



Committee Advocating
for Staff Interests
COLLEGE OF ENGINEERING
UNIVERSITY OF WISCONSIN-MADISON

Minutes

CoE Committee Advocating for Staff Interests (CASI)

Wednesday, February 4, 2026

11:00 – 12:30 PM

Room 4610 Engineering Hall and Teams (see bottom of agenda for link)

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: Daniel, Sara T-P, Mary, Carly, Angela, Kelly, Jason, Rob, Jackie (4 guests, incl. Dean Ranjan)

Virtual attendees: Nate, Jennifer, Zach (plus 9 guests)

Absent: Angela, Mary, Justin

Schedule:

11:00 AM – 11:05 AM Call to Order & Consent Agenda

D. Gaona

- Approval of January Minutes
 - Wed. January 7th: <https://casi.engr.wisc.edu/meeting-summaries/#past-meeting-minutes>
 - **Motion to accept: Kelly, 2nd Mary, Approved**

11:05 AM – 11:20 AM Guest

D. Gaona/STP

- College of Engineering's Associate Dean for Research - David Rothamer
- **Support growth of COE research enterprise through effective research service, shared facilities, and faculty/staff support**
 - Tamara Kuhn Martin – asst. dean research admin; Julie Morash – WI center for nanoscale technologies Director; Robert Agasie – Director nuclear reactor (courses, outreach, tours, some research use)
- **Help negotiate start-up packages/retentions/dual-career hires; negotiate joint faculty appointments; cost sharing/extramural proposals; campus & national research policies; research security & compliance; federal appropriations requests; agency research initiatives; strategic research positions**
- **? How do you gather staff input/staff development? DR – important to be visible (took tour of WCNT facilities); regular staff meetings with WCNT staff**
- **? What happened with indirect rate cuts? DR – no cuts yet; feel we are fairly protected for FY26**
- **? Faculty professional development needs with respect to research? DR – putting documentation together to help with proposal submission processes (especially industrial agreement side); research security & compliance evolving; mentorship of faculty and scientists (clear progression path)**
- **? WCNT loss/breakeven? WCNT made some \$, NIAC was even, SMCL lost \$**



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11:20 AM – 11:35 AM Leadership

D. Gaona/STP

- Updates from/Questions for Leadership
 - Update on committees discussing award nominees? Lula – Still gathering committee members (email sent 2/3 to confirm participation)
 - ? Senior assoc. dean for faculty: (3-)5 year commitment; existing faculty member (so does not count against position cap); final candidates selected; will interview with leadership council
 - Inclusive Excellence Committee update: will be called (tentatively) the COE Culture Committee; faculty, staff, students (was only faculty previously); 2 co-chairs (1-faculty, 1-staff); thinking existing dept-level committees will send 1 representative to this committee; will share charge with CASI board; dept chairs will be asked who they would recommend for membership on this committee (email will be sent soon); ? What about people not part of a department?
 - i. If need more spots maybe CASI members can volunteer
 - Jason – 2% raise approved (will go into affect July 1); supervisors must complete mid-point evaluations to be eligible (COE's final deadline is March 30 – earlier for depts); note: for mid-point evals, only a supervisor can make changes; monitoring measles case – reach out to Vickie Kelly in the Dean's office if you have questions/concerns; continuing to monitor teaching requirements for faculty
 - Administrative Service Delivery Model update? Jason – recommendation given to Dean's leadership committee; Executive Leadership Team (ELT) and the Dean will share final report with staff for feedback on their recommendations; report was a summary of findings and concerns brought up by staff during various discussion sessions; Dean said no changes would be implemented until feedback from staff is received after sharing recommendations; fyi: Leadership Council = Dean + assoc. deans; ELT = Dean + some assoc. deans [Lula, Kathy Prem, Adam Whitehorse, Cathleen Walters]
 - ? Was the recent fire real? HUGE bottleneck in front of EHall – safety concerns. David Noyce – this was just a coffee pot, but understand concerns and will continue to improve and communicate better going forward
 - DN – still have a need for floor captains in buildings (reach out to Tom Kohn if interested)
 - 5th or 6th fire alarm related to people plugging multiple items into simple outlets (i.e. overloading circuits); if you see a problem/concern, reach out to Tom Kohn for assistance (are there not enough outlets in an office/lab?)

11:35 AM – 12:20 PM CASI/Subcommittee/Shared Governance business

D. Gaona/STP

- Popcam – Headshot service Nate – free service provided to students prior to career fairs; system is setup and people can just stop by and have photos taken/sent to email (no retouching); cost to rent system ourselves ~\$600-700/day; normally in COE 2X per year – all students receive an email with information
- Campus: [Academic Staff Professional Development Grant](#) opportunities deadline March 2
- Angela - Academic Planning Council (APC) update – course planning updates due 2/16; self study updates; Heather Smith (guest in attendance) – new masters in Interdisciplinary Engineering program proposed
 - Mary mentioned a Professional Development Program for faculty & staff through Learning & Talent Development office – healthier workplace culture (3/2 through 5/19, 12 weeks) – see CASI website
- Possible CASI website updates: (briefly introduced by Nate)
 - i. Add picture of us (CASI members) to About us > Members Bios page
 - ii. [Staff Spotlight](#) page like SMPH – can link to it in the monthly invite



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- Formerly acknowledge, add to bylaws (?) a committee Secretary? **ACTION ITEM:** Daniel mentioned that planning/tending committee should do a Bylaws review as required each year and propose any changes/updates at the March board meeting
- CASI – 5 Year Review – 1st draft is ready for review/being reviewed Daniel and committee working on comments/edit suggestions already received; 2nd draft will be shared prior to March meeting (suggested putting into a Google Doc so it is easier to add comments)
 - i. Edit during meeting should time permit
 - ii. Vote on approval should time permit
- Sub-Committee Reports
 - CASI Planning/Tending **ACTION ITEM:** review bylaws; election timeline other brief information shared by Daniel
 - Communications and Information nothing new at this time
 - Recognition and Retention
 - i. CASI Shirts received!
 - ii. Spring Meet and Greet – 03/05/2026 in 2180ME
 - iii. End of Year Staff Appreciation Luncheon – 05/12/26
- College-wide events none
 - Opportunity for any events, CASI or otherwise, to be announced/advertised

12:20 PM – 12:25 PM	Updates from CASI members, if applicable none	D. Gaona/STP
12:25 PM – 12:30 PM	Questions from Constituents, if time permits none	D. Gaona/STP
12:30 PM	Adjourn Motion Kelly, 2 nd Mary (CASI members – please remember to leave your name table tent on the table at the end of the meeting)	D. Gaona/STP

Next Meeting – March 4, 2026
 11:00am-12:30pm
 Engineering Hall 4610 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.
- Recognize an engineering staff member with [Kudos from CASI](#)