

UW Staff Senate Full Meeting

Agenda

December 4, 2019 1:15 p.m.

Wyoming Union Senate Chambers



- I) Roll call
 - A) Present - Debbie Allred, Chad Bade, Brianna Casey, Jeannie Czech, Heather Earl, Emily Edgar, Jonathan Goldman, Jason Gonzales, Jennie Hedrick, Jennifer Heupel, Barbara Hill, David Keto, Jennifer McKenna, Cathy Moen, Meghan Monahan, Angela Reddick, Susan Schulz, Kirsten Smoot, Christopher Stratton, Glory Taylor, Kathleen Vick, James Wheeler
 - B) Excused - Kristin Blevins, Lindsay Mergelman, Natawsha Mitchell, Jody Sullivan
 - C) Absent - Mark Heinz, Chris Maki
 - D) Proxy - none
- II) Approve November minutes
 - A) Minutes stand approved as circulated.
- III) Approve December agenda
 - A) President Wheeler requests a motion to move Alison Hagey, Maria Almendares, and Faculty Senate representative to Special Business.
 - i) Motion made by Senator Keto.
 - ii) Motion seconded by Senator McKenna.
 - iii) Passed unanimously.
 - B) Agenda stands approved as amended.
- IV) Special Business
 - A) Confirmation of New Senators
 - i) Elizabeth Traver, Research & Economic Development seat #32
 - ii) Sarah Lemli, Academic Affairs seat #1
 - iii) Senator Stratton motions to confirm new senators.
 - iv) Seconded by Senator Goldman.
 - v) Motion passed.
 - vi) New senators welcomed.
 - B) Alison Hagey, Presidential Search Committee
 - i) Four faculty members, three students, and two staff members present on committee.
 - ii) Parker Executive selected as search firm in fall 2019.
 - iii) Applications currently coming in.
 - (1) Committee has access to secure portal to review submissions.
 - (2) Will have updates December 11th and January 8th.
 - (3) Posted in several higher ed journals as well as Parker Executive and UW websites.
 - iv) Timeline -
 - (1) Posting closes on January 20th.
 - (2) Committee will then meet in late January to review applications together after that.
 - (a) Narrow down to 10 for Skype interviews
 - (3) Early February
 - (a) Narrow down to 5-6 and send those to Board of Trustees
 - (b) Background checks, etc. will occur
 - (4) Mid-February

- (a) Board of Trustees will select and announce 3-4 finalists
- (5) Late February
 - (a) On campus interviews, opportunities for public feedback
 - (i) Encourage constituents to attend forums and give feedback
- (6) March
 - (a) Make offer
- v) Dick McGinity is only encouraging non-traditional candidates to apply
- vi) Search and timeline look pretty traditional after suggestions from Parker Executive to Board of Trustees
- vii) Questions
 - (1) Send President Wheeler any question ideas for Skype interviews.
 - (2) Pres Wheeler – use presidential search website to submit feedback
 - (3) Senator Taylor – how many applications have you received?
 - (a) Not allowed to say.
- C) Maria Almendares – Associate Vice President of Human Resources Search Committee
 - i) ZOOM interviewed nine candidates about two weeks ago and narrowed down to four
 - (1) Will be bringing all four to campus before Christmas
 - (a) Distributed handout with names of candidates and schedules for open campus and Senate sessions
 - (b) Still finalizing on campus schedules, but will have two opportunities for Faculty and Staff Senate representatives to meet with candidates
 - (i) Send anonymous feedback from sessions or otherwise to Maria
 - 1. Be sure to include candidate's name in body of email
 - ii) Meeting on 12/20 to choose a recommendation to send to Bill Mai
- D) Faculty Senate – Chair-Elect Rudi Michalak
 - i) University Regulation discussions
 - (1) UinReg 2-6
 - (a) Dismissal policy – would like to see a broader range of people covered by this policy
 - (b) Alcohol and illegal substances are currently combined in one rule, but would like to see them separated
 - (2) UniReg 2-15
 - (a) Academic freedom – want to add freedom of expression statement in this UniReg or other document that covers not just faculty
 - ii) ASUW resolution regarding food insecurity on campus
 - (1) Possible joint resolution with Staff Senate
- V) Administration reports
 - A) Division of Administration – Interim Vic President Bill Mai
 - i) November Board of Trustees
 - (1) Followed by legislative Housing taskforce meeting
 - (2) Housing plan and progress on motions made in September regarding Wyo Hall, Hill Hall, parking
 - (a) Urgency around timelines
 - (b) Concerns regarding safety of Hill Hall, particularly asbestos
 - (i) Conditions are regulated by federal guidelines relating to free asbestos
 - (c) Similar concerns around Wyo Hall demolition and asbestos release
 - (i) First is relocation of utility and infrastructure

