

CASI BOARD MEETING MINUTES
Meeting of January 17, 2020

The Meeting was called to order at 1:04pm

CASI Board Members Present:

Gretchen Viney (GV)

Ursula Weigold (UW)

Ben Heidke (BH)

Kira Stewart (KS)

Kim Peterson (KP)

Erin McBride (EM)(meeting recorder)

AGENDA

1. Introductions-
 - a. CASI Board Members made introductions around the room
 - b. The Board welcomed Kira Stewart (Center for Patient Partnerships) to the meeting
 - i. GV requested approval of Dean Raymond to invite KS to join CASI to fill the vacancy/complete the term of M. Constant.
 - ii. Dean Raymond gave her approval and KS will serve the remaining 1.5 years of the 3-year term.
 - iii. KS received a welcome email from the Dean.
2. Approval of the December Meeting minutes
 - a. Motion to approve the minutes made by EM
 - b. The motion was seconded by BH
 - c. No discussion, the vote carried.
3. HR/Administration Update
 - a. Total Title and Compensation (TTC) process
 - i. With Bethany Pluymers unavailable, the CASI Board discussed TTC amongst themselves
 - ii. GV noted the TTC process has slowed to allow for "good discussion and appropriate mapping."
 1. It's not clear how long the process will now take
 2. Different units on campus are not happy with some of the recommendations, such as the salaried individuals now moving to an hourly pay structure. Some law school personnel may be impacted by such a recommendation.
 3. CASI will keep an eye on the timeline and watch also with an eye to ensure racial, gender, ability disparities aren't etched in stone, as the process is market-based.
 - b. CASI will ask Bethany Pluymers for an update on parallel improvement projects at the next meeting, such as the University Improvement Project announcement sent by email to all staff last week.

4. Chair's Report

a. CASI Board Make Up:

- i. As noted above, KS was approved by Dean Raymond to serve the remainder of M. Constant's term. KS will serve out the remainder of year 2 and all of year 3.
- ii. CASI discussed the process for replacing a current Board member who wishes to step down. If the individual steps down, CASI is prepared to go forward with a recommendation of a new potential board member, and obtain Dean approval. This new member will serve through Aug. 31 to complete the third year of the term.
- iii. Clinical Hiring and Promotion Policy re-write:
 1. The target date has been extended to allow for input and proper drafting.
 2. We can anticipate a fall deadline for the rewrite.

5. Ongoing Business

a. Parking Policy

- i. CASI will hold a Parking Policy meeting March 27 at Noon in Lubar to discuss recommendations on parking priorities and rankings and the process in general for attempts to secure an adequate parking space.
- ii. CASI's policy recommendations for parking: CASI finalized the language of the policy, incorporating the points that were approved at the December 2019 Board meeting. Thank you to GV and Trina Tinglum, who worked on the wording to clarify language based on suggestions from the board.
 1. KP made a motion to approve the new policy language
 2. EM seconded the motion
 3. Comments on the policy:
 - a. Board member UW stated Bethany Pluymers had asked her to share the following comments in regard to the policy provision that asks for an email to be sent to all faculty who did not get parking in the first round.
 - i. Comment: It would be a herculean task to look up each individual at "first spin" of the parking priority ranking, then notify them they did not receive parking.
 - ii. CASI Board Members responded: perhaps instead, the law school can send an email indicating if you didn't get an email after the first spin, you need to act. This sort of notification would be instructive, make general notice of where we are in the process, and would preserve morale.

- b. The policy wasn't changed and the "individual email" language remains to prompt a generic email notice.
 - 4. The policy language recommendation was voted on by CASI members present, as written, and passed unanimously.
 - b. Reports of Standing Committees
 - i. Recognition and Retention: This agenda item is put on hold until the next meeting, as Sarah Orr and Trina Tinglum, co-chairs of this sub-committee were not available.
 - ii. Website, Communications and Outreach: BH reported the minutes and agendas have been uploaded/posted to the CASI website. He is in communication with Law School Communications staff to insure accessibility of our online documents.
 - iii. Elections and Membership: We will hold elections in August 2020 for those terms coming to an end. CASI members will be contacted by Trina Tinglum to see if they are interested in an additional term.
 - iv. Diversity, Inclusion and Climate: EM reported the following program:
 - 1. Hostile and Intimidating Behavior Prevention training program will be held at the Law School, on March 10, 2020 at 11:30-1:00 in Lubar. Lunch will be provided.
 - 2. HIB personnel have agreed to come to the law school and ask those interested in registering online for the free event. Those who register will have access to evaluations of the program, materials, and a connection to the office and presenters.
 - 3. EM will email Watercooler and all building personnel to spread the word and strongly encourage all to attend.
 - 4. This training is a result of the Climate Survey, which indicated individuals at the law school were concerned about a hostile climate or intimidating behavior at work. CASI felt it had an obligation to respond to that survey, provide options and resources.
 - c. Ad hoc Committee: Tuition Program:
 - i. KP provided some background on the Tuition Reimbursement proposal she drafted for children and spouses of University of Wisconsin employees.
 - ii. Most Big 10 universities have such a reimbursement program
 - iii. KP was able to get the proposal noted on the TTC survey
 - iv. There has been no update on the proposal; perhaps it's on hold until the TTC mapping is complete.
 - d. Ad hoc Committee: Clinical Teacher of the Year Guidelines:

- i. This was deferred for next meeting, Sarah Orr was unavailable for this meeting date.
 - e. Ad hoc Committee: Clinical Hiring:
 - i. This was deferred for next meeting, Sarah Orr was unavailable for this meeting date.
 - f. CASI Involvement in Policy-Making in matters affecting academic staff
 - i. The areas of the Discretionary Compensation Fund guidelines, FISC and Professional Development fund guidelines and other areas of policy concern will be discussed with background at the next meeting so those on the Board have an informed basis for engaging in the research and policy development.
 - ii. EM stated that post HIB training, we'll have an idea of action areas or policy measures we as a Board can inform.
- 6. New Business/Announcements
 - a. Dean Search Update:
 - i. KP stated Search Committee members have learned the procedure for the search and encouraged everyone to attend the listening sessions happening the week of January 20, 2020.
 - ii. A search firm was hired to aid in the process.
 - iii. Please talk to Search Committee Chair Heinz Klug if you have notice of interest in applying.
- 7. The next meeting of the CASI Board will be March 7 at 1:15pm, immediately following the Faculty Meeting. GV will inform of room number. If the faculty meeting runs longer, the CASI meeting will delay its start.
- 8. Meeting adjourned at 1:55pm.

Respectfully Submitted,
EM