

# Committee on Academic Staff Issues (CASI) meeting minutes for Dec. 9, 2024

Location: Teams (virtual)

## **Attendees:**

### Present:

Adam Bushcott  
Jennie Broecker  
Rachel Burg  
Eric Giefer  
Grace Kube  
Bonnie Shucha  
Andrew Norman  
Scout Slava-Ross

Associate Dean and CAO Rebecca Scheller (ex officio)  
Dean Dan Tokaji (ex officio)

### Absent:

Jenner McLeod  
Greg Wierchioch

## **Order of business:**

### Greeting and opening:

Meeting began at 11:03 a.m.

### Standing items:

- The Oct. 14 minutes were approved.
- HR/Finance Corner – At the invitation of CASI, Associate Dean and Chief Administrative Officer Rebecca Scheller shared what she has observed about the Central Compensation Fund process since transitioning in her new position. The [CCF](#) is an allocation each spring from central campus with a set of guidelines for raises and bonuses; this is separate from the annual across-the-board pay plan raise as part of the biennial budget process, and the dollar amount is influenced by university's general financial health. Recommendations from supervisors and employees at the Law School

come in to leadership, which makes decisions based on a number of factors (i.e. exceptional performance, equity, time since last raise, unit compression, seniority, complexity of position, extraordinary challenges, retention, market competitiveness). Dean Scheller said the challenge is that we are fortunate to have so many extraordinary staff members here, which can make choices difficult. Since Dean Tokaji and Dean Scheller said the goal is to be as fair and transparent as possible, one suggestion came forward to hold a meeting about the CCF process to make sure the criteria are clear because it can be confusing. This would be in addition to the usual mention at faculty and staff meetings.

- Dean's Corner – Dean Tokaji sought CASI's advice on how best to solicit input on faculty (including tenure-track as well as clinical and teaching) hiring. While the Law School has questionnaires for input, the response rate is lower than he would like to see. CASI members shared that folks can be hesitant especially when they may not have the time to attend all the interviews or study their materials. The Dean also expressed his view that the form may have too many places for comments and that perhaps a Likert scale would be a better way to go. It was also noted that staff who are not instructors or faculty members can be hesitant to rate candidates on the academics or research but can offer helpful impressions regarding candidates' overall interactions across the Law School. One suggestion included emphasizing the value of all levels of input at the faculty and staff meeting so people could reconsider their involvement. The Dean expressed appreciation for the suggestions and said he'll take them into consideration.

#### Ongoing business:

- Canceling one meeting in spring – CASI is scheduled to meet 4/28 and 5/5, basically back to back weeks. We'll double-check responses to both meetings for the most declines, but the April meeting will likely be canceled due to a conflict with the AALS clinical conference.
- Update on CASI's letter – It is still being edited, scheduled to be talked about at an all CASI meeting and is unlikely to be sent to leadership until January.
- Open seats – Dean Tokaji said he has consulted with Dean Scheller regarding the appointment for the nonclinician academic staff vacancy and will get back to us by the next meeting. Additionally, they will consider making a second appointment for a clinician academic staff vacancy Jan. 1 when Grace Kube leaves for a new opportunity with the U.S. Department of Education. CASI extended best wishes and gratitude to Grace for her service; she will be missed!
- Priorities list
  - Wellness: Andrew Norman reported back after talking to former Wellness Committee Chair Dustin Brown about whether there is a need for CASI to create a Wellness Subcommittee since the university's Wellness Committee for faculty/staff was dissolved. While their last effort of gathering folks for lunch was well-received, there was not an interest in resurrecting the formal committee under CASI. There was agreement that wellness ideas can and will still come up through CASI, so we can advocate for or support them on an as-needed basis.

- Academic and university staff voting at faculty and staff meetings and on faculty hires: While there are university rules specific to faculty hiring, it would be helpful to reinforce what can attend and vote at meetings. Jennie Broecker and Dean Tokaji agreed to work on a simple summary.
- Subcommittee on Clinical Issues: Grace Kube said they still need to meet again because their November meeting had to be rescheduled. The goal is to keep the subcommittee on track after Grace leaves at the end of the year.

### **Next meetings and adjournment:**

The meeting ended at 12:01 p.m. The next meeting is at 11 a.m. Monday, Jan. 27, 2025.