

## UW Staff Senate Full Meeting

### Agenda

November 3, 2021 1:15 p.m.

Zoom

---



- I) Roll Call
- II) Approve October minutes
  - A) Minutes approved as circulated.
- III) Approve November agenda
  - A) Agenda approved as circulated.
- IV) Special Business
- V) Administration reports
  - A) Academic Affairs – Provost Kevin Carman
    - i) 2-13 Reorganization process
      - (1) Finalized recommendations to President Seidel, then to Board of Trustees by the end of today
        - (a) Should be posted online by Board of Trustees Friday
        - (b) Town Hall at 12pm on Friday
        - (c) Part of those recommendations is to pause the timeline for major reorganizations of the Colleges of Arts and Sciences, Agriculture, and Engineering School of Computing timeline, with a new goal of implementation of July 2023
          - (i) Will allow for more discussion and addition to the Strategic Plan kicking off in December
    - ii) School of Computing timeline
      - (1) Considering a different approach that slows things down and that are less ambitious than previously
      - (2) Moving to January Board of Trustees agenda
      - (3) \$3 million in UW budget to get it started
    - iii) Center for Entrepreneurship and Innovation, WORTH, and WIP
      - (1) American Rescue Plan (federal) funds are on the way
        - (a) One time money must be spent by 2026
      - (2) Also have funds in UW budget, reductions notwithstanding
      - (3) WORTH and CEI timelines are unchanged
    - iv) Moving forward with Notice of Intent this month to re-establish a School of Graduate Studies
      - (1) No additional funds needed from UW
      - (2) Centralized support for programs and students
    - v) Staff ombudsman request – Jim Ahern is very supportive of our proposal
    - vi) Administrative openings
      - (1) Vice President for Research and Economic Development – search in process, interviews in January/February
      - (2) Dean of Health Sciences – committee selected Summit as search firm
      - (3) Dean of College of Business – search consultant contacted
      - (4) Director of Diversity, Equity, and Inclusion – Leadership Council submitted recommendations for the title and scope of position before searching for person
    - vii) Questions

- (1) President Maki – Will these College reorganizations still be discussed at the November Board of Trustees meeting, but not be implemented until later?
    - (a) Generally speaking, the major elements are still in the proposal, but with an extended timeline to allow for more thoughtful implementation.
  - (2) President Maki through chat – What are CEI, WORTH, and WIP?
    - (a) Center for Entrepreneurship and Innovation; Wyoming Outdoor Recreation, Tourism, and Hospitality; and Wyoming Innovation Program. All have state-wide components and are part of a request from the governor to develop economic development initiatives. WIP is in partnership with Wyoming community colleges.
  - (3) President Maki – What is being done for the leadership of ODEI? And who is on the Leadership Council?
    - (a) Day-to-day activities are moving forward, while the Leadership Council are there to support but not intervene. He cannot remember everyone's name that is on the Council but will send them to us.
    - (b) President Maki – The council consists of Provost Carman, Vice President Chestnut, Melanie Vigil, Reinette Tendore, Debra Littlejohn, Jacquelyn Bridgeman, and Tara Evans.
- B) Division of Administration – Senior Vice President Neil Theobald
- i) Operating requests made to state
    - (1) Meeting with legislature next month
  - ii) Budget cuts
    - (1) Employment policies
      - (a) Need to generate an ongoing cut of \$1.5 million
      - (b) Terminal leave and sick leave payouts
        - (i) Currently sick and vacation pay can be used as terminal leave when you resign, no plan to change that; you still collect sick leave while on terminal leave
          1. If we stopped allowing accrual of sick leave while on terminal leave, it saves ~\$200,000
          2. How much sick leave can be traded in is being determined
          3. For employees who resign, not retire
    - (2) Auxiliaries - need to cut ~\$2 million
      - (a) Refinanced \$63 million in bonds at 1.25% instead of 5% - \$1 million in savings
      - (b) Consolidating auxiliaries is in process – savings in transportation due to fewer buses running
      - (c) Can hire those staff that are cut into WORTH, WIP, CEI
    - (3) Parking – need to generate \$500,000
      - (a) Need to raise prices for parking
      - (b) Plan will be out this month
    - (4) American Rescue Program - asking for \$250 million out of \$1.1 billion total available funds
      - (a) Governor will provide \$15 million to startup WIP, WORTH, and CEI
      - (b) Staffing – before hiring a new person, need to consider anyone impacted by non-academic or auxiliaries cuts
      - (c) May help to offset request to reduce non-academic units by \$2.5 million
  - iii) Questions
    - (1) Senator Heupel - Do we have release time for staff to attend the Holiday Market?
      - (a) AVP Marutzky – it's in process and she'll follow up soon.
      - (b) Approved by the President's Office.

