



## Minutes

### CoE Committee Advocating for Staff Interests (CASI)

Wednesday, February 5th, 2025

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 (@11), Kelly, Jackie, Zach, Carly, Jason (plus 3 guests)

Virtual attendees: Andi, Sara T-P, Justin, Angela, Mary (@11), Libby (initially) (plus 7 guests)

#### Schedule:

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

N. Jung

- Approval of Minutes
  - Wed. Jan. 8th: <https://casi.engr.wisc.edu/meeting-summaries/#past-meetingminutes>  
Motion to accept: Zach, 2nd Kelly, Approved

10:17 AM – 11:35 AM Business

N. Jung/D. Gaona

- SMPH CASI Coalition Letter
  - Initial survey was sent to all CASIs on campus (14) – COE (and one other CASI) sent to all staff (not just COE board, which was not the intention we were told); responses mainly from CASI members; second survey sent to CASIs asking WHO to send the final letter (Deans and Chancellor, Deans and Office of the Provost, Deans and OHR, Deans+Provost+OHR, OR Do not send letter) – 18 said to send it to someone, most chose send to Deans+Provost+OHR from the choices provided.
  - Motion to approve (to discuss) cosigning the SMPH letter (Kelly, 2<sup>nd</sup> Justin)
  - Discussion: Jason commented that the letter seems much more focused than first draft, focusing especially on staff promotion; Zach asked if this was the right mechanism – would ASEC (Academic Staff Executive Committee) be more appropriate? Good that CASIs across campus as working together/collaborating for best practices. Also the “CASI Coalition” is not an actual committee/organization. Noted that COE is in a transition period with a new Dean forthcoming (staff retention in COE is an issue!). Angela commented that it is important to bring up these issues, but the surveys only represent opinions of CASI members (not all staff on campus). Nate mentioned that although COE did send the initial survey to all staff, the response rate was underwhelming. Kelly mentioned that COE CASI has fully embraced University Staff within our CASI (Jackie reiterated this – also mentioning how intentional our CASI was even changing the meaning of the name from the “Committee on Academic Staff Issues” to the “Committee Advocating for Staff Interests”). Jason stated that some (many) research and instructional staff positions do have promotion pathways, however, many other staff positions do not within TTC. Mallory (guest) said CASI Chairs meet 2X each year which includes members from ASEC, also mentioned the campus-wide staff climate survey. Carly summarized by saying we recognize there are issues, appreciate CASIs across campus

- o working together, but that we were not sure about the method of delivering the proposed letter or for our CASI to sign.
  - o Motion to Approve signing SMPH CASI Coalition letter: Unanimously voted NO, do not approve.
- Follow-Up on Federal Funding Freeze/Rescission
  - o Refer to newly created campus webpage: <https://federalrelations.wisc.edu/for-campus-community/>
- Updates on Dean Search
  - o Mary/Daniel were at a meeting regarding this search for most of the CASI meeting
  - o Feedback surveys close at 5pm 2/6/2025
- Budget Management System
  - o Nate and Daniel met with Adam Whitehorse – determined a formal treasurer role within CASI was not needed. Bylaw update options presented, motion to approve Option #1 made by Jackie, 2<sup>nd</sup> Zach – basically, the Chair will have the responsibility of managing the CASI budget, presenting to board each month, and working with COE leadership.
  - o **ACTION ITEM: Should the Co-Chair role be added to the bylaws?**
- Updates from Jason Jankoski
  - o Workday coming in July; COE HR has done a lot of testing of the system and have found areas they like, but also areas that are not ideal but will obviously make it work; Training will be in April for heavy users, June for everyone else
  - o Federal funding is a changing landscape – continuing to proceed with caution, following guidelines from campus.
  - o Question: is there a concern regarding the GERS (Graduate Engineering Research Scholars) program? Yes, but should be noted that this is a state-funded (133/135) program.
- 2025-2026 CASI Elections
  - o Guest Speaker: Mallory Musolf
    - Secretary of the Academic Staff since July 2024 (on campus since 2010)
    - Various experiences: research admin, accounting, medical school, office of training (NIH grants); started as University Staff on campus
    - Support ASEC, assembly, standing committees, professional development, appeals process, management of CASI policies (review of bylaws); CASI election procedures (from nomination to election)
    - Academic Staff Assembly: if interested in getting involved, complete the Committee Interest Survey (<https://committeetracker.wisc.edu/>); many noted that they completed survey but never heard anything – Nate (who is on the nominating committee) said when a position opens, they look at these surveys to find candidates: based on when survey was last completed (except if nothing changes the date is not updated!), candidate statement, if skills fit open role); he noted that there is no current mechanism to let people know the form was received. Some committees rarely have openings.
    - NOTE for University Staff: email is sent out asking for interest, usually just need to reply to that email (no form to complete).
    - Shared governance secretaries meet monthly.
    - Recommendation for CASIs to create a “briefing document” to have for new (existing?) chairs to introduce their CASI, start to build relationship (this was done when another college had a new Dean at the recommendation of the former Provost as they had a good working relationship with their CASI – and the provost then sent an email to all campus Deans as to WHY it worked for them and the importance; the COE CASI was in the process of reorganizing when Dean Robertson started, so the timing worked out well):
      - Suggest that COE CASI determine onboarding procedure for new Dean and get involved/on the list.
      - NOTE: COE CASI was the first to be asked to be involved with a Dean search!
- Sub-Committee Reports
  - o CASI Planning/Tending: looking into headshots for all staff; spring elections

- o Communications and Information: looking at ways to increase engagement (why aren't we getting any feedback from staff?); discussion about whether people know/understand the role of CASI, subcommittee members felt like CASI should be doing some sort of outreach, for example attending departmental (or similar) staff meetings; looking at the concept of "constituencies" as it seems that the Dean expects the CASI board to be reaching out to other staff to share information (Jackie sends minutes to all CEE staff via the Dept. Administrator; Nate shares summary with staff in his program of ~10 people).
  - Comments: should we have "office hours" or "CASI Chats" in the lobby with CASI members rotating? Should we assign "areas" to each CASI member to send communication/attend meetings/etc.
  - CASI Meet & Greet was designed to serve this purpose.
  - Challenge (based on last election cycle) is that not a lot of people want to get involved/be on the CASI board.
- o Recognition and Retention: meeting this month to plan Spring Meet & Greet and end-of-semester staff lunch.

11:35 AM – 11:40 AM	Updates from CASI members, if applicable (none)	N. Jung/D. Gaona
11:40 AM – 11:45 AM	Questions from Constituents, if time permits (none)	N. Jung/D. Gaona
11:45 AM	Adjourn <b>Motion Zach, 2<sup>nd</sup> Daniel</b> <i>(CASI members – please remember to leave your name table tent on the table at the end of the meeting)</i>	N. Jung

**Next Meeting** – Date – Wednesday March 5<sup>th</sup>, 2025  
 Time – 10:15-11:45  
 Location: Mechanical Engineering Room 2188 or Teams

- 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.