

UW Staff Senate Full Meeting

Agenda

November 6, 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, Davin Fifield, Lindsay Galey, Jonathan Goldman, Jason Gonzales, Jennifer Heupel, Barbara Hill, David Keto, Chris Maki, Jennifer McKenna, Natawsha Mitchell, Cathy Moen, Angela Reddick, Susan Schulz, Kristen Smoot, Christopher Stratton, Jody Sullivan, Glory Taylor, Kathleen Vick, James Wheeler
 - B) Absent – Mark Heinz
 - C) Excused - Kristin Blevins
 - D) Proxy – Jennie Hedrick (Rachel Stevens), Meghan Monahan (Aimee Appelhans)
- 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) Division of Administration
 - i) Interim Vice President Bill Mai
 - (1) Trustees meeting is next week
 - (a) Public comment sessions will occur for various committees and general board meeting
 - (2) Administration is focused on housing construction effort
 - (a) Move from Wyo Hall to Hill Hall and associated parking concerns
 - (b) Excavation and foundations for West Campus Energy Plant
 - (c) Excavating site for Science Initiative building
 - (d) Meetings with Staff Senate and ASUW regarding parking and housing concerns
 - ii) Parking and Transit – Paul Kunkel, Director of Transportation Services
 - (1) Working on relocation of staff from Wyo Hall to Hill Hall, which will occur after the end of fall semester
 - (a) Currently developing a parking plan
 - (2) Iverson lot and Wyo Hall lot closing for spring semester and summer, necessitating increased resources and staff for transit and park and ride programs
 - (3) Day lot at the Union will be unavailable starting this summer
 - (a) Looking at options for visitor parking
 - (4) Questions
 - (a) Senator Stratton – Is there going to be park and ride for those working early?
 - (i) Answer - Transit is expanding the Dial-a-Ride service for early arrivers (currently ends at 2am).
 - (b) Senator Heupel - Half Acre employs a lot of student staff that arrive early or leave late (5:30am –10:30pm). With the lots going away and the Union parking lot closing, what are we doing to accommodate those parking issues? Busing?

- (i) Answer – The plan is to keep the east Union lot open for at least a year (until fall 2020), while closing the day lot for demolition. Transit is looking at Dial-a-Ride options for early morning workers and permitted parking will still not be enforced after 5pm.
- (ii) IVP Mai – The east Union lot should remain open until fall of 2021.
- (c) Senator Galey – With the destruction of Wyo Hall and necessity of mail delivering and getting students to the lab school, how will that happen?
 - (i) Answer - Student and staff safety around lab school is a priority and they are working on a plan for that (with Albany County School District) as well as for mid-day meetings, etc. since current parking areas won't be available.
 - (ii) IVP Mai – Parking by Wyo Hall will be divided into 3 areas – McWhinnie, Annex building, and Wyo Hall. Annex parking won't go away but permit constitution might change to allow for student drop off/pick up. U parking spaces will take care of mail delivery.
- (d) Senator Gonzales – Could you address the potential for increases in parking permit costs?
 - (i) Answer - There are no planned increases for this or next year.
- (e) Senator Hedrick/Proxy Stevens - Staff are anticipating delays getting from remote lots/onto buses/to their workplace. When they are delayed getting to work because of delays in transit, what will happen? Will supervisors be understanding, or will staff have to take vacation time?
 - (i) Answer – Current plans do not foresee any more delays than occur now, and will do everything they can to minimize delays. Transit may take advantage of current open spaces and add more buses.
 - (ii) IVP Mai - The overall goal is an equal or better alternative as parking goes away.
- (f) Senator Keto - For short and longer term, what's the plan for lot east of practice field that cannot be used right now?
 - (i) Answer - That is the Summit View lot, and it is being considered for a longer term expansion for park and ride services.
- (g) Senator Earl – Will the same number of A permits be sold once parking is decreased, or will it be capped?
 - (i) Answer – There will be higher demand than supply for parking west of 15th Street. They haven't limited permits before but it's under consideration. They may sell permits by lot rather than general permit classifications, but it's not decided yet.
- (h) Senator Earl – Will the Armory lots by the baseball fields be permitted?
 - (i) Answer – The current plan is to keep at no charge.
- (i) President Wheeler – What is the order of operations regarding closing of Wyo Hall and Ivinson lots? When will the maximum impact of convenient parking occur?
 - (i) Answer – The parking garage should be done by summer or fall of 2021, around when the Union lot closes. The goal is to have the Union lot open until the garage is open and functional.
- (j) President Wheeler – Can current permit holders get a pro-rated refund if they sell them back for this school year?
 - (i) Answer - Yes. They will make accommodations for staff that don't get parking anymore, as well as increased transit. This will be the least amount of parking we've seen.
 - (ii) IVP Mai – The Ivinson lot won't be closed before current permits expire, but Wyo Hall will. Those who parked by Wyo Hall will have equal parking by Crane and Hill Halls, as they are converting R spaces to A.

