



COE CASI Minutes – Sept 7, 2022

Attendees:

Members: Andi Bill, Justin Bush, Marc Class, Jacki Bastyr Cooper, Mary Fitzpatrick, Steve Flaherty, Sara Hladilek, Nathan Jung, Mark Malkin, Kelly Petersen, Amanda Rasmussen, Zach Smith

Ex-officio: Jason Jankowski

Other: Sara Hagen, Theresa Rodger, Julie Johnson (ASEC), Cindy Poe, John Jacobs, Marjorie Olsen, Joshua Leach, Janna Polluck, Duachi Yang, Kim Farley, Steven Krebs, Shelly Xie, Rob Kohlhepp (CAE Director) and David Noyce (Exec. Assoc. Dean)

Absent Members:

Introductions – 2:00 – 2:10 pm

- We welcomed our new CASI Chair, Sara Hladilek, and with so many new members went around the table introducing ourselves and what part of CoE we were affiliated with.

Updates – 2:10 – 2:40 pm

HR, Jason Jankoski, Assistant Dean and CASI ex-officio member

- Jason discussed how the TTC titles allows for progression in title in research and instructional titles. These titles allow for the possibility that staff may stay in one lab or department for their career. He also shared that for administrative positions, the automatic progression of titles in the past system was based on years of experience. That being said, not all administrative positions were transferred to a similar structure in TTC. This would include areas such as fiscal/budget, HR, Research Administration, etc. In these titles, ability to promote to another title is determined on a case-by-case basis.
- To be in consideration for a management title, one must manage a unit or program and delegate authority to act upon the division at an administration level. They must supervise at least 2.0 FTE or have functional management responsibilities.
- The term “scaling” was discussed and how it differs between different schools and colleges on campus i.e L&S versus CoE.
- ATP (Administration and Transformation Project) – is in the development stages and will impact HR, Finance and Research Administration.
- There are 2 required trainings that need to be completed in order to be eligible for the state increase in January 2022:
 - Cybersecurity
 - Sexual Harassment
- There is an additional training requirement for CoE faculty and staff to be eligible for the DCF and Block Grant exercise:

- DEI Training (CoE does not have a tracking mechanism for this yet, going on honor system)
 - Breaking the Bias qualifies but if you have attended an event you feel would meet the DEI requirement, you can e-mail Chris Castro directly at ccaastro4@wisc.edu to determine if it qualifies or not.

Dean's Office, David A. Noyce, Executive Associate Dean, College of Engineering and Rob Kohlhepp, CAE Director

- *Network security policy*: Cybersecurity is quickly becoming a world-wise issue. Our CAE department is monitoring computers only from a software perspective, there is no management-based review of individual computer behavior. This is being done to prevent data security breaches for the large amount of research conducted within the College of Engineering. They are working diligently to make sure we are in alignment with campus.
- It was asked that these mandated messages be clear and that these messages also be shared with staff, not just faculty and students.
- *CoE Strategic Planning process*: The CoE current Strategic Plan is in draft form and will be circulated for edits/comments within the next couple of weeks. Listening sessions will be held closer to mid-semester and the goal is to find commonalities and synthesize overlapping thoughts into one final version. Dean Noyce would like this to be team effort to help move CoE forward.

ASEC Rep, Julie Johnson, ASEC CASI Liaison, 2:40 – 2:45 pm

- Julie is our new Academic Staff Executive Committee (ASEC) CASI Liaison and is available to meet either in-person or by e-mail. She is a teaching and learning specialist for the Center for Teaching, Learning and Mentoring (CTLM). She's is also a Fall 2022 lecturer with the department of Educational Psychology. She served as an Academic Staff Assembly representative from 2020-2022 prior to joining the ASEC team.

Discussion – 2:45 – 3:00pm

CASI Committee

- Discussion of what CASI wants to be. We would like to function and engage the best way we can and discussed ways that we can have the CoE campus recognize us as a robust group to involve; as a voice for the staff.
- Discussion of sub-committees and motion to approve them was passed. Sara will send out an e-mail to gauge interest and recruit members for each committee.
 - Required committees
 - Elections, Nominations and Membership
 - Recognition and Retention
 - Communication and Information

Future –

1. Follow-up on name discussion
 - Committee Advocating for Staff Interests (potential name???)
2. Provide overview of new meeting agenda format
 - Having a standard plan
3. Ask the Dean to introduce the new CASI chair and members at the COE Fall all-staff meeting
4. TTC
5. ATP
6. IEDE Strategic Plan feedback in August (?)