



**College of Engineering**  
UNIVERSITY OF WISCONSIN-MADISON

**CoE Committee Advocating for Staff Interests (CASI) Minutes**

**Wednesday, December 6, 2023**

**10:15—11:45 AM**

**Room 2180 Mechanical Engineering**

**Attendees:**

*CASI Attendance In-Person: Kelly Petersen, Marc Claas, Jackie Cooper, Mary Fitzpatrick, Nate Jung, Alex Conrad, Angela Kita, Sara Tate-Pederson*

*CASI Attendance Online: Justin Kyle Bush, Daniel Goana, Sara Hladilek, David Noyce*

*Ex-officio: Jason Jankowski*

*Constituent Attendance In-Person: None*

*Constituent Attendance Online: Duachi Yang, Pam Peterson, Alicia Henning, Stacey Koch*

10:15 AM – 10:2 AM Welcome/Meeting Updates K. Petersen

- Welcome and agenda review

10:20 AM – 10:35 AM Business

- Determining the spring meeting time, keep the same time of 10:15 AM on the first Wednesday of the month
- Due to the departure of Amanda Rasmussen from the college Mary Fitzpatrick and Marc
- The next highest vote-getter in the election for Amanda Rasmussen's seat was Andi Bill
  - Mary motioned to elect Andi Bill to the vacant seat, second by Alex Conrad. Passed by unanimous vote.
  - The term will end in June 2025.
- Sub-Committee Reports/Motions (if applicable)
  - Communications and Information
    - No committee report
  - Recognition and retention
    - Mary discussed potentially posting or advertising staff awards, as many come through with no applicants. Nominations can come from faculty, staff, or students depending on the award. Also noted review committees are in need of people. Angela noted some are teaching awards. Jason mentioned funding for awards often comes from donors who stipulate how the funds can be used.

10:35 AM – 11:00 Guest Speaker Executive Associate Dean and Arthur F. Hawnn Professor David Noyce

- Discussed the remote work pilot program will be shifting to a COE remote work policy. Jason asks if the policy closely resembles the pilot, David confirms. Some departments may vary in policy depending on function, e.g. Interpro. Nate asked if there will be an

annual review of the policy, and if CASI will have a role in the review. Jason noted the policy will shift to the campus format and structure next year.

- Building cleanup from the recent flooding and fires is complete. In some areas cleaning required moving desktop items.
- The status of the new engineering building is unknown, however the 1410 building will likely be removed after fall of 2024, with relocations beginning summer of 2024. Jackie asked when potential occupants will be consulted. Requests should be directed to supervisor. Alex asked for an update on the Wendt office spaces, however no plan has been established.
- Mary noted the campus budget has not been finalized and several PVLs are on hold. No update.

11:00 AM – 11:30 Business

- Sub-Committee Reports/Motions (if applicable)
  - Recognition and retention
    - Alex presented the “Kudos from CASI” program. The proposal is to request \$50/month in funding to provide a raffle for staff on the “Kudos” list. Jackie motioned to approve the measure, Nate seconded. Passed by unanimous vote.
    - Anniversary and years of service recognition is now possible. Motion by Mary to pursue a plan for this recognition, second by Sara Tate-Pederson. Passed on vote.
  - Events and budget
    - Presentation of the six month budget. Jackie requested history portion be removed. Motion by Jackie to vote, second by Mary. Passed

11:30 AM – 11:45 Updates from CASI members

- Mary Fitzpatrick – Discuss Chris Castro’s shared values project to develop a DEI committee for each school with membership distribution from each group of stakeholders to bring input from a broad population.
- Alex discussed the possibility of a walking tour of facilities/labs. How to organize, when to conduct, how to develop a route. An ad-hoc committee could be formed for the purpose.

11:45 AM Adjourn

K. Petersen