- (k) Senator Monahan/Proxy Appelhans - Understanding the plan is still in the works, but will people have to prove where they work to get parking in a given lot? What about meetings, mid-day for appointments, etc.? Transit isn't really an option for these because of the extra time involved.
 - (i) Answer – We haven't thought through all those details yet. Permits by lot is normal practice at other institutions. You probably won't get to move lots during the day. This won't be an issue on East campus, so maybe a West campus permit would also be allowed to park on East campus but not vice versa. They recommend using transit during the day.
- (l) Senator Galey – Regarding R parking switching to A, where will the students then park?
 - (i) Answer - In the spring, about 8% of dorm students don't come back, which will open up parking to become A. In the fall, we'll limit the number of R permits sold; those who do not get one will have to use shuttle lots by the Armory and Little League fields or transit. They will not sell any R permits in the Spring.
- (m) Senator Casey – Are you looking at expanding bus routes, such as maybe adding a pick up in west Laramie, or is that mostly for Dial-a-Ride?
 - (i) Answer - Dial-a-ride is for going to and from campus locations or Laramie Link stops. They are not looking at expanding routes right now but are focusing on getting people from parking to campus; it's a possibility in the future.
- (n) Senator Mitchell – There are lots of programs and events taking place in the evenings, but the bus system only runs to 6:30 pm. If students or staff are here late they can't get safely back to their vehicles. The removal of the Wyo Hall lot will impact parking for using Half Acre and attendance at evening events – what is being done to help?
 - (i) Answer – Dial-a-Ride services start at 6:30pm, so those people can use that to get to their cars. We might need to expand that service if they see increased demand. As for evening events, they can also use the Dial-a-Ride service.
- (o) Senator Hill – How many seats are available in minivans for Dial-a-Ride? The night shift has 20 people that get here at 1:30 or 4pm and leave at midnight. Will they have a ride?
 - (i) Answer – There are seven seats, and Dial-a-Ride runs until 2:30am right now and may be expanded if necessary.
- (p) Senator Hedrick/Proxy Stevens – Student success has been shown to be tied to student involvement on campus, and the Union lot is full most evenings with students using Coe, the Union, Half Acre, etc. Is there a plan to encourage students to still do that when the east Union lot closes?
 - (i) Answer – We will have to expand fixed route transit at that point so students can still do those things.

B) Human Resources

- i) No representative in attendance.

C) Academic Affairs

- i) Associate Vice Provost Kyle Moore

(1) Currently working on automation of processes – streamlining and consolidating processes that require numerous signatures across campus.

- (a) Now have online automated application for graduation form available.

(2) Graduate Wyoming

- (a) New initiative with community colleges across the state to ease the transition to UW after two years

- (i) Had some early success, but phase 2 is looking to expand that by increasing articulation efforts
 1. Launching 400 transfer/planning guides built off community college templates for every degree offered in Wyoming colleges
 - a. Guides a student can use to see what courses are needed both degree completion and how they fit with UW
 - b. Guides will help students who take more or less than 2 years at a college or went to multiple colleges
 - c. Also helps those who transfer before finishing an Associate's degree
 2. Deploying transfer mentors – Students who previously transferred to UW mentoring those starting the process
 3. Developed a concierge resource librarian for transfer students

(3) Questions

- (a) Senator Galey – Is the online graduation form only for undergraduate students?
 - (i) Answer – He met with AVP Ahern regarding using this for graduate students, as they want to get as much consolidated as possible. Right now, the only complete form is graduation application for undergrad and grad students. If you have a form or process related to Academic Affairs that could be automated, email him to get it on the list.
- (b) Senator Casey – Tami Benham Deal spoke previously about UniReg 5-2 (staff teaching) - are there updates?
 - (i) Answer - He doesn't know, but will find out.