- (2) Senator Moen – Is the ARP money something we'll have to pay back?
    - (a) No, it's federal money, so we don't need to pay it back.
  - (3) President Maki through chat – Will we have less parking in addition to increased prices?
    - (a) No, we will have more parking (west of 15<sup>th</sup>), but the overall cost will go up.
    - (b) Senator Puls – From the Landscaping Committee – there will be additional parking but not where it's located now.
  - (4) Senator Vick – What is the process for requesting release time? Who is the backup contact for Mary? We can't seem to get a response from her.
    - (a) AVP Marutzky - It's managed by the President's office, so you need to reach out to Mary Ivanoff to ask. She'll look into another contact.
  - (5) President Maki through chat – Are WORTH and CEI state initiatives or new University departments? Are they different than other programs currently in place?
    - (a) WORTH is a new academic program. CEI is working with businesses around Wyoming and is more of a shared resource.
    - (b) Provost Carman – They are programs bringing resources to campus but are not academic departments with degrees. They will probably report to the Office of Research and Economic Development. The goal is to avoid redundancies and increase collaboration.
    - (c) Senator Vick - The academic piece - Hospitality is business (minor already on the books major in process) - ORTM is Haub/business jointly. The centers are campus wide the curriculum lives in the colleges. CEI is the same way. Curriculum lives in the COB joint with various areas in UW. The Center will be a campus unit.
  - (6) Senator Nelson – You're meeting with the state legislature in December? Is there a timeline for approval of requests?
    - (a) Yes, in the Joint Appropriations Committee. The governor will give his recommendations before the JAC meeting, likely this month. The legislature will take those recommendations with those from JAC and make their decisions. Final decisions are out in April 2022.
- C) Human Resources – Interim Associate Vice President Deborah Marutzky
- i) Open enrollment
    - (1) Closes November 30<sup>th</sup>
    - (2) Benefits Fair November 4<sup>th</sup> in the Wyoming Union
  - ii) TIAA
    - (1) Partnered with SAVI to help student loan repayments or forgiveness
  - iii) Questions
    - (1) Senator Moen – Is SAVI only for UW student loans? Can children of employees use it?
      - (a) It's for any student loans, and for any UW employees. She's not sure, but she'll check and get back to us. Her information just says for UW employees.
    - (2) Senator Vick – Do we have an update on the Employee Handbook? A lot of University Regulations seem to be being pushed into the Handbook, which is making staff nervous. Is there an update on the Compensation and Classification Committee?
      - (a) Provost Carman is chairing the salary committee and they have not met yet. Regarding the Handbook, it was released for a comment period, which was extended to December 3<sup>rd</sup> (per President Maki).
      - (b) Tara Evans – The Handbook would essentially be a SAPP and have to follow those processes for change. Only the President could change it. They're trying to pare down what regulations need to go through the Board of Trustees to make it easier for the University to take care of day-to-day business. Several items should have been SAPPs or in the Handbook to begin with.
    - (3) President Maki through chat – Are there other Human Resources policies under consideration?

