

**Committee on Academic Staff Issues**  
**College of Agricultural and Life Sciences**  
May 24, 2023, 12:00pm-1:00pm  
473 Horticulture Building

Attendees: Eric Booth, Kortney Bourquin, Amber Haroldson, Arnoldo Lopez-Hernandez, Brittany Magrady, Jamie Nack, Erin Pierce, David Sandra, Kristin Schill, Angie Seitler, Dan Smith, Noelle Wilharm.

Not present: Nicholas Arneson, Todd Courtenay, Veronica Law, Stephanie Jones, Lori Plum, Martha Reck.

Minutes by: Muhamed Sadiku

Attending as public meeting: None

---

MINUTES

---

Meeting was called to order by Kortney Bourquin at 12:00 pm.

**1. Review agenda**

No changes were made to the agenda. Approved agenda will be posted on CALS CASI website.

**2. Consent agenda**

Minutes from the April 26, 2023 meeting were approved and will be posted on the CALS CASI website.

**3. Subcommittee updates**

a. Awards and professional development

Eric Booth, chair of the subcommittee, thanked Arnoldo Lopez-Hernandez for presenting the awards during the May 2<sup>nd</sup> ceremony. He reported that the discussion centered around ways to streamline the award nominations process to increase the number of nominations.

b. Communications

In their last meeting, the Communication subcommittee discussed the outcomes of the last CASI meeting with Dean Gillaspay in attendance and reiterated the benefits of having such accessibility to leadership. Further, the subcommittee decided to table the initiative to improve communications based on the Engineering model. Subcommittee chair, Noelle Wilharm, informed CASI that they are working on the annual report and hope to turn it in early June.

c. Nominations and mentoring

The subcommittee did not meet. Daniel Smith, the chair, reported that they are working on filling the four vacant CASI seats for 2023-24 academic year.

d. Personnel procedures, compensation, and governance

This subcommittee did not meet and had nothing to report.

**4. Chair updates**

There were no updates from the chair, however the committee discussed the possibility of changing the bylaws to accommodate for virtual meetings.

**5. College updates and questions from the committee**

Angie Seitler, the Associate Dean for Finance and Administration, thanked Kortney Bourquin for chairing the committee meetings this year. While there were no specific updates from the college, Angie discussed the following:

- The College Committee Interest Survey and her discussion with Jake Smith, the Secretary for Academic Staff, for possibly adding a university staff member to CASI.
- CASI Welcome Event: ideas, resources, and possible dates.
- HIB CALS guidelines, and DEI issues and professional development to be brought to CASI in Fall for feedback.

**6. Academic Planning Council report and discussion**

Jamie Nack, the APC representative reported on the items discussed on the last APC meeting including:

- The approval of the Agroecology BS, NOI proposal
- Louis Macias, the Associate Dean for DEI, presentation of plans and programs his office is working on.
  - o Jamie Nack highly encouraged CASI to invite Louis for a presentation.

Noelle Wilharm made a motion to invite Louis Macias to CASI October meeting, David Sandra seconded and CASI unanimously voted to approve the motion.

Erin Pierce made a motion to invite Dean Gillaspay to future CASI meetings, Noelle Wilharm seconded and CASI voted unanimously for approval.

**7. Adjourn**

Meeting adjourned at 12:55 pm.