VI) Guests and Special Programs

A) Senator Chris Rothfuss

- i) President Wheeler – There have been concerns from staff about the Wyo Hall move and Campus Master Plan. Senator Rothfuss was on that committee so is here to answer questions.
- ii) The process for developing siting of new residence halls was tough, with no good answers, and was ongoing for over a decade.
 - (1) Lots of considerations - types of halls, new or refurbished, locations, etc.
 - (a) Trustees involved had objectives that led to the current sites, including continuity across west and east campuses. The current halls are somewhat isolated and involve a tough crossing that's a safety concern.
 - (i) He's not a fan of shutting down 15th Street - it presents too many challenges, including access for emergency services.
 - (b) Housing taskforce accepted public input at every meeting
 - (2) All recommendations went to legislation, including number of beds (2000 replacement beds), locations, funding authorization (mostly through loans and bonds with state)
 - (a) Wyo Hall site is first because it minimizes impact to parking

iii) Questions

- (1) Senator Moen – Regarding moving staff to Hill Hall, is it temporary or permanent? Hill and Crane were originally slated for demolition.
 - (a) Answer – After reviewing structures of current dorms, Hill and Crane are the best options to use going forward; in the long run, they could be turned back into nicer dorms.
 - (b) IVP Mai – The logistics of the project are from the Trustees – the task force just determined sites. The duration of the housing project means the move to Hill Hall will be for several years (4-5 years).

- (c) Senator Rothfuss – They are being thoughtful about investing funds in Hill Hall because it won't be leveled anytime soon.
- (d) IVP Mai – The campus master plan includes revitalization of core campus buildings, including Merica, Knight, and Ross Halls. The driving force is how to better serve students.
- (2) Senator Galey – Are you going to keep Human Resources and Payroll in Hill Hall for 4-5 years? What about academic units?
 - (a) IVP Mai – Not sure that those or other departments are for sure slated to be in Hill Hall long term.
- (3) Senator Hedrick/Proxy Stevens – Regarding student success, has there been a conversation about which units should be on main campus? Student services, advising, and faculty offices should have priority to be closer to students. What role is that playing on these discussions?
 - (a) Answer – We did our best to make sure legislature task force didn't get to make those decisions, since it shouldn't be their call.
 - (b) IVP Mai – With regards to student services, the master plan includes discussions about the student union and associated services.
- (4) Senator Mitchell – Speaking to student success, the desire to move to suite style setup necessitated different spaces than current residence halls could provide; but new studies show that suite styles can lead to isolation and less success. Will that be considered in the design stage?
 - (a) Answer - We did start out planning on suite style designs but saw that research and other universities moving back to a hybrid between traditional double rooms and suites, so they are using good parts of both. They will have more community spaces but will still have double rooms with more restrooms and other shared facilities and more community/gathering spaces. Ultimately, it's up to Trustees.
- (5) Senator Maki – How do we best serve all students, not just first-years by putting them on central campus? How do we focus on ALL students not just those in dorms?
 - (a) Answer - The next phases are looking at upperclassmen – we need appropriate programs for them. The first priority was the freshman solution. Every time a unit or building is moved, it should be a beneficial relocation which makes things more complicated.
- iv) Senator Monahan/Proxy Appelhans – When you foresee reusing Hill and Crane Halls later, will it be for freshman or upperclassman housing?
 - (1) Answer – Conversations have been leaning towards upperclassmen, those with more independence.
- v) Senator Taylor – Is the goal more students on campus, or on campus longer, making it more of a long term on campus community?
 - (1) Answer – Those were both discussed, and research shows that the longer a student stays on campus the more successful they are. The task force didn't push that agenda but looked at replacement beds. That concern is more in the purview of Residence Life and Dining.
- vi) Please contact him if you have more questions or want to talk more.