(ii) Next or concurrently mitigation of potentially airborne asbestos

ii) Questions

(a) Senator Traver – Will they keep any spruce trees around parking lot at 15th and Lewis?

(i) They have been previously targeted for removal due to age or disease.

(b) Senator Traver – Will new buildings have similar sandstone façades?

a. It has not been determined. Board of Trustees will assign an exterior design group that will have specific requirements they must follow. Architects are in early stages of designs – the first round will accommodate 1000-1250 students in three buildings.

(c) Senator Stratton – As someone who has worked in Hill Hall, will the mitigation continue before or after people move in? Popcorn ceilings were a concern when building was originally shut down, but they're still there.

(i) The building will be safe to move into. The intent is to have everything taken care of before people move in. If you have concerns, bring them to him or your supervisor.

(d) Senator Taylor - As a follow up, will abatement be done before people move in?

(i) He would like to make the building better to work in, not just regarding safety, but the timeline is tight. He and John Davis have been discussing modernizing the building after move in.

iii) Next week is Board of Trustees December phone call or ZOOM meeting.

iv) Administration is going to Cheyenne in two weeks for budget hearing with Joint Appropriations Committee

(1) Budget and governor recommendations are published on the State of Wyoming Administration and Information website

v) Senate representation at Board of Trustees

(1) All three Senates and chairs have done very well working with the Board

B) Human Resources – Associate Vice President Renee Ballard

i) Benefits

(1) Open enrollment is closed

(a) A few late submissions were received on Monday because 11/30 was on a Saturday, but EGI does not want that to happen again.

(2) Benefits fair

(a) Wyoming Health Fair had 20 more blood draws this year compared to last

(b) Over 200 submissions into prize drawing

(c) Looking at moving fair up next year to allow more time for processing paperwork

(3) State of Wyoming and UW Payroll has requested HR to use paper forms instead of the online portal

(a) Would like to get everyone on the portal by next year

ii) Will add documentation on HR website about the American Disabilities Act to help staff understand regulations and how to navigate requests

iii) WyoCloud

(1) Staff can now see monthly accruals of vacation/sick time on your portal

(2) Employer's retirement contribution in your WyoCloud portal request is still in process

(a) Money is being transferred, so you can look at the accounts in TIAA or Wyoming Retirement System

(b) Call Renee or Marti Pantier in payroll if you need those numbers for imminent retirement

iv) Employee handbook

(1) Getting new language from presidential directives, so are also overhauling the whole thing

(2) Will have document with all changes and updates

v) Payroll

(1) Full-time benefitted employees will be paid on 12/23 because of holidays

(2) Part-time employees – 12/3, 12/17 are deadlines for time submission

(a) Next day is deadline for supervisor approval

(b) Corrected to 12/16 during questions

(3) Full-time benefitted employees - 12/11 is deadline for time submission

(a) Next day is deadline for supervisor approval

vi) Question -

(1) Senator Heupel – The email just sent out by HR has different dates (12/16 and 12/17).

(a) The email has the correct dates.

vii) Snow closure

(1) Only employees that need to enter time are salaried non-exempt benefitted employees

(a) Report normal hours you would have worked as “time off emergency closure”

(b) Withdraw any vacation requests submitted for that day

(2) Essential employees

(a) Report normal hours as above

(b) If you came in to work hours, report those as “emergency closure worked”

viii) W2s

(1) Currently testing W2 availability in HCM portion of WyoCloud

ix) Questions

(1) Senator Taylor – A new 403b account was opened for her without her requesting it – will the money be rerouted to the correct accounts?

(a) Payroll is aware of the issue. AVP Ballard is not sure if it’s a new account or if it’s just being reported incorrectly, or how widespread it is.

(2) Senator Earl – Is there a backup plan if W2s don’t happen as planned?

