

**CoE Committee Advocating for Staff Interests (CASI) Minutes**  
**Wednesday, February 1, 2023**  
**10:15 – 11:45 AM**  
**Room 2180 Mechanical Engineering**

10:15 AM – 10:16 AM	Welcome/Roll Call/Announcements	S. Hladilek
10:16 AM – 10:55 AM	<p>Guests: Chris Castro, Associate Dean, IEDE in Engineering and Don Gillian-Daniel, Director of Professional Development, IEDE in Engineering</p> <ul style="list-style-type: none"> <li>• Conversation: Chris and Don will meet with CASI to have a conversation about professional development offerings and needs for academic and university staff. <i>(This is a conversation not a presentation.)</i> <ul style="list-style-type: none"> <li>○ <i>Don led a conversation about staff professional development needs and hopes. He explained he would be taking notes and would submit an overview of his notes to us for review prior to our next meeting.</i></li> </ul> </li> </ul>	C. Castro/ D. Gillian-Daniel
10:55 AM – 11:30 AM	<p>Business</p> <ul style="list-style-type: none"> <li>• Sub-Committee Reports/Motions (if applicable) <ul style="list-style-type: none"> <li>○ CASI Planning/Tending <ul style="list-style-type: none"> <li>▪ <i>Elections will be held this Spring. P/T is working through the details and will follow-up when dates and plans are ready.</i></li> <li>▪ <i>Office of Strategic Planning statement of work is in process. We are working with the Dean's Office for approval.</i></li> </ul> </li> <li>○ Communications and Information <ul style="list-style-type: none"> <li>▪ <i>Ideas for webpage updates have been discussed.</i></li> </ul> </li> <li>○ Recognition and Retention <ul style="list-style-type: none"> <li>▪ <i>Ideas for staff recognition were briefly discussed, but the committee was unable to meet.</i></li> </ul> </li> </ul> </li> </ul>	S. Hladilek/K. Petersen
11:30 AM – 11:40 AM	<p>Updates from CASI members, if applicable</p> <ul style="list-style-type: none"> <li>• <i>None.</i></li> </ul>	S. Hladilek/K. Petersen
11:40 AM – 11:45 AM	<p>Questions from Guests, if time permits</p> <ul style="list-style-type: none"> <li>• <i>None.</i></li> </ul>	S. Hladilek/K. Petersen
11:45 AM	<p>Adjourn <i>(CASI members – please remember to leave your name table tent on the table at the end of the meeting)</i></p>	S. Hladilek

Next Meeting – March 1, 2023

10:15AM – 11:45AM

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#### 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?

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#### 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.