

UW Staff Senate Full Meeting

Agenda

August 3, 2022 1:15 p.m.

Zoom meeting ID 976 7983 2620

Senate Chambers



I) Roll Call

II) Approve June minutes – moved and approved

III) Approve August agenda – adjustments made: add Bill 55, add Presidential Working Survey Group and remove custodial resolution, add confirm new senators: Meghan Monahan (seat 4) and Tori Henderson (seat 36)– moved and approved

IV) Administration reports

A) Academic Affairs – not present

B) Division of Administration – Provost Carmen

i) High level updates

(1) Administration has informed academic deans that UW will fund new faculty (20-30) positions this year

(a) These are funded through the central management process – reassigned from retirements and faculty that have left UW. In addition to these positions there are several vacant positions that need to be filled in this number. The central management process does not recapture a position where a faculty member does not get tenure.

(b) There will be a request for proposal in the next few weeks and posted soon after to fill the openings.

(2) Saddle Up is starting this year.

(a) This is the 1st year, so a learning curve is anticipated. Administration, students and parents are very excited about the program. UW administration is very appreciative of everyone's hard work forming and implementing this program.

(3) Re-organization is proceeding with a soft roll out. New names for the colleges have been selected and are starting to be used. The budgetary re-organization will not be complete until next spring (23).

(4) Staffing Structure review is advancing – Alex Kean is currently in discussions with 2 companies to determine which one will be used.

(a) The review should be underway in the next few weeks.

(b) We are aware that there are staffing positions on campus that must be filled quickly to avoid any accreditation risk.

(c) Academic advisor discussions – what is appropriate under the new academic structure?

(i) We are in a good place where we are now, Universities are recommended to have student to advisor ratio of 300:1, and we are well under that ratio.

(d) The academic calendar for this year should be released later this week.

(e) We are in process of looking for a Vice Provost for Online and Distance Education. We have selected to work with Summit to form a search committee.

(f) At Board of Trustees held their annual retreat in July.

(g) In addition to the support from the Board of Trustees, WY state legislators were present and supported salary increases for all UW staff and state workers.

- (h) VP for Diversity, Equity and Inclusion is underway. We have 29 applicants and will start interviewing next month to narrow the pool.
- (i) Mike Smith is the new VP of Government Affairs and will be starting in the next month.
- (j) The timeline for low enrollment cuts to various programs does not have a final date set just yet, but it does need to be evaluated. We currently have 800 classes that are in the low enrollment section. We are considering combining some of the low classes that have multiple sections. We plan to start reviewing this issue earlier and doing better job planning, while serving the students effectively. We can't afford to offer low enrollment course indefinitely.

C) Human Resources – Deb Marutzky

- i) Please welcome Bob Link who will be starting 08/10/22 as new AVP of HR.
- ii) HR is going to be sending out a survey about new employee orientation to anyone who has attended an orientation in the last 6 months. Please respond if you get one – this will help with future presentations.
- iii) Raises and the Board of Trustees incentive came out on the July payroll. The disbursement of the Board of Trustees incentive was the 1st half of the payment the 2nd will be issued in the spring of 2023. Eligibility letters for each were from Human Resources. If any questions have or do arise, the questions should be directed to a current supervisor who will then contact Human Resources.

D) Student Affairs – not present

V) Liaison Reports

- A) ASUW – not present
- B) Faculty Senate – not present
- C) Advisory Council on Diversity, Equity, and Inclusion (Senator Biertzer) – Adam Comeau – no updates at this time
- D) Athletics Planning Committee (Senator Teng) – no updates at this time
- E) Classification/Compensation (Senator Nichols) – this group is not currently meeting. It is awaiting the staffing survey and will advance once that is complete.
- F) Economic Development Committee (Senator Gomez) – revised strategic plan on July 8th and uploaded to Share Point
- G) Enterprise Risk Management Advisory Committee (Senators Maki and Thrailkill) – Met last week and are reviewing major risks including cyber security.
- H) Food Security Taskforce (Meghan Monahan) – distributed the UW food share monthly report that details where the food came from, amount distributed and donations received. A finalist has been brought to campus for the Food Security Coordinator role. The hiring team will be discussing whether and how much to offer the candidate.
 - i) Senator Norris commented – her daughter visited from out of state (university of South Dakota) and was very impressed with the food pantry program. She took information on the program back to USD to discuss implementing something similar there.
- I) No More Committee (Senator Biertzer) – no updates at this time
 - i) The Diversity, Equity, and Inclusion search committee met today and will be starting search process.
- J) Public Art Committee (Senator Goyn) – have not met over the summer
- K) Strategic Plan Working Group (Senators Casey and Gomez) – Senator Casey – have not met over the summer, will start meeting this fall.
- L) Student Media Board (Emily Edgar) – not present, they do not meet over the summer
- M) USP Update Working Group (Becky Despain) – not present, they do not meet over the summer

