

December 6, 2023 CASI Update

Spring semester meetings: 1st Wednesday of the month, 10:15am – 11:45am (in-person or on Teams)

New CASI board member approved to fulfill Amanda Rasmussen's term (Amanda has left the college) [CASI process for finding replacement was to nominate next highest vote getter from last election]

- CEE's Andi Bill has accepted the nomination and will return to the CASI board! (she was a previous board member and we are very excited to have her rejoin)

CASI has asked for one board member to be included on the COE committee looking at Staff Award nominees.

Committee Updates:

- Planning & Tending – none
- Communications – website updates done, discussed notetaking role for meetings
- Recognition & Retention:
 - Staff Recognition: Kudos from CASI (approved by board to move forward)
 - Two (2) 6-month cycles (Jan-Jun, Jul-Dec) for nominations (via form on website), names posted on website, monthly raffle from nominations to win COE Swag (or similar) – plus highlight on website
 - Mary mentioned having a monthly CASI newsletter that could highlight the nominees/raffle winners (she and members of COE communications have been using Eloqua software)
 - Justin/Stacy – raffle prizes other than Swag? Gift cards or similar are not permitted under UW policy; certificates will be used for other recognition
 - Staff Recognition: Work in COE Anniversaries (approved by board to move forward)
 - Document received from Dean's office that will help committee/make it easier
 - Certificate will be presented to staff (when/where/how TBD)
 - CASI Events and Budget (approved by board to move forward)
 - Budget is through end of June 2024 (end of current CASI term, allows next group to continue/revise/etc.)
 - Spring 2024 events: 2 x Meet & Greet with CASI (like one held this fall) – 2 x \$150, End of Year BBQ (used to have something similar put on by a

COE staff appreciation committee) - \$1,500, Kudos from CASI rewards - \$300

- Total Budget: \$2,100

Other Business:

- Mary Fitzpatrick, CASI board member and Director of Diversity Research and Program Evaluation in COE
 - Chris Castro, COE's Associate Dean for Inclusion, Equity and Diversity, is working on a "COE Shared Values" document for the college (for faculty, staff, and students)
 - Goal is to gather top 3 values from these three areas: students, IEDE, CASI (staff) during this first phase (through February)
 - More to come!

- Recommendation from the Fall Meet & Greet with CASI was for Walking Tours of COE facilities for staff members
 - Jackie/Marc – recommended one location to tour at each CASI event (lots of safety/logistical things need to happen to tour a lab space)
 - Communications committee (Jackie, Marc, Nathan) will take on this task

- David Noyce, Executive Associate Dean in COE
 - Remote Work Policy
 - Initial document was a pilot program, goal of this was to create an official policy/more permanent form; will revisit annually
 - Jason Jakowski commented that the committee was waiting for today's CASI meeting before its release to staff
 - Intent was not to expand the policy, but to codify it into a formal policy; managers can still make requests to the college for changes – college will review and determine if request makes business sense
 - College has been asked by some staff to format policy so it matches campus policy format (this may happen in future annual review sessions)
 - Staff can send comments/concerns to the Deans office and/or submit via the CASI website (<https://casi.engr.wisc.edu/connect-with-casi/>); CASI can bring up policy comments/concerns at any meeting and then bring to college leadership, but revisions to the policy will only be done annually [NOTE: CASI does not yet have a process to handle these types of staff comments/concerns, but will work on creating something in the coming months.]
 - Building Updates

- Cleanup has been completed in both EHall and Engineering Centers from previous events (fire, flooding)
- New building: nothing new to report other than David commenting that everyone he or others in leadership have spoken with fully support this building
 - Leadership and political parties are in continued discussions to try to move forward
 - 1410 building tenant relocations are still happening: Wendt 1st floor will undergo remodeling to house some, other relocation sites still TBD [no plan yet who will move where]
 - Planning committee meetings with architects and contractor (Findorff) still happening
 - Of course all of this could change!
- Raises
 - Campus side is ready once given the go ahead (money has been set aside for their portion – 50%); back pay to July 1, 2023 is in the state budget document and Jason commented that it would require a lot of legal proceedings, etc. to change
 - Jason also commented that Republican Majority Leader [commented this week](#) that the Republican party is not against the raises, there are concerns in the party with DEI, but do not feel that is a reason to stop raises; should have an update from campus in the next 1-2 weeks [Jason noted there is historical experience in paying back pay even years later]; campus would like approval before end of year so back pay is done before end of 2023 calendar year.