

Minutes of Departmental Committee Meeting

1:30 Tuesday, November 14, 2017, Room 9341

Professors Berry, Bertram, Blackwell, Buller, Burstyn, Cavagnero, Coon, Ediger, Fredrickson, Garand, Goldsmith, Hamers, Hermans, Jin, Landis, Moore, Nathanson, Sibert, Smith, Stahl, Weisshaar, Yethiraj, Yoon attending.

Kyle Acevedo, Ariel Andrea, Rachel Bain, Cheri Barta, Desiree Bates, Mike Bradley, Arrietta Clauss, Pam Doolittle, Tracy Drier, Kayla Driscoll, Pat Egan, Bruce Goldade, Ilia Guzei, Jeanne Hamers, Kristi Heming, Heike Hofstetter, Paul Hooker, Char Horsfall, Tony Jacob, Quinn Lorang, Sue Martin, Paul McGuire, Steve Myers, Jeff Nielsen, Vanessa Orr, Cayce Osborne, Matt Sanders, Mike Schwartz, Bob Shanks, Alan Silver, Chad Skemp, Sarah Specht, Cheri Stephens, Cecilia Stodd, Martha Vestling, Chad Wilkinson, Marc Willadsen, Jim Zernicke also attended.

Open Session

Minutes of the last meeting (10/10/17) were approved on a voice vote.

Announcements and Reports

Safety Update

Jeff Nielsen reported that a domestic water pipe break in the basement CLC office resulted in about 3500 gallons of water flooding the basement and subbasement areas. The pipe corroded at the end cap. While responding to the emergency, Jeff discovered several frayed electrical cords that made cleanup for him and the custodians somewhat dangerous. Please get your cords replaced when any wear is noted. Also, keep in mind that recent electrical inspections have cracked down on using plug strips for appliances such as microwaves, refrigerators and copiers. These need to be plugged directly into outlets; let Jeff know if you need more electrical outlets. Any equipment with 2-prong plugs you discover should be replaced. Significant damage was limited to the CLC – they lost a copier and several computers, as well as a considerable volume of paper records.

Featured Staff

Desiree Bates was the featured staff member at the monthly meeting, introducing herself and talking about her role in the Department. Desiree is the Computational Chemistry Leader. She received her PhD from University of Mississippi in Oxford. Desiree helps groups to do research on the computer clusters, either running programs for them or teaching them how to run their own. Besides teaching the Chemistry 637 course, which aims to help experimental chemists navigate the world of computational chemistry, Desiree helps our academic staff introduce computational concepts into the labs. She is active in the Academic Staff Committee, the ACID (Achieving Career Insight & Development) seminar series, PGSEC (Partners for Graduate Student Experience in Chemistry), and the Catalyst program.

Andrea Lawson, Licensed Clinical Social Worker with UHS

Arrietta Clauss introduced Andrea, who will be our liaison with the “Office Hours” program and UHS. Although her role is to help Campus address mental health concerns for students, she can also be useful to faculty who are dealing with potential mental health issues in their classes; Andrea’s advice is, “If you’re not sure, call UHS.” They see 10% or so of the student body each year.

Administrative Update

Pat Egan announced that AirGas has instituted a new charge on delivery of gas cylinders; \$20 per order. So groups are better off ordering several cylinders at a time. The Business Office will start ordering a group of cylinders on Thursday, so order before Thursday on Aestiva and the cost will be borne by a number of groups.

The University is trying to eliminate the use of credit cards for inter-departmental purchases. In particular, DOIT will not take credit cards. You can use a D-Number instead; see Chad or Tim in the Business Office.

Awards

Judith Burstyn announced that Randy Goldsmith and Tehshik Yoon would receive the James W. Taylor Excellence in Teaching Award. The presentation and reception will likely be December 8.

Sue Martin reported that Mike Bradley and Steve Myers would receive two of the College of Letters & Science University Staff awards.

Faculty and Staff Recruiting

Helen Blackwell reported on faculty recruiting; the committee has identified ten candidates and is getting permission from the Dean to send invitations. Schedules will start the week after Thanksgiving and continue into January.

Pat Egan reported that we have an accepted offer to Tatum Lyles to replace Libby Dowdall as Communications Specialist. She will start December 11.

Jeanne Hamers reported that she is doing reference checks for the Student Services position; she interviewed six people.

The posting for the Organic Assistant Lab Director closes Nov. 15.

Academic Requirements

We have submitted the changes to the Chemistry major that were approved earlier this year, and they have been accepted by the University.

We have submitted our assessment reports for both undergraduate and graduate assessment.

Report on Advancement

Judith Burstyn reported on data provided by Nick Jaeger. Nick was hired in 2013. Since that time, annual gifts that had been about \$600K are now in the \$2-\$3M range.

Changes to Procurement Card Policies

Pat Egan reported. Only the person whose name is on the card can make purchases. This ends our ability to use Bob Duessler's card to book all travel. We have obtained five new cards, one for each of the coordinators and one for Kayla. We also obtained a backup card for Quinn. This policy goes into effect December 1.

New Timeline for Appointments/Benefits Eligibility

Pat Egan reported that the benefits system is switching to new statewide software. Because of this change, ALL appointments must be in the system at least a week before the appointment starts, or they will not be able to receive benefits. This includes changes from TA to RA and RA to TA. This makes it imperative to stick with the deadlines for student appointments.

New Building Project

Bob McMahon reported that the design team has come up with a new color scheme for the building. Meetings to complete the design of the seventh and eighth floors will be held December 4 and 5.

The University and WARF have committed significant amounts of money to the project, allowing the entire project with the exception of the research floor to be designed and built.

Upcoming Events

Taylor Award Symposium held December 8 in 1315 Seminar Hall.

Nomination for Campus Academic Staff Excellence Awards due January 12, 2018.

Business

Space

Judith Burstyn led a short discussion of research space. We will need all the extra space we can get to make new hires.

Salary Exercise Process

Judith Burstyn presented the Department's approach to the salary exercise. She has already sent an email to the Department concerning priorities, which the Finance Committee has approved. Newly eligible staff, staff who haven't had a recent raise, and compression problems will be the highest priorities. This exercise is not state-funded, and must be targeted; it cannot be, or appear to be, across the board. The exercise is supposed to benefit about one-third of the academic and university staff, and one-fifth of the faculty.

We have three blocks of money to distribute – faculty raises, staff raises, and bonuses. The Department must contribute some of its own.

The Executive Committee will be asked to defer its decision-making authority to the Chair when it comes to faculty raises. Judith Burstyn will consult with recent chairs Bob McMahon and Jim Weisshaar.

Supervisors will only be eligible for raises if they are current with their evaluations. Staff must have had a recent evaluation to be eligible, but no staff will be penalized for their supervisor's failure to provide an evaluation. All employees must have completed the University's sexual harassment training.

Raises or bonuses will go into effect in January.

The state has also adopted a pay plan – 2% raises to go into effect July 1, and 2% on January 1, 2019.

With no additional business brought to the Department Committee, the meeting was adjourned after a motion from Bob McMahon and Jim Weisshaar.

December 7, 2017. MJS