VII) Old Business

VIII) Liaison Reports

A) ASUW

- i) VP John Houghton
 - (1) Current concerns and activities
 - (a) ASUW has a census committee every ten years, including this year, to make sure everyone on campus is counted and included. They will meet next Friday.
 - (b) Looking at the proposed \$2/credit/semester advising fees increase.

- (i) Sent out a survey and received ~2000 responses.
 - 1. 83% of respondents did not want an increase, so ASUW is taking their concerns to the central fee committee.
 - (c) Parking – students don't want to lose their parking, even after 5pm
 - (d) Working with Senator Rothfuss and the Panhellenic council on anti-hazing legislation
 - (e) Working through program fee hearings from all departments
 - (i) Make sure fees are being spent appropriately/transparantly
 - B) Faculty Senate
 - i) Chair Ken Chestek
 - (1) Still working on revisions to UniRegs - getting closer to the end but last ones are most controversial
 - (a) Post-tenure review, dismissal of faculty members, dispute resolution
 - (b) Working through them with Academic Affairs
 - (c) Have moved several on to trustees
 - (d) UniReg on academic freedom
 - (i) Faculty Senate amended to include protection for students and staff who wish to speak out and sent to deans and directors. That group had objections regarding academic freedom versus freedom of expression.
 - (2) Want to work with Staff Senate and ASUW on food insecurity
 - (3) Strategic improvement working group
 - (a) Communications
 - (i) We need a better way of learning what's happening and including faculty/staff on finding solutions.
 - (ii) Hoping to have open sessions on several topics, starting in February
 - 1. Up first is the research office not supporting research as faculty would like
 - (4) Requesting Staff Senate and Faculty Senate can have representatives as *ex officio* members of some Board of Trustees committees
- C) Advisory Council on Diversity, Equity, and Inclusion (Natawsha Mitchell)
 - i) No meeting in October
 - ii) Diversity survey distributed in late spring
 - (1) Opportunity for public comment and results on website
 - iii) Brought restorative justice trainers from University of Michigan to assist in shaping student code of conduct policies
- D) Athletics Planning Committee (Cathy Moen)
 - i) Last meeting notes uploaded to SharePoint
 - ii) Athletics Department is in process on hiring a licensed mental health counselor
 - iii) Toys for Tots – contact Brandi Brummond for information
 - iv) Handouts – Excellence at 7220 program
 - (1) Students' priorities - stress management and sexual assault
 - (2) New leadership course added
 - (3) Online learning and mentoring program launched (Gameplan)
 - (4) Courses aren't just for student athletes – all students can take them
 - (5) Want to make them humanities courses so they can serve as Universities Studies requirements
- E) Campus Master Plan (Renee Ballard)

- i) No representative in attendance.
 - ii) President Wheeler – This committee is “on hold,” and will be starting back up as an implementation committee. We need a new liaison.
 - (1) Senator Maki volunteered to be liaison.
- F) Enterprise Risk Management Advisory Committee (Chris Maki)
- i) Started assessing major issues on campus and how to evaluate insurance risk and how to implement programs with that in mind.
- G) No More Committee (Natawsha Mitchell)
- i) Has not met since last report.
- H) President’s Engagement Council (David Keto)
- i) SAPP (Standard Administrative Policy and Procedure) in process regarding new UWyo Events calendar
 - (1) Let Senator Keto know if your constituents are having problems
 - (2) Will forward to Senate for comment
 - (3) All departments must use this calendar but there is no enforcement mechanism in place.
 - (4) Higher workload for adding events and for post-event information gathering than previous system
 - (5) Unclear if SAPPs go through shared governance process
 - (6) Goal is to get it in place by end of semester
 - ii) Questions
 - (1) Senator Galey – As an FYI, there is some difficulty and lack of definition in some categories, and some users are creating their own shadow calendars.
 - (2) Senator Mitchell – What are some of the discussions that pushed the calendar through? And what are some major concerns?
 - (a) Answer - Jean Garrison brought it to the group, which just saw the draft in last meeting. There was a lot of discussions about time commitments for input and post-reporting, as well as (unvoiced in the meeting) resistance from departments.
 - (3) Senator Earl – I put the Holiday Market on the calendar, and it went well. I then got an email regarding required reporting, so what’s the purpose of post-reporting and what happens if we don’t do it? It may discourage people from using calendar.
 - (a) Answer – The follow up reporting is just starting. The goal in the broadest sense is so Jean and departments can use those stats (money, attendance); they’re just looking at data at a high level right now. The fields in the calendar and reporting are based on feedback from the Visioning survey from 2 years ago. There is no enforcement mechanism except constant emails until you do it. Those concerns were brought up.
 - (4) President Wheeler – Is the data collection required for accreditation purpose?
 - (a) Answer – We can apply in 2022 for Carnegie Engaged University.
 - iii) 2nd SAPP regarding involvement in tenure and promotions processes for faculty.
 - iv) Questions
 - (1) Senator Hedrick/Proxy Stevens – Targeted announcements require reposting of what you entered in the calendar. Can’t it just be copied automatically? (If they don’t know how, Proxy Stevens can tell them how to do it.)
 - (a) Answer - Senator Keto will take it back to the group but believes there are execution concerns about that.
 - (2) Senator Czech – Post reporting information includes attendance, so does someone have to count or have sign in sheet, as the original poster may not attend event?

