



Minutes

CoE Committee Advocating for Staff Interests (CASI)

Wednesday, March 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, Kelly, Jackie, Carly, Jason (plus 2 guests)

Virtual attendees: Andi, Zach, Sara T-P, Justin, Mary, Libby (plus 8 guests)

Absent: Angela

Schedule:

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

N. Jung

- Approval of Minutes
 - Wed. Feb. 5th: <https://casi.engr.wisc.edu/meeting-summaries/#past-meeting-minutes>
Motion to accept: Kelly, 2nd Daniel, Approved

10:17 AM – 11:35 AM Business

N. Jung/D. Gaona

- Construction Updates: groundbreaking ceremony scheduled for Thursday, April 17 in EH
- Funding Cap Impacts: grad offer strategy for COE is changing slightly with reduced # of PhD offers, more conservative on the 5-year funding guarantee (other universities across the country doing the same); UW Chancellor is a legal scholar, which has been a huge benefit to the UW.
 - Student orgs (with DEI or specific group focus) at Westpoint and Ohio State have been told to disband based on latest government executive order (EO); UW has not interpreted the EO the same way so no changes at this time [Carly noted that many organizations have national chapters such as NSBE (National Society of Black Engineers), SWE (Society of Women Engineers), SHPE (Society of Hispanic Professional Engineers) to help support, however QTE (Queer and Trans Engineers) does not]
- Dean Appointment/Timeline: Start date June 16 (but HR is currently in the process of onboarding); Dean Robertson will continue in role until new Dean starts (no interim); All Faculty/Staff meeting (3/20/25 @ 4pm in 1800EH) will have more details; ACTION ITEM (Nate/Daniel): request for new Dean to meet with CASI asap (ASEC? Has requested meetings with all new Deans, plus 5-year follow-ups)
- CASI Logo/Flyers: (Daniel) inspired by one of the Dean candidates (who had a logo for everything), Daniel had someone put together some draft ideas for a CASI logo (presented to group); goal is to have someone recognizable and then create flyers and post all over COE buildings with a brief description of what we do and how to contact us; comment from guest was that logo cannot be combined with the COE logo/UW crest (lots of rules that must be followed); everyone agreed that the description of our CASI (Committee Advocating for Staff Interests) must be part of the logo (since we are the first and one of the few that recognize ALL staff as part of our CASI).



- Updates from Jason Jankoski: Critical Compensation Fund (CCF) [i.e. Central Funds for Compensation Adjustments] will NOT be proceeding per the Chancellor; budget just submitted to the legislature by the governor DOES have a request for pay plan increases;
 - Workday is coming – March is the Go/No Go deadline (everything is pointing to a GO July 1st)
 - Performance evaluations will be done within Workday, but will no longer be a rolling evaluation format, but rather focused on a 3-month window (July-September) for all to be completed
 - ? re communication to graduate students re Workday, especially regarding reimbursements (as they currently are not receiving any messages) – Jason said messaging is forthcoming;
 - ? remote work agreements as those start July 1? Jason said they had not considered these agreements and said a process will be shared with departments once known (most likely after the Workday Go live?)
 - ? is there still a position cap (more staff to support Workday)? Cap is in place until 2026 (currently); COE has always had a process where the Dean has final approval and they have always been conservative when managing new hires and the current cap number; campus' cap # is managed separately and are considering the current AI-focused hires and other position hires to support Workday.
- Sub-Committee Reports
 - CASI Planning/Tending: will be having a Staff Head Shot session (using program from SMPH) – dates TBD (estimated cost \$400.00, not part of initial budget, but consider this “professional development”); elections are coming! (mid-March Call for Nominations letter will be sent to Deans Office to be circulated – can nominate yourself or someone else through mid/late April; election window for the 4 open positions will be open for 2 weeks once the nominations have been confirmed by Secretary of the Academic Staff, who will once again be running the elections; June meeting will welcome new board members and say goodbye to those leaving.
 - Communications and Information: Jackie provided training on the current WordPress website editor for Daniel, Nate, and Kelly (ACTION ITEM: Daniel to post recorded training into Box); conversation continues regarding CASI “district assignments”, basically to find a way to distribute information personally to other staff in COE
 - Recognition and Retention: end of year staff lunch is scheduled for May 13 in the ME atrium (same place as last year); ACTION ITEM: need better vegan/vegetarian options – please message Daniel if you have suggestions (Qdoba was mentioned); Justin mentioned that he does not have a committee assignment and would like to join this committee (Daniel or Kelly will reach out); Daniel created a draft “Kudos for CASI” web page to meet the criteria set by leadership – sent to Jason, Adam Whitehorse, and David Noyce (still waiting for their feedback); Spring Meet & Greet day has NOT been set – waiting to set a date for the staff head shots before scheduling so we do not have conflicts (comment from Jackie: would like Meet & Greet prior to the closing of the CASI nomination period so people can ask questions if they are interested in running for a position, but also not too close to the staff luncheon event); looking at possibly bringing in Therapy Dogs in July or August (with all the upcoming changes, would like something to help staff)
 - **BUDGET TRACKER** (2024-2025 Budget = \$4,000.00
 - Expenses: \$137.24 – Fall Meet & Greet
 - Remaining: \$3,862.76

11:35 AM – 11:40 AM Updates from CASI members, if applicable

N. Jung/D. Gaona

- Kelly and Jackie attended a Workday COE Financial Facilitators meeting and shared that COE has developed 10 areas for subject matter experts (SMEs) that will help with Workday questions (very little detail or which staff are in each area was provided – even those on the call weren't quite sure why they had been invited to the meeting; many of these meetings start next week, but no one has received invitations).

11:40 AM – 11:45 AM Questions from Constituents, if time permits

N. Jung/D. Gaona



11:45 AM

Adjourn **Motion Jackie, 2nd Daniel**

N. Jung

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

Next Meeting – Date – Wednesday April 2nd, 2025

Time – 10:15-11:45

Location: Mechanical Engineering Room 2188 or Teams

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.
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