- (a) The proposed solutions are only regarding payout and use of sick leave during terminal leave situations (resignations). They have not decided whether to grandfather current staff in or not.

## VI) Liaison Reports

- A) ASUW - Chief of Legislative Affairs Kathryn Carrier
  - i) Passed resolution regarding School of Computing
    - (1) Do not currently support this plan
    - (2) Met with President Seidel yesterday to discuss their concerns
      - (a) Hopes to address these concerns
  - ii) Conducting fee hearings
    - (1) Recommendations passed November 30<sup>th</sup>
  - iii) Restructuring ASUW to be more of a student at large organization rather than College-based representation
- B) Faculty Senate - Chair Adrienne Freng
  - i) Passed resolutions regarding 2-13 restructuring
    - (1) Academic Planning and Graduate Committees provided recommendations
    - (2) Surveyed faculty and sent results to Provost Carman and President Seidel
  - ii) Looking at Employee Handbook, Conflict of Interest policy, and Notice of Intent regarding the Graduate School
- C) 2-13 Committees (Senator Casey)
  - i) Several representatives met with Provost Carman
    - (1) Emphasized the need for more transparent communication
    - (2) Clarified timeline
    - (3) Discussed 60-70 proposed position losses
      - (a) may be closer to single digit losses due to retirements and such
    - (4) Overall felt like our concerns were heard
- D) Advisory Council on Diversity, Equity, and Inclusion (Senator Buell)
  - i) Has not met yet
- E) Athletics Planning Committee (Senator Moen)
  - i) Will meet later this month and will attend Student Advisory Committee meeting tonight
- F) Enterprise Risk Management Advisory Committee (President Maki)
  - i) Senator Thrailkill – looking at progress on priorities
    - (1) Internal Auditing processes
    - (2) Insurance – 56 open claims - 48 auto related, 5 property related, 3 general liability
    - (3) Safety Walk on campus to look for issues needing to be addressed (safety, ADA access, etc.)
  - ii) Security and cybersecurity issues
  - iii) Reminders to be careful while driving UW vehicles, renew auto background check
- G) Food Security Taskforce - (Megan Monahan)
  - i) Meeting today
- H) Landscaping Committee (Senator Puls)
  - i) Went over Master Plan
  - ii) Creating public information website
  - iii) Would like to make a full bike path between 9<sup>th</sup> and 15<sup>th</sup> on Lewis
  - iv) Need to revisit lab school access and parking

- v) Union Transportation drop off point is proposed to move in front of new residence halls at 15<sup>th</sup> and Lewis
  - (1) Move in and move out processes need to be looked at
  - (2) Snow removal and landscaping
    - (a) Concerns about safety with new trees and bushes
- vi) Parking
  - (1) Removing Union parking lot and lot behind Engineering Building
  - (2) Parking garage will have 400 spots, may be more off of Bradley
  - (3) Another garage on the north side of campus was proposed
  - (4) Feel free to email her any questions
- vii) Questions -
  - (1) President Maki – Accessibility parking?
    - (a) She will bring it up at the next meeting.
  - (2) Senator Vick – What about added security for students walking from the garage to half acre at night?

- I) No More Committee (Senator Biertzer)
  - i) Have not met
- J) Public Art Committee - (Senator needed)
- K) Strategic Plan Working Group (Senator Kennedy)
  - i) Have not met yet
- L) Student Media Board (Emily Edgar)
  - i) Moving back to lower level of Union
  - ii) Issues recruiting student employees
  - iii) Update sent by email
- M) USP Update Working Group (Richard Raridon)
  - i) Update sent by email
  - ii) Reviewing General Education requirements

