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

# MEETING MINUTES

| CASI | Monthly meeting |
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| Meeting date & time | 08/25/2026 1:00 pm - 2:30 pm |
| Location | Mechanical Engineering 2188 |
| Meeting purpose | General Monthly Meeting |
| In-person attendees | Daniel Ganoa, Nathan Jung, Kathryn Rasmussen, Jackie Cooper, Rob Kohlhepp, Kelly Petersen, Carly Andrew, Amanda Thuss, Zach Smith, and 2 guests |
| Online attendees | Christa Wille, Justin Bush, Jennifer Detlor, and 20 guests |

## MEETING DETAILS

| Time | Description | Presenter |
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| 1:00 pm | Call meeting to Order/Auto approval - June 3/July 1 minutes<br>Minutes approved<br><br>Ice breaker question: What was your first concert and/or the best concert you've been to?<br>• Devesh Ranjan: First concert = Coldplay at Alpine Valley<br>• David Noyce: First concert = KISS, Best concert = Jjimmy Buffet at Alpine Valley<br>• Lula Baker: First concert = Beyonce<br>• Jason Jankoski: Best concert = The Killers at Summerfest" | D. Gaona |
| 1:10 pm | CASI/Subcommittee/Shared Governance business:<br><br>• This year's Goals/Direction – see attached PDF. Goals set by Daniel and Carly. There's a good foundation in place in CASI to move these goals forward. CoE community is encouraged to review the goals and share their thoughts, questions, etc. with CASI.<br>- Spread awareness of CASI – through CASI emails, new monthly invites in CoE faculty/staff newsletter, outreach through existing staff networks, flyers in staff spaces, and focus groups. Also considered a survey but after speaking with staff at the School of Education who did this, it was determined that going straight to focus groups instead of a survey was a better option.<br>- Build trusted and transparent relationship between CASI and CoE leadership. Daniel and Carly will meet with Devesh and Lula monthly to support this. Devesh and Lula will also strive to attend monthly CASI meetings.<br>- Determine which factors can be influenced to improve staff satisfaction and retention. The more engagement we have, the more data we have to understand what the top factors are that can be influenced. | D. Gaona/C. Andrew |

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| | - Jackie posed question about what working groups we're trying to target with CASI promotion to better understand how she can assist with that effort. Suggested adding a column to the spreadsheet signup to track how many people are being contacted/presented to. Carly clarified that the goal is to target as many people as possible face-to-face. It's ok if everyone in CASI doesn't have a group they can target. This method is just one way to promote CASI. Carly is working to identify areas where we might fall short on connecting with certain groups, like Facilities, for example to gauge who isn't represented and how we can better connect with them.<br>- Focus Groups – Goal is to invite all staff to participate in focus groups.<br>- CASI Service email account was created<br>*Note Action Items brought forth from discussion*<br>• CASI members are asked to spread the word about CASI within their working groups and sign up for this effort via the sheet Carly has put together. Carly put together a slide deck to assist with CASI outreach/promo efforts.<br>• Bylaw Subcommittee<br>- Proposal was sent on 7/15 and 7/31<br>- Discussion/Vote on Approval – Motion to approve by Jacke. Seconded by Nathan. Approved unanimously.<br>• Headshot Booth<br>- Iris Air Photobooth in Engineering Hall (e.g. Grainger) – Photo booth is up and active for faculty, staff, and student headshots 24/7 at no charge. There are a few glitches that are being worked out, like the internet connection, but overall, it's available to use. The booth is permanent and available on a drop-in basis. Feedback has been positive regarding the overall quality of the photos and the ease of use. Booth includes a setting for people who wear glasses to account for the glare. See attached map of the location.<br>- Nathan will contact people on the wait list from last year who didn't have photos taken to notify them of the new booth.<br>• Academic Staff Executive Committee (ASEC) – 5-Year Review discussion was held on 8/20/26 – Attended by CASI to speak on review. ASEC is looking to get more involved with CASI groups on campus. CoE team was the first to meet with them. Discussed various topics and questions about overall function and accomplishments of CASI. Carly asked if it's possible to review the reports from other CASI groups and Daniel shared that it is—these reports are available online and can provide insights/inspiration.<br>• Sub-Committee Reports<br>- Jackie shared that communications met to discuss the website update.<br>- Daniel shared that recognition and retention is meeting next week. Looking into a possible meet and greet event in October. Looking into gifts of appreciation for departing CASI members. Zach shared a few examples of coasters made in the MakerSpace. Several people are against journals. | |
| 1:55 pm | Leadership/Guest/s: Updates from/Questions for<br>*attendance expected; timing TBD<br>Lula – Faculty/staff professional development fund has been created. There is also a portal that is planned to launch September 1 for any full-time faculty or staff that has a conference or other professional development opportunity they'd like to participate in. An application will be submitted through the portal, reviewed by CoE leadership and then approved by the supervisor. Budget is $200k for the year which will be monitored as time progresses to see if adjustments are needed. This has been presented to department leadership. An email will be coming out with the link to apply. Supervisors are encouraged to support their staff in pursuing professional development through this program.<br>Amanda – are there any restrictions on how often you can take advantage of this | Dean Ranjan/Lula Baker* |