(a) Not sure, but there should be.

(3) Senator Vick – Is there a timeline to correct duplicate vacation time in HCM? If someone has two positions in separate areas and are full time AND part time, their vacation hours are getting duplicated and are taken out twice.

(a) When issues with HCM come up, email userhelp@uwyo.edu, who will assign it a ticket number and send it to the correct place. AVP Ballard doesn’t have any details on this, but presumes it’s being worked on.

(4) Interim Vice President Mai

(a) Payroll concerns

(i) They are currently working on assembling a team (WyoCloud/HCM Implementation Audit Team) to address these issues. Seems like most problems reside in the Time/Reporting module. These concerns are not being ignored, and he will keep us updated on any progress.

C) Academic Affairs – Provost Kate Miller

i) Outcomes of Higher Learning Accreditation team visit

(1) Accreditation visits occur every 10 years

(2) Visit went very well

(a) Team was impressed by quality and honesty of delivered report

(b) Thanks to all who attended sessions and assisted with preparations and report

(3) Can expect draft report before winter break

- (a) Will give indication of how the review is going
 - (b) We are expected to review it for “errors of fact”
 - (i) Information that wasn’t available at the time or was misunderstood, etc.
 - (4) Final decision by mid-March
- ii) Research planning council effort
 - (1) Goal is to identify “grand challenges with societal impact”
 - (a) Part of university-wide Strategic Plan (not generally included in previous plans)
 - (2) Composed of Ed Synakowski (VP for research), Provost Miller, four faculty chairs (Dr. Helfgott – History, Dr. Henkel – English, Dr. Dale – Physics, and Dr. Kaszuba - Geology)
 - (3) Had ~40 listening sessions across campus
 - (a) How departments can work in an interdisciplinary way
 - (b) Found departments were curious about other departments on campus
 - (4) Visited other campuses (including Washington State, Montana State)
 - (5) Next steps
 - (a) Distribute data to department heads for internal meetings
 - (b) Then up to the Dean level
 - (6) Information on Research Office website (Advancing Research and Scholarship)
- iii) State educational attainment agenda and UW
 - (1) State of Wyoming has a relatively low education attainment level compared to other states (% of populace w/Associate or bachelor's degrees or certificates)
 - (2) National agenda is to raise that number nationally because higher ed skills are needed in an information economy
 - (3) Complete College Wyoming group (during President Nichol’s tenure)
 - (a) Goal was to go from 46% (current) to 62%
 - (b) Governor Mead issued proclamation to go to 67% by 2025, 82% by 2040
 - (c) Legislation put in place to help reach those goals
 - (i) Most activities given to Wyoming Community Colleges Association
 - (4) Legislation called for Education Attainment Executive Council to put together a strategic plan with metrics on how to reach 67% goal
 - (a) UW’s representative is Kent Drummond
 - (5) UW is a big part of the goal
 - (a) Student success, retention, graduation rates
 - (b) Smooth transfer of students from community colleges to UW
 - (i) Keep names and prefixes of lower level courses consistent
 - (c) Anne Alexander and chairs of University Studies Program and Curriculum Committee involved
- iv) Questions
 - (1) Senator Casey – The HLC will provide recommendations to UW. What will the follow up be?
 - (a) We’ll get that initial report and will see likely recommendations. We will be working on budgets in January and February, so having the report will be handy for that. The draft report will probably not be published.
 - (2) Senator Schulz – President Nichols said that Wyoming has a higher percentage of high school graduates than other states, so why aren’t they going further?
 - (a) According to semi-anecdotal evidence, you can legally leave high school at 17 to work (we lose those students). Also, the energy sector and similar provides good paying jobs without further education.

