

CoE Committee Advocating for Staff Interests (CASI) Minutes
Wednesday, July 19, 2023
10:15 – 11:45 AM
Room 2180 Mechanical Engineering

Attendance:

In-Person CASI: Kelly Petersen, Nate Jung, Sara Hladilek, Alex Conrad, Daniel Gaona, Marc Claas, Amanda Rasmussen, Jackie Bastyr Cooper, Angela Kita, Jason Jankowski

In-Person Constituents: Chris Castro, Zach Smith, Hannah Douglas, Steve Krebs, Beth Brandl

Virtual CASI: Justin Kyle Bush, Mary Fitzpatrick, Sara Tate-Pederson

Virtual Constituents: Maria Zarzalejo Camejo, Molly Olds, Sara Hagen, Stacey Kock

10:15 AM – 10:20 AM Welcome/Meeting Updates

K. Petersen

- Welcome to all new CASI members, introductions
 - Individuals in person and virtual introduced themselves

10:20 AM – 11:20 AM Guest: Chris Castro, Associate Dean, IEDE in Engineering

C. Castro

- Conversation: Advancing a culture of inclusion through the PMDP process
 - Chris Castro attended to discuss the next steps to advance a culture of inclusion within the CoE. A background was given. Our CoE Leadership council (governance body composed of the Dean, Associate Deans and Department Chairs) charged the IEDE committee to draft guidance for faculty members to report on their contributions to advance a culture of inclusion and belonging at the College of Engineering. This guidance is now included in annual activity reports and tenure and promotion. The next step is to do a parallel process for CoE staff (Academic and University). This is an item that will be required of all staff in the future and will be part of the annual review process. (In the past, the requirement has been to attend a professional development experience in IEDE.) Chris would like to move beyond the baseline of professional development and put this within the context of an annual eval for supervisor/employee to have a conversation and set annual goals that advance a culture of inclusion.
 - Today, Chris is requesting endorsement from CASI to integrate an IEDE goal into the PMDP process. If endorsement is given, Chris will then begin drafting a document with guidance for supervisors and employees on having the discussion and setting goals. It might take 12 – 18 months to phase this process out until it is part of everyone's annual review process.
 - The requirements for staff may look different depending on the individual's role (i.e. Lab managers vs teaching professors). Team-building exercises and practice with having inclusive conversations, all of these are examples of what can qualify as a contribution to advance a culture of inclusion and belonging.
 - It is also important to remember and include the 3rd shift workers and those who are completely remote. Chris and his team are aware of this and will work with CASI to get input from these groups as well. Carmen Romero-Gonzalez is a good contact/advocate to work with regarding 3rd shift workers.
 - Dean's Office wants people to know about this up front. So, this needs to be transparent as part of the process.
 - Supervisors will get guidance and help in learning to have these conversations and conducting this work with staff.
 - The type of ethos attempted to gain with this work is that of commitment, not compliance.



- Looking for a benchmark of commitment and trust.
- There is no evaluation of the quality of item; it is a dialogical process, not an evaluative process.
- Chris stated there is a lot we don't know yet but that will be done through the drafting process. Once a draft is created, Chris will bring it back to CASI with a document to discuss and edit.
- Concerns about tying this to evals, only. Goal is that this becomes a culture and becomes an ongoing process that is memorialized in the annual review, but is more of a year-round process and ongoing conversation.
- April McHugh – a staff member in OHR, offers presentations on how staff can learn to make their annual review work for them.
- Susan Tran Degrand, the Director of the Office of Equity, Inclusion and Well-being, also in HR, provides workshops on how to use inclusive language and prompts. More information and diversity resources can be found on their website here: <https://hr.wisc.edu/equity-inclusion-and-employee-well-being/learning/institutional/>
- Resources:
 - <https://hr.wisc.edu/eid/council/>
 - <https://hr.wisc.edu/docs/vcfa-eid-council-charter.pdf>
 - <https://hr.wisc.edu/docs/vcfa-eid-priority-areas.pdf>
 - <https://diversityforum.wisc.edu/>
- Chris and others are working on a centralized professional development webpage that will be launched in Fall as a centralized place where faculty and staff can go to check out what is happening in the college and across campus.
- Chris will work with CASI in the development of the document.
- Hopefully by 2024 – 2025, the process will be completed and include all staff.
- Chris would like CASI to go back to their networks, the people they are representing, to get more views, opinions and perspectives involved in the creation process.
- Will there be a future process to get students involved?
 - There will be a community of practice (instructors across multiple courses) launched this Fall with the idea to better support students in creating a culture of belonging. Essential skills that focus on teamwork, leadership, ethics, equity-minded engineering, and communication will be taught in the upcoming workshops run by this group.
 - There will also be an optional small TA community of practice this year, to give them opportunities to engage. It will be different than the instructor community of practice, but these topics will be discussed in this TA program.
- **CASI agreed to endorse this process. Chris will start the process of creating the document.**
 - **This endorsement will be followed by a conversation between Chris and CASI where we can review the draft together and make edits as necessary.**