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| | opportunity? Lula - Details/restrictions on the parameters for this program are still being worked out.<br><br>Zach – how will this work with the campus-level professional development grants? Lula—this will be separate from the campus program.<br><br>Devesh added that the CoE program aims to help address some of the challenges and competitiveness of the campus-level program for academic staff. Carly added that she was just elected to the campus-level committee for staff development grants and looks forward to learning more and sharing with CASI on how that program works. Professional development is a top staff priority according to feedback CASI has received.<br><br>Devesh – New chief advancement officer has been announced. This person will help streamline fundraising and work with the Wisconsin Foundation and Alumni Association, as well as philanthropic efforts and foundational relationship building.<br><br>The CoE fundraised $89.4M last year. This is higher than in previous years, partially due to gifts for the new building. Without building, we're still looking at $45M raised which includes departmental funds raised.<br><br>Daniel – are there updates on the Chancellor search? Devesh said this is in motion. Goal is to have finalists announced in late October.<br><br>Jackie – who is overseeing input and design of the instructional labs in the new building? Devesh – there is a committee of faculty and staff providing input to David Noyce. Devesh can accept feedback from Jackie on her lab to share with the planning committee. Jackie – who is on the committee? Devesh – David Noyce can share this info. Jennifer – also looking for information on who to talk to about these new spaces. Committee will make recommendations to Devesh based on current demand, not the initial demand from five years ago when building was set in motion.<br><br>Carly – can you clarify how space allocations are being done? Devesh – some specific spaces were determined years ago when speaking with donors, but several spaces were not set. Since the initial kickoff, some departments have grown while others have not. We are looking at the current status of enrollment to determine specifics for the spaces not allocated yet. Devesh is doing an analysis of the whole space profile for the college and individual teams within it. Campus also did an analysis and that info is sitting with the Chancellor's office. Devesh will use that info as well to guide him in decision making. There will not be any food/market space in the new building. The entire space will be used for teaching and learning. There will be public space on the third-floor roof. Building is not a LEED platinum building.<br><br>Daniel – what is the size of the incoming class? Devesh – Approximately 1700. Zach – what is the impact of Visas? Devesh – it's not quite known how it will impact undergrads, but it is having a significant impact on graduate students. | |
| 2:20 pm | Updates from CASI members, if applicable | D. Gaona/C. Andrew |
| 2:25 pm | Questions from Constituents, if time permits | D. Gaona/C. Andrew |
| 2:30 pm | Adjourn (CASI members – please remember to leave your name tent on the table at the end<br><br>of the meeting) Jackie motion to adjourn. Nathan seconded. | D. Gaona/C. Andrew |

# Goals for Fall 2026

1. Expand **CASI awareness** and **engagement** across COE staff.

Key Actions:

A. **CASI email** - Organizational awareness, consistent communication and outreach
B. **Re-work monthly invites** - Clear agenda, more welcoming to non-CASI members
C. **CASI outreach through staff networks** - Members share CASI mission with existing networks
D. **Flyers in staff space**s - Low stakes opportunity to staff and have visual reminders
E. **Host focus groups** - Invite staff to participate in focus groups, raising awareness of CASI as a place for staff to share their experiences

2. Build a **trusted** and **transparent partnership** between CASI and COE Leadership.

Key Actions:

A. **Clear expectations** - Lift up and hold meeting attendees accountable to expectations as outlined in CASI values
B. **Promote psychological safety** - Model, support, and encourage respectful, candid, and clear communication
C. **Lead with constructive dialogue and collaboration** - Lead meetings and events with gratitude, recognition, and solutions-focused dialogue
D. **Monthly leadership meeting** - Chair/Co-chair and Dean/Chief Strategy Officer in attendance

3. Determine which **factors** can be **influenced** to improve staff **satisfaction** and **retention**.

Key Actions:

A. **Identify factors that can/cannot be influenced** - Through partnership with college leadership and discussion
B. **Share information with staff** - Increase transparency by sharing with staff through CASI meetings and focus groups
C. **Gather staff perspectives on factors** - Via focus groups, learn what influenceable factors are most important to staff
D. **Create Spring 2027 CASI Goals** - Use staff feedback to define goals for next semester

# Engineering Hall - First Floor

**Main entrances on Engineering Drive**