VI) Guests and Special Programs

- A) Blossom Lumley (project manager), Cheyenne Niemi (analyst), and Alex Titley (intern) - Financial Affairs Support Team (FAST)
 - i) Formed to provide no cost services and business support to campus departments
 - (1) On campus business support due to vacancies or busy times
 - (2) Reporting (account analysis, etc.)
 - (3) Training and troubleshooting WyoCloud
 - (4) Process improvement
 - ii) Team of analysts and interns fully trained that are ready to go
 - (1) Student interns – 3 students each semester including summer
 - (a) Provides professional experience to students
 - (b) Career ladder
 - (i) 2-3 weeks of “bootcamp” training
 - (ii) At least 3 months in an internship
 - (iii) Up to 2 years employment as an analyst at UW
 - (iv) Potential for permanent position in departments other than finances
 - (2) Request services on their website (uwyo.edu/fast)
 - (3) Questions
 - (a) Senator Monahan – You mentioned p-card reconciling and expense report entry; do staff have to delegate you in WyoCloud instead of us?
 - (i) No – they ask the WyoCloud team to switch delegates as needed.
 - (b) Senator McKenna – Blossom did a great job helping at the Wyoming State Veterinary Laboratory during our accountant’s FMLA leave; she highly recommends using their services.
 - (i) Thanks to Senator Hedrick for being tremendously helpful in getting FAST the interns they need.
 - (c) Senator Traver – What is the cost to the department?
 - (i) There is no cost right now, but they have limited funding to run this as a pilot program. They will need to figure out how to fund it permanently (maybe using vacancy funds or Wyoming Workforce Services grants).

VII) Old Business

VIII) Liaison Reports

- A) ASUW – Vice President Houghton
 - i) Elections coming in April
 - (1) Currently hiring elections coordinator (student position)
 - ii) Meeting w/city council members Weaving and Harrington about landlord/tenant issues
 - iii) Touring new capital building in Cheyenne next week and talking to Governor Gorden about public policy and how to get involved as young people and as an organization
 - iv) Finished fee hearings, will take recommendations to Board of Trustees in January
 - v) Final census meeting this semester is Friday, 12/6.
 - vi) Final meeting semester is next week, then nothing until January 28th
- B) Advisory Council on Diversity, Equity, and Inclusion (Natawsha Mitchell)
 - i) No representative present.
- C) Athletics Planning Committee (Cathy Moen)
 - i) Next meeting is December 9th
- D) Campus Master Plan (Chris Maki)
 - i) Officially disbanded

- ii) Final report will be published
- E) Enterprise Risk Management Advisory Committee (Chris Maki)
 - i) No representative present.
- F) No More Committee (Natawsha Mitchell)
 - i) No representative present.
- G) President's Engagement Council (David Keto)
 - i) Sent out draft SAPP about UWyo Events calendar - let Senator Keto know any feedback
 - ii) Last meeting focused on incorporating engagement and service into faculty reviews
 - iii) Questions
 - (1) Senator Vick – Interested in more information on faculty reviews.
 - (a) Will do.
- H) Public Art Committee (Susan Schulz)
 - i) No meeting yet.
- I) Strategic Improvement Working Group (Kristin Blevins)
 - i) No representative present.
- J) Student Media Board (Emily Edgar)
 - i) Board is full!
 - ii) Refining organizational structure
 - iii) Creating broadcasting program
 - iv) Going through policies and regulations
 - v) Questions surrounding space in the Union, financial records, policies
 - vi) Questions
 - (1) Senator Keto – Will the broadcasts come out of Student Media or Journalism/Communications?
 - (a) Student Media.
- K) UW Facilities Council (Jason Gonzales)
 - i) No meeting since last full Senate.
- L) UW International Advisory Council (Lindsay Mergelman)
 - i) No representative present.
- M) UW Travel Policy Committee (David Keto)
 - i) No update.
- IX) Officer Reports
 - A) President, James Wheeler
 - i) Holiday Market
 - (1) Passed around sign-up sheet for helping at Holiday Market – please sign up!
 - (2) Lou Ann has raffle tickets
 - (3) Thanks to Senator Earl and the ad hoc committee for all their hard work
 - (a) President's office will send out release time notice
 - ii) Co-authoring a bill w/Faculty Senate Chair Chestek regarding food insecurity issues
 - (1) Hopefully will have in January
 - iii) Next meeting is January 8th.
 - iv) Happy Holidays and safe travels!
 - B) Vice President, Meghan Monahan
 - i) Food Drive

- (1) Sign up for food box locations
 - (a) Let her know of any changes
- (2) Working with Communications Committee to publicize it
- (3) Can only accept food (no gift cards or cash)
- (4) Shoshoni room booked for sorting/distribution on December 18th

ii) Questions

- (1) Senator Hedrick – There is a faculty member in Business that always gives her cash, so she just takes it and buys food. She doesn't want to turn him down, because we'd likely lose that donation altogether.
- (2) Senator Earl – Food for Fines is also going on.
- (3) Senator McKenna - Can you verify the pick-up date?
 - (a) Yes – that's when they could get the room.

