

**CoE Committee Advocating for Staff Interests (CASI)**  
**Wednesday, November 6th, 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, Jackie, Angela, Kelly, Jason, Carly, Mary, Zach, Sara T-P (plus 3 guests)*

*Virtual attendees: Justin, Andi (plus 9 guests)*

**Schedule:**

10:15 AM – 10:17 AM Call to Order & Consent Agenda N. Jung

- Approval of Minutes
  - October 2nd: <https://casi.engr.wisc.edu/meeting-summaries/#past-meeting-minutes>  
**Motion to approve: Mary, 2nd Angela, Passed**

10:17 AM – 10:20 AM Updates from CASI members, if applicable

- **Crane in back of EHall – no notice from COE (safety/accessibility)**

10:20 AM – 10:25 AM Questions from Constituents, if time permits N. Jung/D. Gaona

10:25 AM – 11:45 AM New Business N. Jung/D. Gaona

- Treasurer
  - **Proposed additions to CASI bylaws (handout)**
  - **New position: Treasurer**
  - **Motion to approve: Zach, 2<sup>nd</sup> Angela, Passed**
  - **Discussion: do they need to be on a specific committee (recognition/retention)? Most (all?) fund asks will come to the full board from that committee. Skill set of person may be better suited for a different committee. Do other CASIs have a treasurer position? [NOTE: current plan is to meet with other CASIs in coming months.] Should state they are an elected and acting member of the CASI board**
  - **Tabled to incorporate comments, meet with other CASIs (Mary, 2<sup>nd</sup> Angela)**
  - **ACTION ITEM (for future): use Google doc and allow comments**
- Construction Updates
  - **Chaos on Randall, crosswalk, etc. will continue**
  - **Pete Nemmetz met with COE communications re paths/signage for prospective students/families**
  - **Human nature, personal technology, different modes of transportation, etc. cause challenges as well**
- Update on Dean's Search
  - **November 11 last day for applications**

- Question: will there be an interim Dean? (Jason didn't know)
- Update on SMPH CASI Coalition Letter
  - Final draft of proposed letter has not been received
  - Questions: is Workday being taken into account? Seems like letter could be out of date before it is sent (is this more of a TTC concern?). [FYI: COE target for new hires: 3 months from time HR receives request.]
- Sub-Committee Reports
  - Planning/Tending: treasurer position proposal, speakers, agenda
  - Communications and Information: discussions continue re CASI newsletter, more at next meeting
  - Recognition and Retention: Meet & Greet: 22 signed up, 42ish attended;
    - Concerns/comments from attendees: COE staff awards (how to determine who is eligible); accessibility in building/campus; flex hours across COE/campus differ; transparency from leadership (suggestion for a comm spec in college for staff/internal); COE does not share proactively; does not appear those who are provided with communication from leadership are always disseminating the information to departments; important to have good communication for staff trust (and safety in some instances); why some information only shared with faculty?
- Updates from Jason Jankoski (none)
- Updates from Ian Robertson (11:15-11:45)
  - From CASI: congratulations on time in college
  - Question: can you reflect on your time with staff/leadership and role with CASI?
    - CASI was quite active when Dean started, then a period of less activity/participation, now back to being active – hopes CASI will continue to have communication with leadership
    - CASI plays an important role (policies)
    - Important to engage new leadership and that partnership continues
  - Challenges/opportunities between staff/leadership?
    - Communication challenges; stay involved/active with leadership
    - Important for CASI members to go back to their units to communicate with rest of staff (why decisions were made, etc.): College leadership cannot talk to all staff so they rely on CASI members to disseminate what we learn
  - Dean has an agreement with campus to stay around until a new Dean is NAMED (estimates that will be in February?)
  - Question: Any ABET takeaways?
    - One concern already corrected
    - College disagrees with another: every student must be advised; argue that COE already exceeds the ABET requirement
    - Undergraduate facilities were rated as good (compared to last review); TEAM lab and Makerspace rated as very good
  - Question: Any advice for the new Dean regarding shared governance structure?
    - Everyone needs to learn how to work within an existing structure
    - Invite the new Dean to a CASI meeting – want them to see CASI as a partner: “how do we help each other achieve what we want”
  - Question: CASI board members do not have a “constituency” – how are we supposed to connect with staff?
    - CASI meetings are online

- Begin each meeting with: “this is how the college communication works – what they can and cannot communicate”
- Meeting people informally
- Did you know COE has a “Command Center”? (!)
  - **ACTION ITEM**: Contact Kathleen in the college to have to present about how this works in the college.
- All staff meeting presentation documents are not shared due to the discussions that occur with each slide during the meeting. Don’t want people to miss the CONTEXT.
- Question: Last year there was a message about creating a sense of belonging in the college, what could be done to improve?
  - Every unit now has its own budget – hopefully helps units to think about priorities
  - College wants CASI to disseminate the messages to other staff (same goes for faculty, DAs, etc.)
  - Is the college good at this? Not really.
  - Major message to staff: THANK YOU! We couldn’t do what we do without the staff. Incredibly important, dedicated to making this a great college. We are pretty lean on numbers.
  - Impressed by numbers of staff who volunteer at events (SOAR, graduation, etc.)
  - “Thank you for all you do – I appreciate what you do!”

11:45 AM

Adjourn Zach, 2<sup>nd</sup> Kelly

N. Jung

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

**Next Meeting: December 4th, 2024 (10:15am-11:45am)**

**Location: Mechanical Engineering Room 2188 or Teams**