

**CASSH LEADERSHIP TEAM
MEETING MINUTES
February 26, 2024
3105 Student Union (Fireplace Room)**

Meeting called to order at 2:15PM

PRESENT: Sam Cocks, Tim Dale, Linda Dickmeyer, Tim Gongaware, Omar Granados, Laurie Kinckman, Bryan Kopp, Terry Lilley, Víctor Macías-González, Tim McAndrews, Marie Moeller, Jocelyn Newton, Pete Rydberg, Ken Shonk, Lindsay Steiner, Kelly Sultzbach, Tori Svoboda, Mary Tollefson, Adam Van Liere, Tony Walker, Bobbi Webster

ABSENT: Brian Knutson, Kate Parker

APPROVAL OF MINUTES FROM NOVEMBER 27, 2023, MEETING

Motion to approve as distributed by Tollefson, second by Dickmeyer. Approved by voice vote.

GUEST

Taylor Wilmoth, CASSH and UWL Foundation Gift Officer, introduced herself and spoke on how she plans to work with Chairs and Directors promoting the various departments. She distributed to each Chair their foundation fund details. Please let Taylor know when you spend any of your foundation funds so that she can report back to donors. Also, Marie will include this in the Chair/Dean 1:1 monthly meeting. Scholarship awards are due the end of March and you can contact Callie Smith with any questions.

ANNOUNCEMENTS/REPORTS - Dean's Office Staff Reports

- **Tim:** Recognition of Excellence (RoE) award winners have been chosen; thank you to the committee and to all for putting forward nominations. Department Chair elections have been processed and you will receive emails on each of those elections. Registration for classes will be starting soon and want you to be aware that the process will look different this year with Bianca Basten taking on the enrollment management piece.
- **Bobbi:** no report
- **Tony:** HR late fees will be assessed based on when the overload has been fully executed (signed off by all parties involved) not just when Tony submits it. Exceptions can be made for unforeseen last-minute additions.
- **Britta:** Reminder that there are probation holds on student records and that advisors will need to remove those prior to registration. Britta also distributed a handout on SLO formatting. She explained the workflow/redistribution during her FMLA absence.
- **Pete:** Commented on how fantastic the dance performance and Big Band Cabaret were. James and the Giant Peach will be the next theatre performance, and ArtsFest will be April 26-28.

- **Lindsay:** The next CASSH Insider newsletter will be sent on April 1st. Submit any upcoming events occurring March 4th - 31st via Share and she will pull from there for the newsletter. Reminder that the EPIC Eagle Award deadline is 4:30pm April 5th.
- **Víctor:** Continuing work with Equity Reports; the Provost's Office will be sending out some information next month and there will be some CATL work sessions next month as well. The CASSH Dean's Office sent out a survey for feedback on the equity report process; please submit. Provost Karl will be presenting during Social Justice Week on the changing face of D&I on campuses and what that means going forward.

QUESTIONS AND GENERAL DISCUSSION – Marie opened it up to general discussion regarding the content of future meetings, and any other questions or concerns. The LENS discussion will continue at the next meeting, March 25.

**NEXT CASSH LEADERSHIP TEAM MEETING
MONDAY, MARCH 25, 2:15 – 3:30
3105 Student Union (Fireplace Room)**