

CoE Committee Addressing Staff Interests (CASI) Agenda
Wednesday, January 4, 2023
2:00 – 3:00 PM
Room 2180 Mechanical Engineering

CASI Attendance In-Person: Sara Hladilek, Kelly Petersen, Jackie Bastyr Cooper, Mary Fitzpatrick, Jason Jankowski (ex-officio), Daniel Gaona

Guest Attendance In-Person: Janna Pollock, Hannah Douglas, Kathryn Rasmussen

CASI Attendance Online: Andi Bill, Justin Bush, Mark Malkin, Nathan Jung, Marc Claas

Guest Attendance Online: None

- | | | |
|-------------------|---|-------------------------|
| 2:00 PM – 2:01 PM | Welcome/Roll Call/Announcements
<i>(CASI members – please remember to leave your name table tent on the table at the end of the meeting)</i> | S. Hladilek |
| 2:01 PM – 2:50 PM | Business <ul style="list-style-type: none"> • Sub-Committee Reports/Motions (if applicable) <ul style="list-style-type: none"> ○ CASI Planning/Tending <ul style="list-style-type: none"> ▪ Nomination for Vacant Seat – Daniel Gaona <ul style="list-style-type: none"> • Motion to nominate Daniel Gaona by Jackie, Daniel explained a bit about himself and his background, motion passed. ▪ Discussion on what subcommittees can do for decisions versus what needs to be brought to CASI as a whole for decisions <ul style="list-style-type: none"> • Floor opened to conversation. Concerns about what type of decisions would each sub-committee need to make. Maybe CASI can motion for sub-committees for full decisions on singular committee decisions. Maybe sub-committees come back to CASI with decision points. Maybe proposals should be made by a sub-committee and then CASI makes the decisions. Final thoughts - Sub-committees run down leads, do the work, make lists of options, bring it back to CASI for final decisions. But whole CASI isn't a place to rehash everything talked about in subcommittees. ○ Communications and Information <ul style="list-style-type: none"> ▪ No comments ○ Recognition and Retention <ul style="list-style-type: none"> ▪ Long list of things that may be good ways to recognize people. List of long-term goals and short-term things. Items such as "notes on a fridge" – quick recognitions. • ANNOUNCEMENT Meeting Time for Spring term (February – June), if available <ul style="list-style-type: none"> ○ No single time where all are available. Every time has multiple people unavailable. So there are two day/time options that might work if possible. ○ Decision to meet on 1st Wednesday of the month 10:15 – 11:45am. Meeting invites will be sent out. | S. Hladilek/K. Petersen |
| 2:50 PM – 3:00 PM | Questions from Guests, if time permits <ul style="list-style-type: none"> • Question for Jason about WorkDay – will it work faster/better than current system; Work Day to come online 2024. • Will floating holidays be broken out in WorkDay – don't know for sure, but likely not. Clarification about entering legal holidays in the system – yes, use legal holiday to cover | S. Hladilek/K. Petersen |

floating holiday time. Staff must enter their own legal holiday entry to count for floating holiday time.

- Request to clarify what we are currently using versus new platform in future. Right now we use HRS – current payroll system. In the future (sometime in 2024), we will use Work Day.
- Update from Academic Planning Council Meeting (Mark Malkin) – Dean gave a review of how the design of the new building will proceed. CASI will be offered a role to be involved – chair to be at listening committee. WISELI will change their name but keep their acronym.
- Kristy Remucal (faculty from CEE) is on new building committee – Jackie is meeting with her to talk about lab space and lab space needs in the new building.

3:00 PM

Adjourn

S. Hladilek

Next Meeting – February 1, 10:15 – 11:45am
LOCATION: ME 2180

INFORMATIONAL ITEMS:

Sub-Committee Membership:

- Planning/Tending: Sara Hladilek, Kelly Petersen, Zach Smith, Mary Fitzpatrick, Andi Bill, Justin Bush
- Communications and Information: Nate Jung, Jackie Bastyr Cooper, Marc Claas, Sara Hladilek
- Recognition and Retention: Mark Malkin, Amanda Rasmussen, Kelly Petersen

Future Possible Items of Discussion:

- 5-Year Review; TTC; ATP; IEDE Strategic Plan feedback – timeframe?

ANNOUNCEMENTS:

- Feel free to [Connect with CASI](#) (NetID required). Do you have something you want to share with CASI? You may connect with us via this web form.