#### VII) Officer Updates

- A) President, Chris Maki
  - i) Please attend the 2-13 Town Hall on Friday if you can
  - ii) Centralizing for advising groups – listening tour before making decisions
  - iii) Parking around Knight and Ross Halls -
    - (1) Spoke to Vice President Theobald, who was in favor
  - iv) Custodial wages and vacant positions
    - (1) Looking for funding to raise salaries
  - v) Ombudsman program
  - vi) Questions
    - (1) Senator Nelson - Do we have information on attending the town hall? Meeting ID? Time?
      - (a) She's waiting to hear back from the Provost's office but will pass it on when she gets it.
      - (b) Chair Freng – Noon on Friday.
- B) Vice President, Brianna Casey
  - i) Homecoming parade
  - ii) Holiday Market coming up
  - iii) Food Drive – have ours in the Spring but may help out with ASUW's fall drive

#### VIII) New Business

- A) First reading of Resolution #241 “Request to Establish an Ombudsman Program”
- B) Vote to suspend rules regarding multiple readings of new legislation
  - i) Passed with 93% “yea” votes
- C) First reading of Resolution #242 “Support for Faculty Senate Resolution #398 Regarding 2-13 Reorganization”
  - i) Discussion opened by President Maki.
  - ii) Senator Nelson – Do the changes the Administration has made to the 2-13 reorganization plan and that were reported by Provost Carman today impact the three-month timeline brought up in the Faculty Senate resolution?
    - (1) Chair Freng – Their resolution asks for the reorganization to be part of the Strategic Planning process. If that happens, then the three-month timeline does not apply.
  - iii) Senator Kennedy – She advocates for amending resolution to match the final version of Faculty Senate Resolution #398.
  - iv) Senator Puls motions to amend the resolution to match Faculty Senate Resolution #398 wording
    - (1) Seconded by Senator Riske
    - (2) No discussion
  - v) Vote to pass Resolution #242
    - (1) Approved by 96% of Senate members present
- D) First reading of Resolution #243 “Support for Associated Students of the University of Wyoming Bill #2757 Regarding the Creation of a School of Computing”
  - i) President Maki opens floor to discussion.
  - ii) President Maki – This will not be voted on in this month’s Board of Trustees meeting but will be discussed.
  - iii) Senator Nichols motions to approve resolution
    - (1) Seconded by Senator Thrailkill
  - iv) Vote to pass Resolution #243
    - (1) Approved unanimously
- E) Votes of support for or against
  - i) Employee Handbook draft as distributed earlier this month
    - (1) President Maki opens floor for discussion.
      - (a) She has the full red line version if anyone would like to see it.
    - (2) Senator Thrailkill – We need to consider the difference in the way these things are reviewed as processes change; by moving items out of UniRegs into SAPPS, it removes some protections for changes. We need the extra time and layers that it takes to change UniRegs.
    - (3) Senator Nelson – She understands that moving items to the Handbook allows for more review and requires more groups (Senates) to review changes.
      - (a) President Maki – The three Senates are able to review and comment on SAPPs and UniRegs, but the President can change SAPPs, while UniRegs are approved by both the President and Board of Trustees.
      - (b) Senator Riske – UniRegs must be approved by several groups (Executive Council, Faculty Senate, Staff Senate, ASUW, Deans and Directors, Internal Auditor, General Council, and any others deemed necessary by the President).
      - (c) Senator Vick – Is the Handbook actually a SAPP? She hasn’t seen anything that explicitly says that. She’d like it to be at least a SAPP, but it needs to be something that requires consultation with the three Senates’ approval.