(a) Answer – Reporting is a snapshot/best guess. The current model doesn't have follow up right now, so just do the best you can without wasting too much time.

(3) Senator McKenna – Can we share the SAPP draft with our constituents?

(a) Answer – It's a draft so yes but be clear that it's a draft and NOT FINAL.

I) Public Art Committee (Susan Schulz)

i) Updates distributed by email.

J) Strategic Improvement Working Group (Kristin Blevins)

i) No representative present.

K) Student Media Board (Emily Edgar)

i) VP Blackburn's resignation means that everything is kind of on hold and up in the air.

L) Union Visioning Master Plan (Kristin Blevins)

i) No representative present.

ii) IVP Mai put on hold indefinitely

M) UW Facilities Council (Jason Gonzales)

i) No meeting last month.

N) UW International Advisory Council (Lindsay Galey)

i) No meeting until January.

O) UW Travel Policy Committee (David Keto)

i) No meeting yet.

IX) Officer Reports

A) President, James Wheeler

i) Senate will be working w/ASUW and Faculty Senate on food insecurity to hopefully make food availability more solid and consistent.

ii) Update for Human Resources Vice President search process emailed to Senate.

iii) UW Presidential search timeline approved

(1) Now-end of January – application open

(2) End of January – meet and select 10 candidates to interview

(3) Select 6ish to pass on to Board of Trustees for February meeting

(4) Week of February 24th - on campus interviews

(5) Offer by March 1st

(6) Start date to be determined

iv) Need to move Jan meeting because it's on Jan 1st.

(1) Senator Earl – Executive Committee can vote on this issue.

(2) January meeting will move to January 8th.

v) Questions

(1) Senator Schultz – Regarding food insecurity and a food pantry, has anyone thought about having a coop vs. processed food, or tying in nutrition training?

(a) Answer – ASUW passed a resolution saying food insecurity is an issue that needs addressed, as only a few departments on campus have something in place right now. They want buy in from other organizations, and need to figure out logistics (central location, is it staffed, funding, how it will actually function, etc.)

vi) Senator Maki – They can put in a space request.

vii) Senator Monahan/Proxy Appelhans – Was it the week of Feb 24th for on campus interviews? Will there be a chance from feedback from campus?

