Minutes

CoE Committee Advocating for Staff Interests (CASI)
Wednesday, April 2nd, 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, Mary, Carly, Jason (plus 2 guests)
Virtual attendees: Angela, Zach, Sara T-P, Justin, Libby (late) (plus 9 guests)
Absent: Andi

Schedule:

10:15 AM – 10:17 AM   Call to Order & Consent Agenda   N. Jung
- Approval of Minutes
  - Wed. Mar. 5th: https://casi.engr.wisc.edu/meeting-summaries/#past-meetingminutes
    Motion to accept: Mary, 2nd Kelly, Approved

10:17 AM – 11:35 AM   Business   N. Jung/D. Gaona
- Construction Updates: groundbreaking 4/17 @ 1:30pm, EH Commons area
- Funding Cap Impacts: EO hiring impacts being seen (fed level changes/impacts at campus level) – stmt from Chancellor appreciated; travel? Nate/Jackie hearing about cuts/stops/holds; grad students/staff losing ability to share research/network; precautionary cuts – how will this affect international researchers coming to US?
- Dean Appointment/Timeline: new Dean asked to meet with CASI leadership – Nate/Daniel/Kelly had brief (30 minute) informal meeting (were asked the day prior); Dean said he wants to be at meeting himself as much as possible, but will provide a representative if he is unable to attend.
  - Comments from multiple CASI board members: request to share/communicate with board that this meeting was happening (before or after) – first time hearing about it for most was this meeting; feeling there was a lack of transparency; request a simple email be sent to board if these rare types of meetings occur so everyone on the board feels included (we are asking this from COE leadership, we should be modeling the same)
- ADDED: Workday Transition: it is rough, trainings are not useful; Jason – hope the trainings are at least allowing people to see what it LOOKS LIKE prior to go live; Zach? Re roles – what specific ones (and therefor trainings) are needed to do his job? Justin? When will Managers get training? (Jason – manager trainings will roll out in June – didn't want these to happen too early)
- CASI Logo/Flyers: difficult to get approval, but school of Ed already had a logo for their CASI, so we just modified theirs as it meets campus policy (NOTE: does not have our specific description, i.e. Committee Advocating for Staff Interests, just says CASI)

- Updates from Jason Jankoski: no updates
- Sub-Committee Reports
  - Planning/Tending: elections! Nominations were open for 2 weeks (5 seats, 4 x 3-year term, 1 x interim 1-year term, per bylaws); only 4 nominees received; decision was made to open the nomination window for another week and to delay the voting by 1 week; Nate – please reach out to others to nominate themselves/others!
    - ACTION ITEM FOR NEXT YEAR: if nomination (or voting) falls during spring break, consider a delay/extension; send additional emails during nomination window (only one came out this year with link, Dean email didn't include link)
  - (after guests) Communications and Information: social media (i.e. Instagram) for CASI discussion – typically this is for external communication, wonder if needed due to difficulty in maintaining, campus policies, etc. (Nate – Dean asked if our CASI had any social media channels)
    - **Connect with CASI** received a question/comment on the college's hierarchy and difficulty for staff (especially new staff) to provide feedback/input (wanted the question/comment shared with new Dean)
  - (after guests) Recognition and Retention: May 10: Spring Meet & Greet; May 13: All Staff Luncheon; Kudos to CASI form is now LIVE! Randomly drawn name from submissions will be provided with COE Swag; June 1: Staff head shots

- Guests: Jennifer Sheridan & Donald Lee Gillian-Daniel:
  - Jennifer: Interim Associate Dean for Inclusive Excellence & Educational Innovation (IEEI)
  - Donald: Director of Professional Development (Wisconsin Center for Education Research, School of Education)
    - Professional development for staff; lunch & learn series (low attendance, high attrition; goal to build community and connection; new format spring 2025)
    - Distinguished Speaker Series; John Brady Memorial Lecture Series
    - Digital Accessibility session (4/12/25) – low staff attendance (only 24 people registered)
  - How can IEEI make events more relevant to staff? Collaborative? Would research staff be interested in Research Mentor Training (already available to faculty)? What time of year is best?
  - Nate: would like events geared to ALL staff (not just academic staff) – how to get feedback? Messaging?
  - Jackie: has attended multiple events and sees value, but feels that many staff do not feel like they can attend
  - Jason: supervisors should be encouraging staff to attend events, if they are not or are saying no-that is a concern and he should be notified
  - Carly: has felt supported by her supervisor to attend events, but has seen very little participation from Engineering staff (at college events as well as across campus) – isn't the John Brady Memorial Lecture series REQUIRED??; suggestion for book clubs and also "how do raises and promotion work in COE"
  - Mary: how do finances work for professional development (PD) that have a nominal fee? Leadership was supportive of CASI and PD – how would that work? Scholarships?
  - Kelly: University Staff Congress allows up to $1000 in PD each year (easy form to fill out to request funds – 2 cycles per year)
  - Nate: academic staff has something similar, but very competitive, only covers 50% of cost, and requires writing a proposal (School of Ed CASI provides funding for their staff prof. devel.)
  - Nate: two types of PD tracks: promotion/career, training/job skills/etc.
  - Jennifer: is there a supervisor-only email list for IEEI to promote events (all they have is the all-staff lists)
  - Kelly: for univ staff, it is a self-choice to attend PD Events, but would appreciate supervisors saying "you should attend this"
  - Mary: annual performance evaluations should include PD for the next year (supervisor 101); social media for staff to promote these types of events?; supervisor training should include PD

11:35 AM – 11:40 AM   Updates from CASI members, if applicable   N. Jung/D. Gaona

11:40 AM – 11:45 AM Questions from Constituents, if time permits   N. Jung/D. Gaona

11:45 AM   Adjourn Motion Kelly, 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 May 7, 2025
                Time – 10:15-11:45
                Location: Mechanical Engineering Room 2188 or Teams