



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

## Minutes

CoE Committee Advocating for Staff Interests (CASI)

Wednesday, March 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, Kelly, Jackie, Jason, Rob, Mary, Angela (3 guests)*

*Virtual attendees: Nate, Justin, Jennifer, Zach, Carly (plus 7 guests, incl. Dean Ranjan)*

*Absent: Angela, Mary*

### Schedule:

(moved up) 11:05 AM – 11:20 AM

Guest

D. Gaona/STP

- College of Engineering Associate Dean for Academic Affairs – Kathy Prem
- Student-facing activities (student affairs, student center, engagement, outreach); communication; career services; learning support (via undergrad learning center, drop-in tutoring, summer support); undergrad advising; scholarships (193 STAR, 110 LEED, >1000 additional: ~\$4.5M in 2025); DARs (Degree Audit System); student wellness and 1:1 meetings; grad student-specific support and professional development
- 2025 highlights: piloted WEB (Wisconsin Experience Program, extended orientation for 1<sup>st</sup> generation students; first cohort 20 students; next year ALL first year / 1<sup>st</sup> generation students will be invited); career services: >300 employers, >3500 students/alumni (at Fall event); drop-in tutoring reached 100,000 visitors and 10,000 students (since opening in 2010; not unique # of students/visitors – just total number of drop-ins)
- Priorities/new initiatives for 2026: outreach/recruiting (adding 7 new student info sessions, expanding ambassador program, listening sessions with remote/less represented WI counties); new cohort program with research experience; new course on job search (spring 2026), 1<sup>st</sup> destination survey ~70% of students responded in fall 2025, add'l alumni engagement; student experience symposium, \$50K provided for both undergrad and graduate ideas to improve student experience, increase funding for student organizations, expand WEB, John Bardeen undergrad research program; grad student/partnership with other U of WI campuses
- Questions: how do others put in requests for student support? Program is for students only, but open to other ideas; what is most fulfilling about your role? We have great students, but do not get to meet/know students very well in this role; BEST program (for students who do not test into calculus) vs. WEB – students were not connected/two very separate groups – why? No effort to combine programs, but talking about



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how to scale up WEB and fine where the places the two overlap so we can combine. Tried something during 8-week summer session that was a complete failure (!). 4 Vacancies – how are you going to support staff when there are openings? Almost always have openings due to the size of this group – working on more cross-training of staff; grateful when other COE staff help with our events.

(moved up) 11:20 AM – 11:35 AM

Leadership

D. Gaona/STP

- Updates from/Questions for Leadership:
  - Jason: Act 15 (instructional requirements) approved by Regents; each system campus has to get own plan approved; each department will have their own plan.
  - Lula: look for emails from Das re office hours with the Dean
    - Question: what about areas without DAs? Didn't think about this – will meet with CAE office to get these sent out
  - Lula: Cathleen Walters retiring, Lula will serve as interim Associate Dean for Advancement; **expect changes** – looking at org chart, etc.
    - Question: how will this work with your other role/job responsibilities? As long as it takes to get new person in place, some things may be put on the backburner
  - Lula: Awards – 4 committees reviewing nominations (2 x staff, 1 x teaching, 1 x faculty/research); supposed to get packets back on 3/16; awards ceremony either Mon, 4/6 or Thur, 4/9
  - OTHER (Mary): “Environment for Education in Engineering” (E3) survey just went out (3/3) to all undergrad/graduate students; 1<sup>st</sup> time responders receive \$5 (to Wiscard/meal funds), 2<sup>nd</sup>+ responders receive \$7.50

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

D. Gaona

- Approval of February Minutes
  - Wed. Feb 4 Minutes: <https://casi.engr.wisc.edu/meeting-summaries/>
  - Justin commented – not in attendance at 2/4/26 meeting, please adjust
  - Motion to accept: Angela, 2nd Kelly, Approved

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

D. Gaona/STP

- (added) CASI elections: propose 3-week window (3/23 start, 4/10 end; reminder 4/6);
- (added) 2026-2027 Meeting times: current time 1<sup>st</sup> Wed from 11-12:30 conflicts with DA meetings and leadership has to leave early; CASI board members have teaching responsibilities that vary
- VOTE on CASI – 5 Year Review – final draft ready to vote: Motion from Daniel to approve pending known minor edits to Appendix I; Motion Angela, Jackie 2<sup>nd</sup>; approved
- Sub-Committee Reports
  - CASI Planning/Tending: agenda created
  - Communications and Information: events module working with new website editor – can have CASI website transitioned; staff spotlight questions draft to board to review;  
**ACTION ITEM ALL BOARD MEMBERS: look at your bio on the CASI website, send Nate photo and any updates/edits**
  - Recognition and Retention: Coffee with CASI (3/5 in 2180 ME, 8:30am-10:30am)
- College-wide events
  - Opportunity for any events, CASI or otherwise, to be announced/advertised
  - i. Finance@UW Conference - [info](#)



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- ii. Administrative Professionals Conference - [info](#)
- iii. Event Management Forum - [info](#)
- Final comments on addition of committee role of Secretary (note taker). This requires a by-laws update.
- Bylaws change discussion related to election of CASI internal roles (Chair, Co-Chair, Secretary and other)
  - 3 options presented: 1 – no changes to election process; 2 – vote for all 3 internal roles annually (chair, co-chair, secretary); 3 – vote for co-chair/secretary annually – co-chair moves to chair role)
    - Nominations are confidential, votes must be available if anyone asks for tally
    - No secretary position or co-chair position currently in bylaws
    - Co-chair (aka chair elect) could be at end CASI term
    - Incoming board members: when to vote?
    - Send secretary role ideas to planning/tending committee

12:20 PM – 12:25 PM	Updates from CASI members, if applicable	D. Gaona/STP
12:25 PM – 12:30 PM	Questions from Constituents, if time permits	D. Gaona/STP
12:30 PM	Adjourn <b>Motion Angela, 2<sup>nd</sup> Kelly</b> <i>(CASI members – please remember to leave your name table tent on the table at the end of the meeting)</i>	D. Gaona/STP

**Next Meeting** – April 1, 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](#)

### CASI Subcommittees:

#### Planning/Tending

Daniel Gaona  
 Sara Tate-Pederson  
 Nathan Jung  
 Kelly Petersen  
 Justin Bush  
 Angela Kita  
 Mary Fitzpatrick

#### Communications and Information

Jackie Bastyr Cooper  
 Rob Kohlhepp  
 Nathan Jung  
 Zach Smith

#### Recognition and Retention

Carly Andrew  
 Jennifer Detlor  
 Daniel Gaona  
 Angela Kita  
 Kelly Petersen