

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

October 14, 2015  
1:00 p.m.-2:00 p.m.  
250 Agricultural Hall

**Present:** Vince Borleske, Cristiana Carusi, Dustin Eilert, Janet Hedtcke, Robin Mittenthal, Janet Newlands, Joan Parrish, Dick Straub, Deb Wendorf Boyke,

**Absent:** Carol Hillmer, Nicole Miller, Mark Seeger, Pat Flannery, Christopher Day, Nicholas Bero

**Minutes:** Laura Van Toll

---

MINUTES

---

**Approval of minutes from September 2015 meeting**

Cris moved to accept minutes, Janet second; all voted in favor of accepting the minutes as written.

**Demonstration of performance review tools**

HR design is requiring each school and college have a performance review plan. CALS formed a workgroup with faculty and staff to discuss and determine what the CALS process should be.

The different parts of the process are:

- Expectation and goal setting
- Mid point conversation
- Informal conversations
- Summary evaluation

CALS will have a January-Dec review cycle with a July/Aug/Sept check-in. The campus penalty for non-compliance is to withhold the annual raise. One difficulty in compliance is that some people may not know they are supervisors or feel unqualified to do reviews. Documentation is required at the goal setting, summary review and informal conversation stages.

We are being advised to begin implementing SMART goals as they are being promoted as a best practice. CALS HR is setting up sessions in November for supervisors to learn about SMART goals.

Nancy Parkinson from CALS HR and Jason Jankowski from CoE attended the meeting to demonstrate the performance review tools being developed to help staff and supervisors manage and track the parts of the review process.

Employees and supervisors do not see the same thing when they log in. Supervisors will see all their employees as well as their own information. An employee who does not supervisor sees only their own self evaluation page. Once the final review is submitted for approval by the supervisor, the employee can see the information and sign it, but cannot change it. Logging into the system requires with net id and password and can be done anywhere there is an internet connection.

The job function field is to summarize basic job functions, expectations are based on the function

based on a 5 point rating scale. The user can add as many job function as wanted.

Goals can be broad (college goal) or specific to a position. The user must enter at least one goal. Behaviors for success is meant to be the expectations of the supervisor and there is a comment section with rating scale. There is a section for additional information that allows the supervisor to enter information not captured in other categories. There is also a spot for attachments that is meant to incorporate other types of evaluations (360 for example).

Self evaluation is done by the employee so they can reflect on their performance and give their input to their supervisor before the face to face meeting.

Midpoint has a yes/no checklist that lists what should be discussed. It mirrors the employee self-evaluation form. There is an optional comments field for both supervisors and employees. The mid point conversation does not need to be face to face.

The timeline for rollout of the tool in CALS is January 1. All units will be required to use the new tool, even if they have developed one of their own.

It will be useful to help staff understand the tool but also how the information generated will be used. Staff may not understand their rights under the new system.

### **Sub Committee membership and activities**

Most people were given both their first and second choices for sub-committee membership. Deb asks that committees meet before the Nov meeting to discuss their activities for the next year. The annual reports are on the CASI website and can provide guidelines. Deb will send out the sheet on what ASEC will work on.

*Academic Staff Awards and PD:* The awards committee only has 4 but Vince feels that is adequate for what the committee needs to do. Vince has agreed to chair the awards committee, he would like to appoint a co-chair to take over as chair next year. Janet Hedtcke has agreed to co-chair.

*Nominations and Mentoring:* Dustin will chair

*Communications, Website & Districting:* Nicole and Cris will chair

*Personnel Procedures, Compensation & Governance:* Need to assign a chair

### **APC update**

Laura reported on recent APC items including the program review for forest and wildlife ecology, and an overview of FISC and plans to integrate the program into university schedules and procedures. The council also looked at guidelines for restructuring. Both the restructuring and FISC topics will be brought back to future APC meetings.

### **Curriculum Committee update**

Robin reported that FISC was also discussed at the Curriculum Committee meeting. FISC outlined plans for change, including reducing from 50 to 20 courses and moving the courses to the UW course catalog. In the future FISC courses will go through CC.

There is conversation about changing the composition of the committee to include more AS as voting members on the committee. Currently there are 7 faculty and 2 AS on the committee.

More staff are teaching and faculty are less willing to serve on committees and attend meetings. Adding AS would reduce the number of faculty needed. This change would be put in place for 2016-17. Robin suggests a Qualtrics survey for interest and reason for not participating and the committee voted to move this to the personnel committee for action.

Updates from Dick

- Critical compensation and other salary increase exercises are changing. Campus is consolidating the funds into one pool will separate pools for faculty and for staff.
- The college is focusing on budget cuts, particular addressing the cuts ARS must take and how we will restructure, recover cost, and improve efficiencies in the research station network.