

Minutes

CoE Committee Advocating for Staff Interests (CASI)

Wednesday, May 7th, 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, Angela (plus 1 guest)

Virtual attendees: Zach, Justin (plus 13 guests)

Absent: Andi, Libby, Sara T-P (alternate Colin V.H. attended)

Schedule:

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

N. Jung

- Approval of Minutes
 - Wed. April 2nd: <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

- (moved up) CASI Election Update: voting ended 5/1/25; Secretary of the Academic Staff (SoAS) finalizing results; Daniel will send out a college-wide announcement email with results
 - Turnout: 533 total staff => 124 voted (23.3%!)
- (moved up) Updates from Leadership – David Noyce
 - Transportation update: no right turn from Engineering Drive onto Randall started 5/12/25 thru Mid-August (estimated); campus transportation services monitoring graduation impacts
 - ? from Angela: any additional discussion re work-from-home options during summer construction? David – no talk of changing anything, all buildings/parking ramp should be open for access
- Executive Action Impacts:
 - Mary: hearing about grant stoppages/layoffs happening in other parts of campus (nothing in COE?)
 - Carly: scholarship restrictions coming from UW legal compliance (to remove identity criteria)
 - David: minute-by-minute changes; NSF 15% overhead going forward at this point, but it is being challenged in the courts
 - ? re student visas? Recommendation Nate received was to contact Academic Services (college/campus level?)
- (moved up) Workday Transition:
 - Jackie: CC reconciliation will be done via expense reports – Daniel confirmed these will all go to campus level first, then back to dept level (Worktag Mgr) to review funding (any edits need will result in report being returned to initiator and the process restarts)
 - Daniel: cost transfer will have approval tree (change from current process)
 - Mary: data polls won't change, but access to employee data will – recommendation to use DAPIR (Data, Academic Planning & Institutional Research)



- Jason: Current (FY2024) Remote Work Agreements will carryover until August, potentially fall semester to allow time to understand/credit FY2025 ones in Workday.
 - COE is in the process of setting up a website for HR, finance, research with dates, etc.
 - OHR email re manager training information was sent out this week
- Mary ? will past performance evaluations be uploaded into Workday? Jason – NO, but the current system will be accessible to view past evals. The current system pulls data from HRS; if managers or employees want/need to pull information from previous evals for ones conducted via Workday, they will have to copy/paste from old into new system.
 - Recommendation from Jason: If you haven't had an eval done in the past ~10 months, GET ONE DONE NOW!! Workday will be setting up scheduling, etc. for 2026 evals.
- Daniel ? is there a hard shut-off of the Time & Absence tile in MyUW? Jason – all information should transfer over to Workday (but not a bad idea to take a screenshot late June)
- Kelly – university staff timesheets (and others using timesheets in the current system) do not go any further than the last pay period before the Workday transition
- Jackie – Budget ? campus asked for 5-10% budget cuts, what is happening in COE? David – Dept Chairs were tasked with creating “what if” plans, and leadership now has those plans should the cuts be requested/needed by campus
- Dean Transition: CASI is requesting to meet with new Dean this summer/ASAP (he starts June 16)
- (added) 1410 Building Update: currently gutting the interior; Engineering Drive will shift again, closer to EH, soon; taking building down to ground level, basement removal will be included as part of new building construction
- Upcoming PD Events: Teaching Alliance Symposium at Union South (May 15); Entire catalog of Workday training courses are now available to ALL employees; **UHS Book Club** (Carly mentioned)
- All-CASI Spring Meeting Report: Nate attended the meeting for all CASI chairs on campus; other CASIs are looking to our CASI as a model, one even changed their name to match ours as they are also including university staff (Committee Advocating for Staff Interests); ACTION ITEM: we need to do a 5-year review (this is a recommendation of the SoAS – who has guidance and a template to follow)
 - Angela: would be good to have a set of goals, etc. to include with the plan (way to track)
 - CASI support letter was briefly discussed (we voted to NOT sign this letter, not all CASIs signed); Nate/Daniel shared letter with COE leadership with reasons why we did not sign
- Sub-Committee Reports
 - Planning/Tending
 - (moved up) June Headshot Event: June 11 from 11am-1pm; ability to take 15 staff photos; estimated cost \$600 (plus ~\$50 for Panera); will create a waitlist to gauge how many staff are interested in getting a photo taken
 - Jackie ? did we get quotes from other photographers? Seems very expensive
 - Meet and Greet: Spring event follow-up comments provided in separate document by Nate, which included: PD opportunities, remote work, headshots, pre-college expansion (summer program was reduced from 6 weeks to 2 weeks due to budgets), etc.
 - Communications: want to “beef up” listing professional development on website; evolving idea to better engage departments about CASI
 - Recognition and Retention
 - Kudos for CASI: huge shout out to Daniel for managing the submissions and responding to those nominated for a Kudos (~35 rec'd so far!; 1st drawing will be held at the July CASI meeting; Kelly working to learn Power Automate to automate the process (so it doesn't all fall to one person) – ACTION ITEM: if you have experience with Power Automate and would be willing to help, please contact Kelly or Daniel; lots of positive feedback from people who have been nominated about the program; goal: have flyers with QR codes posted around the college (will do a trial at the May 13 all-staff luncheon)
 - May Luncheon: May 13 from 11am-1pm in the ME lobby; Bucky will be in attendance from 11:30-12 (\$\$\$); food will be from Forage Kitchen (should have better vegan/vegetarian options than last year); 127 registered, lightly more than 2024, planning for 150



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 Motion Jackie, 2nd Daniel <i>(CASI members – please remember to leave your name table tent on the table at the end of the meeting)</i>	N. Jung/D. Gaona

Next Meeting – Date – Wednesday June 4th, 2025

Time – 10:15-11:45

Location: Mechanical Engineering Room 2188 or Teams

TEAMS link for meeting:

[Join the meeting now](#)

Meeting ID: 289 760 222 796

Passcode: iLemjW

Join on a video conferencing device:

Tenant key: wisc@m.webex.com

Video ID: 114 626 550 6

[More info](#)

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.
-