11:20 AM – 11:35 AM Business

K. Petersen/N. Jung

- Nominations for 2023 – 2024 Minutes taker
 - Jackie nominated Amanda. Mary said she would be Amanda's back-up.
- Explain Subcommittees – open to any membership changes, extractions or additions
 - Planning/Tending, Recognition and Retention, and Communications and Information. New members – please feel free to join any of the sub committees. Each subcommittee introduced their role:



- Planning/Tending does the items that keep CASI moving forward – the annual processes such as elections and bylaws
- Recognition/Retention is a place to recognize staff and retain staff, acknowledge peoples' tenure, hopes to plan some CASI community events, Guest member Steve Krebs added that any personal touch that can be used to deliver or involved with recognizing someone will help. Whether it be a Chair or the employee's supervisor that does it, it definitely makes an impression. The more personable, the better!
- Communication/Information – website updates, information for staff, talking of other ways to communicate to the group such as a newsletter. C/I UPDATE: They have done some webpage changes, including the agenda, minutes, and a summary. Employee recognition tab has been included. New member bios were updated on the page.
- If anyone wants to join a subcommittee – talk to one of the current subcommittee members to join.
- Each committee should try to create a monthly regular recurring meeting.
- Fall term meeting time:
 - Decide on standard meeting time for rest of Summer and Fall
 - Meetings will continue to be the first Wednesday of the month at 10:15 – 11:45am.
 - September meeting will move to second Tuesday of the month due to September 6th being the first day of Fall instruction.
- Sub-Committee Reports/Motions (if applicable)
 - CASI Planning/Tending
 - The conversation with Jacob Hahn will continue and in August or September there will be another meeting with Jacob. Stay tuned for more information. Kelly will be sending out an e-mail to find out what CASI meeting everyone can attend in person at.
 - Communications and Information
 - Update was given in the Sub Committee explanations portion of meeting.
 - Recognition and Retention
 - CASI t-shirts have been discussed. Maybe summer bbq. Budget?

11:35 AM – 11:40 AM Updates from CASI members, if applicable

K. Petersen/N. Jung

- Jason Jankoski – Governor signed the budget. In that budget, there is a 4% pay plan increase to be implemented July 1, 2023. 2% will be implemented on July 1, 2024. If you were on payroll as of July 1, 2023, then employees will be eligible for the 4% pay plan. 9-month pay basis employees will get the increase starting August 21st, which is the start of the academic year. The pay plan has to go to the legislative Joint Committee on Employment Relations for final review and approval. Therefore, the pay plan is not completely approved and we will have to wait for the legislative committee to meet and take final action. The funding has been allocated as part of the state budget, it is just an approval to spend it in this format. If fully approved, there will be a retro-pay set up.
- Jason Jankoski – Campus has indicated there will be a university compensation exercise done again this year, but they want the pay plan to go in effect prior to proceeding with this exercise.

11:40 AM – 11:45 AM Questions from Constituents, if time permits

K. Petersen/N. Jung

- What staff issues are on your mind? Please let us know how we can best serve you.
- No questions/concerns presented.

11:45 AM

Adjourn

K. Petersen

(CASI members – please remember to leave your name table tent on the table at the end of the meeting)



Next Meeting – Date 8/2/2023

Time 10:15-11:45

Mechanical Engineering Room 2180

TEAMS link for all 2023 – 2024 meetings:

Join on your computer, mobile app or room device

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Meeting ID: 296 811 845 034

Passcode: RDTxnU

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wisc@m.webex.com

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INFORMATIONAL ITEMS:

Sub-Committee Membership:

- Planning/Tending: Sara Hladilek, Kelly Petersen, Mary Fitzpatrick, Justin Bush
- Communications and Information: Nathan Jung, Jackie Bastyr Cooper, Marc Claas, Sara Hladilek
- Recognition and Retention: Amanda Rasmussen, Kelly Petersen, Daniel Gaona

Future Possible Items of Discussion:

- 5-Year Review; TTC; ATP

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.
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