

CoE Committee Advocating for Staff Interests (CASI)

Wednesday, July 3, 2024

10:15 – 11:45 AM

Room 2188 Mechanical Engineering

CoE CASI Mission:

The College of Engineering Committee Advocating for Staff Interests (CASI) is a shared governance body of elected representatives, who serve and advocate for the interests of university and academic staff by advising the College of Engineering dean and leadership.

Read the CASI Mission Statement and Values: <https://casi.engr.wisc.edu/mission-and-values/>

Attendees: Nate, Daniel, Jackie, Carly, Alex, Kelly, Angela, Mary, Jason, Andi (online/partial)

Absent: Justin, Sara, Zach

Guests: Anka (CEE)

Schedule:

10:15 AM – 10:25 AM Welcome/Meeting Updates

N. Jung

- Welcome to all new CASI members; introductions
Welcome new CASI 2024-2025 members!

10:25 AM – 11:35 AM Business

N. Jung/D. Gaona

- Accept nominations for 2024 – 2025 Minutes taker
Jackie Cooper nominated, Mary Fitzpatrick Alternate – Passed unanimously.
- Scheduling: 2024-2025 meeting times
 - Decide on standard meeting times/dates for 2024-2025
Proposal to keep meeting days/times the same: 1st Wednesday of the month, 10:15am-11:45am, hybrid – Passed unanimously.
 - Discuss appropriateness/utility of summer meetings
Nate brought up concerns with having summer meetings (i.e. June, July, August) due to (1) those on 9th month appointments and (2) usefulness/need. Additional special meetings can be called (with board approval). Campus “expects” CASIs to meet 12 months per year.
 - **ACTION ITEM: Review bylaws and meeting rules at August meeting.**

- Question re having backups for voting members – Nate encourages everyone to identify a backup for themselves (bylaws include statement on alternates). Meeting minutes should specify when an alternate votes.
- Explain & open Subcommittees to membership changes or additions
Subcommittee descriptions provided at meeting:
 - **Communication** – website updates/event details, member bios, etc.; 2024-2025 will continue discussions/planning regarding CASI newsletter (time commitment: 15-30 minutes per month)
 - **Recognition & Retention** – focused on ways to retain and recognize staff members (CASI Meet & Greet events, CASI all-staff luncheon, Kudos from CASI, CASI Years-of-Service Award) (time commitment: 30-60+ minutes per month)
 - **Planning/Tending** – put together meeting agenda items, admin work of CASI
- Sub-Committee Reports/Motions (if applicable)
 - Communication: new member bios added, others updated (if requested)
 - **ACTION ITEM:** each subcommittee should be ready to present Major Accomplishments from 2023-2024 and determine a Major Charge for the 2024-2025 year at the August meeting.
 - **ACTION ITEM:** CASI needs to determine its Major Charge for 2024-2025.
- **(ADDED) Dean Search:** Committee has been formed (15 members) – Mary and Daniel from CASI are on the committee; search firm will be used; expect interviews to start in September.
- Discuss Remote Work Agreements in context of Interim/New Dean
Two levels of concern with current agreements and impending new COE Dean:
 - Will agreements be valid after hire of new Dean?
 - Want more transparency with current agreements (i.e. how to show others?)
 - From Jason:
 - audit was performed on current policy, 2 findings (1) agreements must have a clear start/end date (i.e. valid for a single fiscal year – June 30, 2025) and (2) if 100% remote and not in Madison, must be clear.
 - Most employees have option for 2 days/week remote, others more/less
 - 230 agreements in COE (~1/3 of eligible staff)
 - If agreement is pending, there must be another approval pending (not COE; usually other requirements/etc.)
 - No requests have been denied by Dean's office
 - Provost is not leaving so do not expect changes to current policy (space is still an issue)
 - Notice of any changes (1 week – campus policy) – COE is flexible.

- Comment: Office assignments for those working >30% remote – what is the review process? Instructors are unique (must teach in person and hold office hours); anyone working remote >2 days/week must provide plan to give back space (or similar)
 - **ACTION ITEM:** CASI would like to provide feedback to annual policy prior to annual revisions (agreements are sent out in June)
- **(ADDED) Jason's Updates:**
 - Pay Plan started on July 1 for 12 month employees; will start on August 19 for 9 month employees (start of contracts)
 - Position Cap (i.e. # of employees per legislative agreement): system has provided guidance to campus; instructors, researchers (certain funded like 101), and advisors are NOT included in the cap (i.e. employees that are >70% student-facing); as of July 1 the position # has been set (managers will have additional paperwork requirements); cap in place until at least June 20, 2026; NOTE: mis-titling of a position could be identified during this process; cap is based on FUNDING (100% soft money => not under cap; 101, partial soft \$ => w/in cap)
- Announce/discuss collaboration with campus CASIs on promotion structure
 CASI in SMPH is looking to collect satisfaction information from staff members on their position's promotion and retention via a survey – have asked CASIs on campus, including ours, to share a link to the survey with respective staff (unable to send via the campus-wide staff emails due to this being a CASI-driven initiative). Goal is to use the data to compose a letter for all CASIs to sign that would be directed to campus OHR (appears to be a TTC-related concern for employee's ability to be promoted). Group agreed sending the link to COE staff was appropriate – Nate will draft email with contact details directing questions to the SMPH CASI leaders.

11:35 AM – 11:40 AM Updates from CASI members, if applicable N. Jung/D. Gaona
 None

11:40 AM – 11:45 AM Questions from Constituents, if time permits N. Jung/D. Gaona
 None

What staff issues are on your mind? Please let us know how we can best serve you.

11:45 AM Adjourn N. Jung

(CASI members – please remember to leave your name table tent on the table at the end of the meeting)

Next Meeting – Date - Forthcoming

Time - Forthcoming
Location: Mechanical Engineering Room 2188 or Teams

TEAMS link for July 2024 meeting:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 296 811 845 034

Passcode: RDTxnU

[Download Teams](#) | [Join on the web](#) **Join**

with a video conferencing device

wisc@m.webex.com

Video Conference ID: 113 843 104 1 [Alternate](#)

[VTC instructions](#)

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INFORMATIONAL ITEMS:

Sub-Committee Membership Roll from Previous Year (2023-2024):

- Planning/Tending: Sara Hladilek, Kelly Petersen, Nathan Jung, Mary Fitzpatrick, Justin Bush, Sara Tate-Pederson
- Communications and Information: Nathan Jung, Jackie Bastyr Cooper, Marc Claas
- Recognition and Retention: Kelly Petersen, Daniel Gaona, Alex Conrad, Angela Kita

Future Possible Items of Discussion:

- CASI Budget; Dean Search; Construction **ANNOUNCEMENTS:**
- Feel free to [Connect with CASI](#) (*NetID required*). Do you have something you want to share with CASI? You may connect with us via this web form.