction is partly due to the chancellor's wish to have flexible dollars that can be used for raises, retentions and other campus-wide needs. Campus currently has a structural deficit; increase in state funding would get rid of part of that, but not all.

Equity and Diversity Committee is looking at a policy for parental leave for faculty and staff and an award for groups and individuals working in diversity related projects and programs.

Adjourn at 2:04

Next meeting: November 12, 1-2pm in room 215 of Taylor Hall.