

**CASSH LEADERSHIP TEAM  
MEETING MINUTES  
November 25, 2024  
3105 Student Union**

**Meeting called to order at 2:15PM**

**PRESENT:** Jonathan Borja (for Stephen Mann), Beth Boser, Sam Cocks, Linda Dickmeyer, Tim Gongaware, Omar Granados, Kate Hawkes, Laurie Kineman, Tommy Knoche, Brian Knudson, Bryan Kopp, Karl Kunkel, Terry Lilley, Víctor Macías-González, Tim McAndrews, Marie Moeller, Jocie Newton, Britta Osborne, Lindsay Steiner, Adam Van Liere, Tony Walker

**ABSENT:** Richard Breaux, Stephen Mann, Kate Parker, Pete Rydberg, Tori Svoboda

**APPROVAL OF MINUTES FROM OCTOBER 28, 2024, Meeting:** Motion to approve as distributed by Lilley, second by Hawkes. Approved by voice vote.

**DEAN'S OFFICE STAFF REPORTS:**

- **Marie-** No report.
- **Pete-** No report.
- **Tony-** Let Tony know if there are ad hoc course workload changes for Spring 2025 so HR paperwork can be updated.
- **Britta-** Reminder to have all students planning to graduate in Fall 2024 make sure to have applied for graduation in WINGS.
- **Tommy-** Recognition of Excellence will be April 29, 2025. You will be receiving nomination forms in late January.
- **Lindsay-** The CASSH Insider monthly newsletter now will be sent to students as a response to because of a resolution voted on by the Student Association.

**DISCUSSION ITEMS:**

- **Electronic Forms Reminder-** Please only submit electronic forms to the Dean's Office for processing.
- **HR Tableau Database-** Review your department personnel information in the HR database and let Tony know if you find discrepancies regarding tenure, post-tenure, and promotion eligibility.
- **Closed Session Meeting Confidentiality-** Faculty must understand and respect confidentiality in closed session personnel meetings to preserve open discussion. Going forward, please start closed session meetings with this reminder.
- **Fundminer-** Software now available to Chairs for accessing information about Foundation funds. Contact Taylor Wilmoth with questions or access issues.
- **WorkDay-** The new business and HR system will be implemented July 1. Please attend training sessions in the Spring to become familiar with the system.

- **June 15 to July 4 is a hiring slowdown due to Workday implementation. Hiring during this period is discouraged because all processes will need to occur by-hand with hard copy paper.**
- **CCAS Recap-** Karl and Marie were in Austin, TX for the annual Council of Colleges of Arts and Sciences (CCAS) conference. This year's theme was career readiness. A recap of themes and events was provided
- **UW Arts & Sciences Dean's Meeting Recap-** Karl attended the System Dean's meeting in Platteville and provided a brief presentation of topics discussed.

**Meeting adjourned at 3:20PM**

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