

**CoE Committee Advocating for Staff Interests (CASI) Minutes**  
**Wednesday, April 5, 2023**  
**10:15 – 11:45 AM**  
**Room 2180 Mechanical Engineering**

**Attendance In-Person:** Sara Hladilek, Kelly Petersen, Amanda Rasmussen, Jason Jankoski, Jackie Bastyr Cooper, Mark Malkin, Marc Class, Zach Smith, Haley Briel (CEETE)

**Attendance Online:** Andi Bill, Daniel Gaona, Mary Fitzpatrick, Nathan Jung, Alex Conrad, Angela Kita, Hannah Douglas, Stacey Koch, Teresa Rodger

10:15 AM – 10:16 AM Welcome/Meeting Updates

S. Hladilek

10:16 AM – 11:30 AM Business

S. Hladilek/K. Petersen

**Sub-Committee Reports/Motions (if applicable):**

**CASI Planning/Tending**

S. Hladilek

- Elections/Nominations update: Please nominate yourself or others to join CASI for the 2023-2024 term. The nominations link is: <https://forms.gle/x9VGexzcaYAf5ZNJA>. Nominations are open until the 7th. Election will happen April 17 – 23.
- May meeting discussion – CASI discussed finding a time to meet with Jacob Hahn for the 2022-2023 retrospective meeting. May 17, 10:15 11:45am is choice number 1, with May 3<sup>rd</sup> (standard CASI monthly meeting time) as the second choice. Sara will work with Jacob to see which date works for him and schedule meeting

• **Communications and Information**

J. Bastyr Cooper

- No meeting, nothing to report out

• **Recognition and Retention**

A. Rasmussen

- Discussion about how university level awards for academic and university staff are only shared with each individual group but not across groups. CASI can be a bridge for now to get these out to each group, until the University sends to all.
- Potential options in the future: Recognition of people who have been here/CoE/system for lengths of time i.e. 10 years, thank you cards, notes, staff gathering/BBQ before construction starts, coffee/bagels/donuts

**Staff Climate Survey**

S. Hladilek

- CASI needs a list of questions/topics/areas for the meeting with Data, Academic Planning & Institutional Research. The meeting date will be determined based on the outcome of the conversation with Jacob for the CASI retrospective. Question/topic options:
  - Did they take any information from exit surveys from staff leaving the COE or just conversations from current staff? Did they compare exit surveys to Climate Survey? Talk more about the exit questions – moving jobs questions.
  - Maybe ask for a comparison of what COE did really well compared to other schools/colleges according to the responses
  - Send an email to all CoE staff, ask them to review climate survey link, and reply in a google doc asking for questions they want to have asked (anonymous responses)



11:30 AM – 11:40 AM	Updates from CASI members, if applicable <ul style="list-style-type: none"><li>• Construction timeline updates from Pete Nemetz (reported by Sara Hladilek)</li><li>• Is there any college wide off-boarding process for grad students? No.</li></ul>	S. Hladilek/K. Petersen
11:40 AM – 11:45 AM	Questions from Guests, if time permits <ul style="list-style-type: none"><li>• N/A</li></ul>	S. Hladilek/K. Petersen
11:45 AM	Adjourned Early <i>(CASI members – please remember to leave your name table tent on the table at the end of the meeting)</i>	S. Hladilek

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Next Meeting – May 3, 2023

10:15AM – 11:45AM

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