



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

## Minutes

CoE Committee Advocating for Staff Interests (CASI)

Wednesday, May 6, 2026

11:00 – 12:30 PM

Mechanical Engineering Room 2188 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, Angela, Justin, Jackie, Mary, Carly, Jason (plus Dean Ranjan)*

*Virtual attendees: Nate, Zach, Jennifer, Rob (plus 8 guests, David Noyce and Lula Baker)*

*Absent: none*

### Schedule:

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

D. Gaona

- Approval of April Minutes
  - Wed. April 1 Minutes: <https://casi.engr.wisc.edu/meeting-summaries/>
  - Motion to accept: Kelly, 2<sup>nd</sup> by Angela, Approved

11:05 AM – 11:25 AM Leadership

D. Gaona/STP

- i. Updates from/Questions for Leadership: compensation – bonus plan: COE received memo from campus on 4/28 re bonuses; memo sent to chairs/associate deans; funds allocated to chairs with instructions that majority of funds should be for staff bonuses (small amount for faculty); college-wide email sent on 5/3 with deadline of 5/13 for all decisions; these are 1-time bonus funds (NOT salary adjustments)
  - a. Next year: base salary adjustments and adjustments to top of salary range limits
  - b. Dean: COE matched the funds provided by campus for a total of \$297,000 in bonuses – all passed on to chairs/associate deans
  - c. Jason: each unit decides how to allocate their allotted funds
  - d. Comment: email was confusing – suggestion for the use of plain language (specifically including language on how it affects staff, etc.) Dean said campus has required language that must be included and that many people review prior to email being sent
  - e. ? clarify on how bonuses are selected (i.e. who receives a bonus?)
    - i. Dean: justification is required, supervisors are managing who does/does not receive a bonus
    - ii. Jason: if questions, do not be afraid to ask dept administrators (DAs) for an explanation (if having difficulty getting a response, reach out to Jason)
  - f. (from later in meeting) ? for Lula: is there an update on the professional development for staff – Dean/Lula were supposed to provided CASI with a plan to review: Lula – pushed to fall 2026 because of her new interim position/additional workload; she has a framework in mind and will share with CASI at a later date



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- ii. Former CoE Committee on Inclusive Excellence update? Lula – committee has been put together, kick off will be late summer with working starting in the fall, will be called the “COE Culture Committee”; charge of the committee will be determined once they meet; website will be updated at a later date.
  - a. ? What is the committee for? Lula – “will share at a later date”
  - b. ? Who is on the committee? Lula – “look for a list in July”
- iii. Will ECE Chair be same process as recent chair searches? Dean – open search will start in the fall; external and internal candidates will be open to apply; 3 departments have already gone through this process (external chair search) with ~30 candidates for each search; external hires are guaranteed a 5-year term as chair (current chair term length varies by department, but all department faculty vote annually on current chair continuing – confidence vote)
  - a. Jason: many faculty become chair because they feel “it is their turn” vs. having a desire to be the chair
- iv. Dean’s Office contact for scheduling? Contact Carlyn at this time (currently in the process to hire a permanent replacement for this open position)
- v. Connect w/ CASI Submission: Question came in asking for the schedule of the Dean’s office hours for staff in non-academic departments? Dean said he just finished all academic department visits (wanted to do this during the faculty 9-month contract time period; non-academic units/associate deans will be scheduled soon)

11:25 AM – 11:45 AM Guest:

- College of Engineering Associate Dean for Administration and Chief Financial Officer – Adam Whitehorse
  - Involved with Budget (\$292M), finance, HR, payroll/benefits, facilities
  - 8 academic departments, 40+ research centers = 3000+ faculty, staff, graduate and undergraduate employees; 8 buildings
  - Jason, Pete Nemmetz, and Budget/Finance lead all report to Adam
  - Challenges/opportunities: “administrative operating model and service delivery” (campus program) – how to reenvision what admin services are and how they are delivered (with Deloitte consulting firm); COE, School of Business, and Vet Med are all prototypes of how a decentralized model works well
  - Workday: major change, still looking at improvements; lots of collaboration
  - ? UWash pays ~\$9M annually for Workday, how much is UW paying? Adam does not know
  - ? Overdraft fees – who is paying these? (per an email from Meghann Grove) campus is paying these fees through the end of fiscal year 2026 (i.e. end of June 2026)
  - ? Fiscal year – expense reports/central processing? Adam – going to be interesting end of the fiscal year (first time with Workday)
  - ? Staff losses: new position approved for admin office/group; also utilizing a campus Job Rotation Program (6 months in area)
  - ? Campus says there is “staff bloat” – is this true in COE? Adam believes COE is pretty lean
    - ? What is the staff to faculty ratio in COE/other colleges on campus?
    - ? What are the metrics? Believe campus is looking at from an aggregate view, not looking in more detail
    - Comment/concern: Lots of new faculty (CEE potential of 4, ME has 7 starting) – but no additional staff hires in future (no response from Jason or Adam, just acknowledgement)

11:45 AM – 12:20 PM CASI/Subcommittee/Shared Governance business

D. Gaona/STP



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- CASI Election Update – Nate & Jackie: ~18% of COE staff voted in election (lower number of votes than 2025, but were told good percentage based on campus voting history); ? do we know who opens the email vs. who actually votes?; multiple comments re “don’t know who is running, no photos”; Secretary of the Academic Staff (SOAS) – who runs the election – ensures single votes and anonymity (and all other legal requirements); suggestion to ask for more details/specifics in nominee bio; **ACTION ITEM**: Daniel will ask other CASIs about their process
- APC update – Angela (Justin): ECE MS program approval, Core degree Act 15 requirements; L&S and CAI requests for change of home discussed; COE strategic plan review
- Vote to disassemble the Ad-Hoc CASI 5-year review subcommittee: motion to approve Jackie, 2<sup>nd</sup> Kelly, approved
- Vote on Leadership Bylaw: motion to approve Kelly, 2<sup>nd</sup> Jackie – approved for FY27 chair election, but should be reviewed as part of the full bylaw review during next CASI term
  - New bylaw language was sent as a supplemental material
  - Leadership nominations in June will take place as they did with APC vote: send an email to Daniel with nominations for the next CASI Chair (including if you want to run); if nominating another person, include documentation that they accept the nomination
- Campus CASI Spring meeting will be held on June 5 (Zoom)
- New Subcommittee – Bylaw Subcommittee (?): ran out of time – tabled until next meeting
  - Time constraint within Planning/Tending and full CASI to go through the bylaws
  - Meet 2-3 times – maybe every quarter up until April?
- Sub-Committee Reports ran out of time – no updates
  - Communications and Information
    - i. Question was brought up re: CASI service email account
  - Recognition and Retention
    - i. Staff Appreciation Luncheon on 5/12
    - ii. ME Atrium
    - iii. 116 RSVPs – yes
    - iv. All hands-on deck – CASI members if possible, please help with table setup at 9.30am the day of the event
- College/Campus-wide events
  - Opportunity for any events, CASI or otherwise, to be announced/advertised
    - i. Event Management Forum on 5/27 (register by 5/12) - [info](#)
    - ii. Plain Language Training – ongoing - [info](#)

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 Kelly, 2<sup>nd</sup> Carly</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

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**Next General Meeting** – June 3, 2026  
11:00am-12:30pm



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Engineering Hall 4610 or Teams

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**TEAMS link for meeting:**

[Join the meeting now](#)

Meeting ID: 289 760 222 796

Passcode: iLemjW

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**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](#)
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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