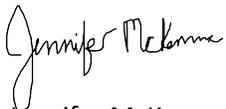
- (1) Answer - Search firm recommended short interval between interviews and offer because names become public at that point. As for feedback, he doesn't know – it may be similar to hiring of President Nichols (online forms after presentations). You can always pass on any concerns to him. We are hoping to have a voice if not a vote at the end. ASUW has a seat, so he can pass on big issues to the ASUW president to bring up.
- (2) Faculty Chair Chestek – The plan is to have public presentations with the option for feedback. All candidates will be on campus for a day or so, and we will know names a week or so ahead of time. If you know someone from their institutions, contact them for any information they have. The search firm will suggest to the Board of Trustees that Faculty Senate and Staff Senate presidents have a seat at the table.
- viii) Senator Hedrick/Proxy Stevens – Last time it was very helpful to have a staff only session; it was well attended and generated better questions.
 - (1) Answer - Mandi Gifford is in charge of setting up interviews and will try to mirror the last presidential search.
 - (2) Faculty Chair Chestek – The last search process went well and we will try to replicate it.
- ix) Senator Earl – Regarding the HR AVP search, she got the impression from the email that there won't be a session for Staff Senate and other constituencies. Do we have to ask for a chance to speak to the candidates? Who are the on campus interviews with? What groups are they meeting with?
 - (1) Answer – He will ask IVP Mai for time, and who they're meeting with.
- B) Vice President, Meghan Monahan
 - i) Vice President Monahan not in attendance.
- X) New Business
- XI) Committee Reports
 - A) Communications Committee – Senators McKenna and Moen
 - i) Meeting – Nov 7, 9:00, Wyo Hall, 351
 - B) Credentials and Elections Committee – Senator Blevins
 - i) Meeting – Nov 19, 2:00, Wyo Hall, 402
 - ii) Senator Blevins is no in attendance.
 - iii) May be some new senators around beginning of year.
 - iv) Senator Earl – Yields the floor to Elizabeth Travers (in audience).
 - (1) Ms. Travers will join Senate in December.
 - C) Finance Committee – Senator Gonzales
 - i) Meeting – Nov 20, 8:30, Merica Hall, 320
 - ii) No October meeting.
 - iii) Having problems with Human Resources not supplying list of employees coming off probation or for years of service.
 - iv) Senator Earl – Has Lou Ann been in contact about raffles? No tickets for raffles given out to Senators.
 - (1) Answer – No. Senator Gonzales will check into it.
 - D) Holiday Market Committee - Senator Earl
 - i) Meeting – Nov 20, 1:30, Arts & Sciences, 203
 - ii) All tables are reserved, 8-10 tables are on a wait list.
 - iii) Will ask Communications to send out info.

- (1) President Wheeler – 2.5 hours release time approved for Holiday Market by Interim President Theobald.
 - (2) Senator Czech – two ATMs will be present.
 - (3) Senator Stratton – we are working with IT for secure internet access for vendors.
 - (a) Senator Earl - we're getting lots of emails about that, so she is including info in replies about how to provide your own hot spot.
 - iv) Lisa Parrish is working on specials at Encore Café for event.
 - v) Reached out to social work for a Santa, but got no response.
 - vi) They only have one non-profit table right now, so let Senator Earl know if you know of others.
 - vii) Club sports students will help setup and help vendors on the day of.
 - viii) Senator Heupel – Will send around sign up list for people to make things for Senate's table.
 - ix) Senator Casey – Please circulate volunteer sheet by email.
 - (1) Answer - It's on SharePoint, but she will email it out.
 - (2) Senator Heupel – will update it tomorrow.
- E) Recognition Committee – Senator Hedrick
- i) Meeting – Nov 21, 9:00, Wyo Hall, 351
 - ii) Senator Hedrick not in attendance.
 - iii) Senator Schultz – have discussed shortening presentations to allow for more social time and will finalize theme this month.
 - iv) Senator Earl – release time is now 2 hours; can we stretch to 2.5 hours, to account for travel time?
 - (1) President Wheeler – Yes, it will probably be okay.
 - v) Senator Taylor – She is taking over Tip of the Hat and prizes are running low. Since they're combining the asks with donations for Recognition Day, when will we be soliciting donations?
 - (1) Senator Hedrick/Proxy Stevens – In the past, solicitation was done at different times of year and to businesses that don't donate for Recognition Day. Make sure to check expiration dates (some prizes were very short term).
- F) Staff Relations – Senator Heupel and Czech
- i) Meeting – Nov 21, 10:30, Half Acre, 117
 - ii) Minutes available on SharePoint.

XII) Open forum

XIII) Meeting adjourned at 3:38PM

Respectfully submitted,



Jennifer McKenna

Staff Senate Secretary