

CASI Update from 5/1/2024 Meeting

- Committee Updates:
 - o Planning/Tending:
 - June meeting will be with new CASI board members (less formal), TEAMS option will be limited to first part;
 - Dean retirement – looking for search committee members (Academic Staff – form; University Staff – respond to email received), no seat specifically for CASI; search is led by Provost – all questions should be directed to Lesley Fisher, Interim Secretary of the Academic Staff (lesley.fisher@wisc.edu) (or respective Academic Staff Assembly/University Staff Congress organization)
 - o Communication:
 - Looking at potential for a CASI newsletter – format/frequency and how/when it would come out TBD
 - o Recognition/Retention:
 - Staff Luncheon May 14 from 11am-1pm in Mechanical Engineering lobby (menu: pulled pork + vegan pulled chicken, etc.) – 121 registered
- Staff IEDE Guidance Reporting Document (Chris Castro developed with assistance from Alex Conrad/Jackie Cooper on CASI)
 - o Updates/comments from last meeting were included in final document [here](#) (separate document/reporting from annual performance evaluation)
 - o IEDE is looking to have a form available for employees to use for anonymous reporting (employees would keep copy to provide to their supervisor and/or include in their performance evaluation – IEDE form would be anonymous, they want to have a way to track what people are doing)
- Future Planning for CASI
 - o Past year has been an introspective review of CASI's values, etc.
 - o Need to find way to transfer knowledge learned to new board members
 - o Communication key – must be intentional
 - o Multiple comments that it is very important to have an annual budget from the college at the beginning of the academic year
- Remote Work Policy is posted on the Intranet ([12/21/23 version](#))
 - o Per Jason Jaskowski – this will be reviewed by college annually and revised as needed
- End of/Beginning of Semester Meeting with Dean (**TO DO**)
 - o Summary of what CASI has done/accomplished this year
 - o What/if anything can/should CASI work on this next year?
 - o Will provide Dean/College with formal summary documentation of meeting
- Update on 1410:
 - o Student Services group – all (from 1410 AND Mechanical Engineering building) moving to basement of Wendt sometime in June
 - o IT group – current option is to move behind Geology museum (multiple comments re distance for those staff to have to travel to support COE)
- Next CASI Meeting: [June 5, 2024 @ 10:15am](#)