X) New Business

XI) Committee Reports

A) Communications Committee – Senators McKenna and Moen

- i) Meeting – Dec 5, 9:00, Wyo Hall, 351
- ii) Working on updating the website – please send suggestions
 - (1) Calendar on front page (thanks to Senator Schulz)
- iii) Thanks to Senator Edgar for her help!
- iv) Questions
 - (1) Senator Earl – On our website, the large picture makes it hard to find the actual information tabs. There is also no navigation bar on left side of the page.
 - (2) Senator Czech – Does the website have to conform to all the usual rules?
 - (a) Yes. We are working on ADA compliance as well. (Senator Edgar)

B) Credentials and Elections Committee – Senator Blevins

- i) Meeting – Dec 17, 2:00, Wyo Hall, 402
- ii) Senator Wheeler
 - (1) New Senators coming next year
 - (2) Nominations going out for next year's President
 - (a) Online elections

C) Finance Committee – Senator Gonzales

- i) Meeting – Jan 15, 8:30, Merica Hall, 320
- ii) Reviewed foundation accounts and sent foundation report by email
 - (1) Accounts are now accurate
- iii) Recommends 10 scholarships for spring semester

D) Holiday Market Committee - Senator Earl

- i) Meeting – Dec 11, 1:30, A&S, 203
- ii) Sent vendors email today with all necessary information.
- iii) Trying to have ATMs available, but there are new concerns about security and cameras; we are currently unsure of status.
 - (1) Senator Wheeler – Senator Bade and Enzo can guard them.
- iv) Questions
 - (1) Senator Traver – Do you just need a camera? She has one we can mount near the ATMs.
 - (a) Senator Earl hasn't read full email yet; she will contact IT about presence of cameras in BCPA.

- (b) Senator Bade can find out if BCPA has cameras and where they are.
- (2) LouAnn – Are we having a crafts table and silent auction? If so, will senators need to bring something?
 - (a) The sign-up list is working its way around. Bring something if you can, even if you don't sign up to work.
- (3) Senator Keto – The list being passed around is for working the Staff Senate table; do you still need stuff to sell?
 - (a) Yes, need at least two people (one does crafts and/or food, the other handles the raffles). It's not a silent auction; we're just selling items.
- (4) Senator Wheeler – can we put flyer on Facebook for raffles?
 - (a) Senators Edgar and Bade – The Market is on Facebook, but we can add the raffles.
- E) Recognition Committee – Senator Hedrick
 - i) Meeting – Dec 19, 9:00, Union, 203
 - ii) Theme will be retro carnival
 - iii) Will soon be asking Senators to help follow up business and departments for donations and door prizes
 - iv) Will start meeting twice a month in January
 - v) Employee of the Quarter closes this Friday
 - vi) Questions
 - (1) Senator Earl – Did you get her email about Tip of the Hat prizes?
 - (a) Senator Wheeler – Will check for it.
- F) Staff Relations – Senators Heupel and Czech
 - i) Meeting – to be determined
 - ii) No meeting last month
 - iii) Questions
 - (1) Senator Wheeler – Met with Mark Bercheni and reiterated persistent issues. He will be meeting with VP Bercheni each month and can take issues to those sessions.
 - (a) Senator Czech – Are those meetings instead of the committee meetings?
 - (i) No. These are separate.
 - (b) Senator Earl – You cannot see employer contributions in Wyoming Retirement System (still).
 - (i) Can you screenshot it?
 - 1. Senator Earl did that and brought to last meeting. It just shows an annual statement.
 - (c) Senator Taylor – The TIAA account issue means that employees aren't earning as much interest as they could, and their money isn't being used the way they've elected. She has no idea how that money is being used or why it's not in the account she requested.
 - (d) Senator Monahan – Human Resources says it's not a prevalent issue, but it doesn't matter how prevalent it is. Not everyone checks their accounts regularly. Some employees are trying to move money around in their accounts or planning retirement – they need to be able to see that information.

XII) Meeting adjourned at 3:06PM

XIII) Open forum

Respectfully submitted,

Jennifer McKenna

Staff Senate Secretary