VI) Officer Updates

A) President, Tim Nichols

- i) It has been a busy month!
- ii) During the July Board of Trustees retreat there was a high level of support from Board of Trustees, UW Administration and Governor Gordon for Staff Senate and the role Staff Senate plays at UW. The main focus from these groups this year will be around staff. Salaries were discussed, funding requests presented and a discussion of another round of salary increases took place.
- iii) Staff Senate President Nichols met individually with UW President Seidel to discuss staff compensation (at an adequate level), workplace culture, the interactions between facility staff and students. He relayed to UW President Seidel that there is an ongoing perception of a hierarchy amongst employees that is not beneficial to the culture or wellbeing of UW employees.
- iv) Staff Senate President Nichols met individually with Provost Carmen as well. They discussed educational opportunities for staff, retention and using education to advance employees positions within the University. Options for accelerated study were discussed as a way to provide staff with an opportunity to gain the discussed education at an accelerated rate, a competency based education – to further retain employees.
- v) Staff Senate President Nichols met individually Tom Burman – Director of Athletics about an organizing and holding a staff appreciation football game this fall. We will discuss further during open forum.

B) Vice President, Chris Maki

- i) In past month she has been working with the UW President's office on employee of the quarter from last and upcoming quarters and the awards and activities associated with those.
- ii) Will discuss homecoming parade during open forum.

VII) New Business

A) Confirmed and approved Meghan Monahan (seat 4) and Tori Henderson (seat 36).

B) Appointment of Presidential Evaluation Survey Working Group

- i) The need for this working group arose from discussions during the Board of Trustees retreat.
- ii) Staff senate taking an active role in UW President Seidel's evaluation of his role on campus. Staff Senate will be disbursing the survey to all staff for data collection purposes, will compile and summarize the results before presenting the results to the Board of Trustees in the October meeting.
- iii) Need volunteers are needed to work in this group. Staff Senate Vice President Maki will be leading the group.
 - (1) Senators Moede, Sala-Boggs, Casey, Van Cleave, Swierczek, and Czech volunteered.
 - (2) Motion to form the group, 2nd and approved. It has now been formed.

C) Legislation

- i) Resolution 246 – Custodial Snow Removal – Removed from agenda
- ii) Bill 55 – Allowance of Interim Officer Positions and Presidential Appointment – 1st reading w/ motion to suspend 2nd reading and vote after exec vote occurred.
 - (1) 1st reading
 - (2) No motion to suspend rules. Will read for the 2nd time in the September meeting.
- iii) Bill 57 - Dissolving Finance Committee – 1st reading w/ motion to suspend 2nd reading and vote after exec vote occurred.
 - (1) Motion and 2nd to suspend rules and vote occurred.
 - (2) Vote held and passed.

- iv) Bill 58 – Attendance Requirements – 1st reading – w/ motion to suspend 2nd reading and proceed to vote.
 - (1) Role call vote approved – open for discussion
 - (a) Discussion
 - (b) If 4 unexcused absences – see addendum A, what does fraction of the year mean – this is for interim senators
 - (2) All votes passed – bill passes.

VIII) Old Business

IX) Committee Reports

- A) Communications Committee – Senators Casey and Wolfinbarger
 - i) Meeting – Aug 4, 10:00am, Zoom (meeting ID 5373940029)
 - (1) Nelson report
 - (2) Website updates
 - (3) July was light
- B) Credentials and Elections Committee – Senator Goyn
 - i) Meeting – Aug 10, 2:00pm, Zoom (meeting ID 96409034946)
 - (1) Did not meet in July
 - (2) Need to open for nominations for treasurer.
- C) Finance Committee – Senator Harris
 - i) Meeting – Aug 17 8:30am, Zoom
 - (1) Not present
- D) Holiday Market – Senator Heupel
 - i) TBD
 - ii) Just sent survey to identify times – vendors want ending at 4 PM December 9th from 9-4 at the conference center across from the Gateway Center, updated marketing and vendor surveys/sign-ups are pending, shuttles will be available.
- E) Process Improvement Committee – Senator Gomez
 - i) Meeting – Aug 9th 1:00pm, Zoom (meeting ID 96945331994)
 - (1) 1st meeting this week about catering w/ risk mgmt., General Council and procurement, next meeting will be 08/29 on this topic.
 - (2) Will discuss next: supplemental pay and grant admin/ processing–staff discussion of adding supplemental pay to their wages.
- F) Recognition Committee – Senator Sala-Boggs
 - i) Aug 15, 10am, Zoom
 - ii) Recognition Day
 - iii) Needs input - survey sent out via email to all senators. Want to emphasis ALL staff recognition, a smaller presentation and all staff that have been nominated will be acknowledged as well as those who won. All those nominated will be notified in advance.
 - iv) Discussion on administrative staff vs classified staff.
- G) Staff Relations Committee – Senator Czech & Senator Heupel
 - i) Meeting – Aug 16th, 1:00pm, Zoom (meeting ID 97488152826)
 - ii) Minutes on share point
 - iii) Has worked on a definition of classified vs admin staff. All Staff are all at will employees in the State of Wyoming. HR is supposed to have a definition for us soon on the difference between the two.

X) Motion to adjourned - approved

XI) Open forum