

**CASSH LEADERSHIP TEAM
MEETING MINUTES
April 28, 2025
3110 Student Union**

Meeting called to order at 2:15 p.m.

PRESENT: Richard Breaux, Samuel Cox, Linda Dickmeyer, Tim Gongaware, Omar Granados, Kathleen Hawkes, Laurie Kinckman, Tommy Knoche, Brian Knutson, Bryan Kopp, Karl Kunkel, James Longhurst, Stephen Mann, Timothy McAndrews, Marie Moeller, Jocelyn Newton, Britta Osborne, Pete Rydberg, Lindsay Steiner, Adam Van Liere, Antoni Walker

ABSENT: Terry Lilley, Kate Parker, Tori Svoboda

Approval of meeting minutes from March 24, 2025: Approved as distributed.

Dean's Office Staff Reports:

- **Marie-** Registration for Fall 2025 is coming to an end and some Chairs were sent emails about specific issues. Marie then answered registration questions from the group. Marie currently is working with Facilities Management on CASSH projects. Contact her if you have department facilities needs.
- **Pete-** Artsfest was a success. The Recognition of Excellence event is tomorrow evening, Tuesday April 29. Please attend the Chancellor's Inauguration on Friday, May 2. Pete highly recommends the current THA production of *Cabaret*.
- **Britta-** Discussed work currently occurring on the CASSH college core requirements.
- **Tony-** PeopleAdmin software is being replaced by Workday this Summer. Make a note of anyone in your pool you might consider hiring because data will not transfer automatically. Some Chairs received an email about aging computer assets. All PCs running Windows 10 or older IOS will no longer be supported this Fall and need to be replaced.
- **Tommy-** Dealing with final details for the Recognition of Excellence event and assisting the Dean's Office with tasks as needed.
- **Lindsay-** Provided details for the Recognition of Excellence event. Campus Close-Up days this year went well and with a large number of students coming to the CASSH information sessions.
- **Richard-** Equity Liaisons wrapped up for the semester. The positions will move forward on a voluntary basis.

Discussion Items:

- **Recognizing Outgoing Department Chairs-** The Dean recognized James Longhurst, Stephen Mann, Brian Knutson as outgoing Chairs and provided a token of

appreciation from the College. A special recognition and presentation occurred for Linda Dickmeyer for serving as CST Department Chair since 2009. The group gave Linda a standing ovation in appreciation of her longstanding leadership.

- **CASSH Graduation Pins-** Pins were provided to Department Chairs for distribution to graduating students to wear on regalia at Commencement. The pins are replacing graduation medals provided in past years. An email from the Dean's Office to graduating students with an explanation and instructions will be sent in the next couple days.
- **Textbook Rental Program for Spring 2026-** Textbook rental exceeded budget for 2025-2026. All Fall orders were honored; however, no new books can be added to the program for Spring 2026 unless there is a rare and compelling need. Chairs should make certain faculty/IAS are aware as Spring classes are planned. Faculty are encouraged to use open educational resources or very inexpensive books sold through the bookstore if new materials are needed.
- **May 1 Deadline for Summer Resignation-** Thursday, May 1, is the deadline for resignation notice to be placed on "terminal leave of absence" and retain benefits through Summer. See the HR article linked in agenda.
- **By-Law Revision Reminder-** Revisions to department by-laws requested by the Provost should be submitted soon. Personnel-related revisions need to be in by-laws for six months before becoming effective.
- **One Day for UWL Website-** Chairs are authorized to provide revisions to their section of the One Day site by the July 15 deadline. The Dean demonstrated the process for requesting revisions.
- **Update from UW Arts and Sciences Dean's Meeting-** The Dean attended this meeting last week and provided some updates from across system universities.
- **CASSH All-College Fall 2025 Meeting-** Save the date for Thursday, August 28, 8:30 – 11:00, in the Student Union Bluffs.

Meeting adjourned at 3:15 p.m.

NEXT CASSH LEADERSHIP TEAM MEETING
Monday, September 22, 2025, 2:15 p.m. – 3:30 p.m.
Location TBD