

Notes

Medical School Committee on Academic Staff Issues March 21, 2000

Members Present: Sybil Better, Elizabeth Gall, Jackie Hank, Keith Kunugi, Judy Manning, Jim Onofrey, Judie Pfeifer, Heidi Wilde, Walt Hopkins

Notes of the February 15 Meeting: Approved with no changes.

Changes to Agenda: None

Announcements:

Sybil Better announced that all Academic Staff are invited to the town hall meetings being held at Grainger Hall on March 21-22.

On April 27th from 12:00 - 1:30 pm there will be a meeting of all CASI groups on Campus to be held at Union South. Dean Farrell needs to designate a representative to attend the meeting to share strategies with the other CASIs. (Sybil Better, Jackie Hank, Heidi Wilde and Judy Manning all volunteered to attend.)

Discussion Issues:

1. MS-CASI Vacancy

Chris Lange has taken a private sector position. Options for filling his seat (Information Technology Staff, term ending December 31, 2001) were reviewed, including appointment or special election.

Chris recommended that Lee Strasheim serve as his replacement on the MS-CASI. Lee for his part has shown interest in taking over the position. Two approaches were considered:

- a. Use an interim appointment for the rest of the calendar year and then Lee could run for the remainder of the term during the next election (fall 2000).
- b. Make the appointment for the rest of the existing term (12/31/01).

The general consensus was that Lee should replace Chris through the rest of the term. This decision was based largely on the fact that Chris' election was uncontested and that Lee, as an Information Processing Consultant, fits perfectly as the replacement for Chris who too, was an Information Processing Consultant.

2. Bylaws

The previous agenda item revealed another area that needs to be addressed by this group. We have no bylaws indicating how unexpected CASI vacancies are to be filled.

Sybil Better, Keith Kunugi and Liz Gall volunteered to prepare a draft document based on the bylaws established by the School of Education CASI.

3. Subcommittee Reports

Merit Exercise: Walt Hopkins, Judie Pfeifer, Jackie Hank, Jim Onofrey, Liz Gall (convener)

Liz Gall presented the findings of the subcommittee on merit increases. Information needs to be gathered to determine the existing policies and practices used to evaluate Medical School employees and distribute merit. Issues discussed included (1) What method(s) should be used for gathering information (e.g., survey, email, letters, etc.); (2) How do we ensure that we have a good cross section of the Med School staff? Will responses be objective or will they come primarily from those with an axe to grind? It was agreed that multiple surveys should be avoided so as not to overwhelm our colleagues.

Action: As an initial step, the Merit Subcommittee will draft a letter to department administrators requesting information on current practices used for the allocation of merit.

Communication within the MS: Heidi Wilde, Judy Manning, Chris Lange, Sybil Better (convener)

Sybil Better summarized the meeting of the subcommittee on communications. All agree that more and better communication is needed throughout the Med School. The means for achieving this goal are less clear. Possibilities include: (1) A survey and/or the use of focus groups to clarify needs; (2) town meetings; (3) brown bag lunches or (4) social events. Some of these options could be combined.

The town hall option (or some variant) was discussed in more detail. Considerations include: (a) would we try to present specific issues, (b) would we target specific groups, (c) should we focus on a single issue or multiple subjects and, (d) how large should our audience be? The importance of varying the location (i.e., CSC and MSC) of such events was noted.

Action: The communications subcommittee will reconvene to develop a more specific proposal for town hall and/or brown bag meetings.

Job Security: Mary Ametani, Casey Reiser, Kay Schoenherr, Keith Kunugi (convener)

Keith Kunugi presented a detailed report outlining the various type of academic appointments in the Med School. He pointed out that the Med School lags behind the entire campus when it comes to providing rolling horizons and indefinite appointments. Keith also explained the differences between layoffs and non-renewals and the employee's rights to re-appointment.

The group agreed that the Med School needs to raise its level of indefinite appointments to the campus average.

How would this be funded? Issues of soft vs. hard money were raised. Questions were also asked about responsibility for covering salaries for those who lose funding in the middle of an appointment.

Rewarding long-term employees with some sort of job security was also a concern of the group.

Action: The subcommittee will draft a preliminary recommendation to the Dean to bring the level of the indefinite appointments to the campus average. The committee will also meet to discuss the difference between layoff and non-renewal in order to bring the issue to the Dean.

Next CASI meeting, Tuesday, April 18, 2000.

Meeting Adjourned at 3:30 p.m.

Prepared by Jim Onofrey
March 29, 2000