- (d) President Maki – She's seen previous versions being updated without going through proper channels. We can request that the regulation must be updated. We can also create a committee to look at these changes more closely before December 3<sup>rd</sup>.
    - (i) Senator Riske – Human Resources and the Office of General Council can currently change the Employee Handbook by themselves according to UniReg 5-3.
    - (ii) Senator Czech – It removes layers of protection if the Handbook isn't a UniReg and includes more parties. It seems to be a way of making employees more vulnerable. We need to ask for a longer pause before moving forward. She's willing to be on or chair that committee.
  - (e) Senator Nelson – Are there other authoritative documents that guide employment policies, or is it just the Employee Handbook?
    - (i) President Maki – Some, but some have been sunsetted. This as it is now would eliminate most staff UniRegs (5-1, 5-2) and Presidential Directives. A few staff centric UniRegs and SAPPs would stay.
  - (f) Senator Vick – There is only one SAPP on the Academic Affairs website – Procedures and Guidelines on Managing Student Absences.
    - (i) Senator Riske – There are two other approved ones.
  - (g) Senator Thrailkill – Staff Senate needs to be specifically identified as a group that needs to approve or sign off or be consulted on changes to UniRegs or SAPPs.
  - (h) President Maki – Senator Czech will form a committee to more closely examine the changes this version of the Employee handbook brings.
- (4) Vote to support or not support
- (a) Vote to not support the draft passes by 96% of Senate members present
- ii) Conflict of Interest Policy
- (1) President Maki opens the floor for discussion.
    - (a) President Maki – She's had comments from constituents about salary caps for who would be impacted. This policy pulls the information out of a UniReg and into a SAPP.
  - (2) Senator Thrailkill – She has the same concerns here as with the Employee Handbook.
    - (a) Senator Nelson – She agrees. Conflict of Interest can be very intense, so it should have another layer of approval.
  - (3) Senator Riske – What is the financial cutoff?
    - (a) A commentor wanted to raise the cap to \$75,000. It's currently the cap is \$5,000.
  - (4) Senator Moen – What are the biggest concerns with this, and who does it impact? Just researchers or anyone working outside the University?
    - (a) It includes faculty, staff, and student employees. Any conflict of interest would need to be reported. There is concern about if you had an outside job that was related to your job at UW, that's a conflict of interest.
    - (b) Senator Kennedy – A lot of the changes happening that people are upset about have been in place in previous Employee Handbook versions. We may need to look at asking for clarification and changes, perhaps to a committee (as for the Employee Handbook).
- (5) Vote to support or not support
- (a) Vote to not support the draft passes unanimously

IX) Old Business

- A) Second reading for Bill #50 "Update Staff Senate Rules and Procedures"
- B) President Maki opens the floor for discussion.

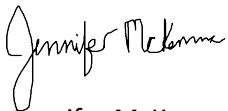
X) Committee Reports

- A) Communications Committee – Senator Moen
  - i) Meeting – November 4, 10:00am, Zoom (meeting ID 5373940029)
- B) Credentials and Elections Committee – Senator Kennedy
  - i) Meeting – November 16, 2:00pm, Zoom (meeting ID [94995620419](#))
  - ii) Member-at-large nominations open. Please send her any nominations.
  - iii) President nominations are open through December 31st. Please send her any nominations.
  - iv) New Senator onboarding this Friday at 9am.
  - v) Planning meet and greet.
- C) Finance Committee – Senator Gonzales
  - i) Meeting – November 17, 8:30am, Zoom
- D) Holiday Market – Senator Heupel
  - i) Meeting – November 2, 9-11am, Zoom
  - ii) Meeting – November 3, 8-9am, Zoom
  - iii) 42-43 vendors so far
  - iv) Setting up Venmo for meat and 50-50 raffle tickets
  - v) December 10
  - vi) Sign-up sheet for Senators in SharePoint
- E) Recognition Committee – Senator Vick
  - i) Meeting – November 15, 10am, Zoom (meeting ID 98327237848)
  - ii) April 18<sup>th</sup> at Gateway Center
- F) Staff Relations Committee – Senator Czech & Senator Heupel
  - i) Meeting – November 16, 1:30pm, Zoom (meeting ID 92383432669)
  - ii) Emailed minutes from last meeting. Also on SharePoint.

XI) Open forum

Meeting concluded at 3:45PM.

Respectfully submitted,



Jennifer McKenna

Staff Senate Secretary