



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

Minutes

CoE Committee Advocating for Staff Interests (CASI)

Wednesday, July 1, 2026

11:00 – 12:30 PM

Held virtually only on Teams due to weather (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/>

Virtual attendees: Carly, Daniel, Amanda, Kelly, Justin, Nathan, Rob, Jason, Kathryn, Christa, Jackie (late) (9 guests incl. Dean Ranjan and Lula Baker)

Absent: Zach (vacation), Jennifer

Schedule:

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

D. Gaona

- Approval of June Minutes

- Wed. June 3 Minutes: <https://casi.engr.wisc.edu/meeting-summaries/>

- Motion to approve, 2nd approved

11:05 AM – 11:25 AM Leadership

D. Gaona/C. Andrew

- Updates from/Questions for Leadership

- Dean welcomed new and returning members to new CASI year
 - Campus air conditioning update from Dean. There are approximately 30 portable chillers on campus right now and buildings where research is being conducted are prioritized for cooling. Do not enter buildings that are closed. Work with your supervisor if you need access to a building that isn't open. Remote work solutions for employees impacted by building closures are temporary. A return to regular on-campus office hours is expected once buildings reopen.
 - Daniel: all-staff meeting feedback (perhaps change time due to scheduling conflicts)
 - Christa: sooner notifications of date/time of all-staff meetings
 - Lula: will get all staff meeting notifications out asap; likes idea for a CASI-hosted staff meeting (Jason commented there is precedent for this)
 - Lula: staff professional development
 - Met with Jason and Adam Whitehorse to discuss framework for this type of program; funds from Dean have been earmarked; working to develop a process for staff to request non-UW courses/programs. Faculty already has something in place for those interested in management/leadership positions; looking to see if we can do something similar for staff – had something like this at Georgia Tech.
 - Amanda: is this like what campus already offers ("FP2L – Fully Prepare to Lead")?



Committee Advocating for Staff Interests

COLLEGE OF ENGINEERING
UNIVERSITY OF WISCONSIN-MADISON

- Lula - reviewing campus training. Would be somewhat similar but specific to CoE.
- Katrina (guest): said she has also taken campus-related courses (such as <https://hr.wisc.edu/professional-development/programs/principles-of-supervision-and-management/>)
- Christa: request to include instructional staff in these discussions regarding professional development
- Dean requests that we start a pilot now – not having discussions for 6 months
- Lula commented she will try to get something going early fall
- Kelly: University staff congress offers \$1000 reimbursement for professional development starting in January – super easy program, she has never been told no and submits requests every year. Jason commented that academic staff has a similar program; Jackie/Carly both commented this is a very difficult program to get funds.
- Rob: Kaufmann Seminar is a very prestigious program on campus (<https://hr.wisc.edu/professional-development/programs/kauffman-seminar/>) – meet with leaders across campus, learn about the backend processes, etc.
- Lula is looking into campus programs and meeting with David Noyce; wants to learn more about what his leadership program offers and not have redundancies before sending out the framework – she doesn't want “more of the same.”
- Katrina: How can faculty find out the balances of funds for programs and projects in Workday? Also, still finding many accounts that have INCORRECT balances – is this something departments should be working to fix, currently must work with Noel in COE?
 - Dean commented that this is something campus should be looking at but he is unsure of where it falls within their list of priorities. He suggests asking Adam Whitehorse to discuss it at campus financial meetings. Katrina said they have been doing this, but they're not getting much response/follow-through on a solution.
 - **ACTION ITEM FOR KATRINA:** Email the Dean with challenges, what has been done, priorities, etc. to provide him with a better understanding of the issue. WEST team has a dashboard and the challenges are known but listed as “in progress” with no solutions for 6+ months.
 - **ACTION ITEM FOR KATRINA:** add this topic to the agenda for the August DA meeting
 - **ACTION ITEM FOR LULA:** get someone from Workday to a DA meeting.

11:25 AM – 12:20 PM CASI/Subcommittee/Shared Governance business

D. Gaona/C. Andrew

- Welcome!!!
 - CASI Mission and Values, conflict protocol: <https://casi.engr.wisc.edu/mission-and-values/>
 - New year for the CASI board is a great time to remind everyone of these things
- Campus CASI Spring meeting report – Nate
 - Covers resources for CASI and sharing of ideas from across campus
 - Three trends to keep in mind
 - Act 15 – instructional staff came up a lot
 - Centralization on campus, “operational excellence” efforts
 - New leadership
- Bylaw Subcommittee: Daniel suggests that we create this subcommittee. Kelly made a motion to create a bylaw subcommittee, Jackie 2nd; question: would this be a standing (aka permanent) subcommittee? Per CASI Bylaws a motion must be put in writing at least one month prior to vote to create a standing subcommittee. Carly made a motion to create a limited, short-term bylaw subcommittee to create written



Committee Advocating for Staff Interests

COLLEGE OF ENGINEERING
UNIVERSITY OF WISCONSIN-MADISON

language to create a standing bylaw subcommittee, Kelly withdrew her original motion, Nate 2nd. All in favor (10 for, 0 against), approved. Jackie volunteered to lead this short-term subcommittee.

- If approved:
 - i. Any initial members willing to serve? **Amanda, Kelly, and Nate**
 - ii. Addition of Secretary to bylaws **SKIPPED**
 - iii. Bylaw regarding auto approval of minutes **SKIPPED**
- Service email account – Rob
 - Rob will work on this and provide access/management for Chair and Co-Chair. Preferred address is **CASI@engr.wisc.edu**.
 - Will be used to send meeting reminders, event reminders, KUDOS contacts, etc. – any communication from CASI will originate from this email address/
- CASI meeting time for FY27
 - No time worked for all 12 of us the first week of the month
 - Any other week of the month a better option? **Carly will set up month-long Doodle poll to explore other options. Committee asked to complete it by end of next week.**
- ASEC Invite: 5-year review discussion (**update will be provided during September meeting**)
 - 8/20/26 at 2:30pm – Daniel, Nate, Kelly, STP, and Zach will attend
- Sub-Committees
 - **ACTION ITEM FOR ALL CASI MEMBERS:** all board members must be on a committee; Chair or Co-Chair must be on each of the 3 committees; Everyone is asked to update the Google doc with their sub-committee choices. Daniel will share link via email to sign up for the four sub-committees:
 - Communications and Information
 - Planning and Tending
 - Recognition and Retention
 - **ADD: Bylaws**
- Staff Survey: **Carly and Daniel have a goal to do a survey this year**
 - School of Education's CASI conducted a staff survey for feedback **Carly and Daniel will write survey, using the School of Ed's as a starting point, and bring it to CASI for feedback in August.**
- College/Campus-wide events
 - Opportunity for any events, CASI or otherwise, to be announced/advertised
 - i. Plain Language Training – ongoing - [info](#)
 - ii. Finance@UW – ongoing - [info](#)
 - iii. **Women and Leadership Symposium (past) - [info](#)**

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

Next Meeting – TBD



**Committee Advocating
for Staff Interests**

COLLEGE OF ENGINEERING
UNIVERSITY OF WISCONSIN-MADISON

TEAMS link for meeting:

[Join the meeting now](#)

Meeting ID: 289 760 222 796

Passcode: iLemjW

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

Communications and Information

Recognition and Retention

Subcommittees will be filled after July meeting