

UW Staff Senate Full Meeting

Agenda

February 5, 2020 1:15 p.m.

Wyoming Union Senate Chambers



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- I) Roll call
 - A) Present - Debbie Allred, Kristin Blevins, Brianna Casey, Jeannie Czech, Heather Earl, Emily Edgar, Jonathan Goldman, Jason Gonzales, Jennifer Heupel, Barbara Hill, David Keto, Sarah Lemli, Jennifer McKenna, Lindsay Mergelman, Natawsha Mitchell, Cathy Moen, Angela Reddick, Susan Schulz, Christopher Stratton, Glory Taylor, Elizabeth Traver, Kathleen Vick
 - B) Absent
 - C) Excused - Chris Maki, Kristen Smoot, Jody Sullivan, James Wheeler
 - D) Proxy
 - II) Approve January minutes
 - A) Minutes stand approved as circulated.
 - III) Approve February agenda
 - A) Senator Stratton requests moving Academic Affairs to Section V) A).
 - i) No objections noted.
 - B) Agenda stands approved as amended.
 - IV) Special Business
 - A) Confirmation of new senators
 - (1) Melanie Vigil, Multicultural Affairs, Student Affairs seat #34
 - (2) Kathy Norris, Custodial Services, Administration seat #17
 - ii) Motion to confirm made by Senator Blevins.
 - iii) Motion seconded by Senator Mergelman.
 - iv) Motion passes unanimously.
 - v) Congratulations to our new senators!
 - V) Administration reports
 - A) Academic Affairs – Vice Provost Tami Benham-Deal
 - i) Provost Miller is on extended FMLA.
 - (1) Academic units
 - (a) Please don't send emails only to Tami Benham-Deal right now – her inbox is overflowing.
 - (b) Send inquiries regarding budgets or finance to Abbie Connally.
 - (c) Send inquiries regarding personnel, including performance reviews, to Aneesa McDonald.
 - (d) Send inquiries regarding technology to Justin McDonald.
 - (e) Send inquiries that used to go directly to Provost Miller to Mandy Gifford.
 - (2) Recently hired two new staff
 - (a) Taylor Campbell – office associate senior
 - (b) Stephanie Stark – accountant
 - ii) Three dean searches and Associate Vice Provost for Education search in process
 - (1) Haub School, College of Arts and Sciences, College of Engineering
 - (2) Anne Alexander moving to College of Business
 - iii) Launched a new faculty reporting tool in January - WyoVita (Faculty 180)
 - (1) Nine trainings have been held (Zoom and in-person)
 - (a) Zoom trainings in Employee LearnCenter

- (b) Links on Academic Affairs website
 - (2) Faculty activity reporting tool that will feed information into performance reviews for academic personnel
- iv) Restructured staff meetings in Academic Affairs
 - (1) Monthly meetings with all Associate Vice Provosts (Enrollment Management, Undergraduate and Graduate Education, Global Engagement, and Personnel) and associated staff to keep everyone informed across sections
- v) Sponsored first end of the year summit in December to show appreciation for the 518 staff who report directly to the Provost
 - (1) Will probably become a yearly event
- vi) Questions -
 - (1) Senator Mergelman – When will Provost Miller be back? She is usually the emcee for Science Fair.
 - (a) She cannot confirm a date, but email Mandy Gifford and they'll find someone.
- B) Division of Administration – Interim Vice President Bill Mai
 - i) Welcome to Tom Kaczara – new Associate Vice President of Human Resources
 - ii) Pilot Hill program
 - (1) UW bought 1300 acres in November and kicked off the large property acquisition
 - (2) UW will have 2 representatives on the planning committee
 - iii) Building projects
 - (1) Move out of Wyo Hall is almost complete
 - (a) Laramie and UW Police Departments are using Wyo Hall for training exercises
 - (b) Will continue to improve Hill Hall over the next year or so
 - (2) January Board of Trustees meeting
 - (a) Defined budgets for Wyo Hall demolition, movement of utilities in the area, proceeding with planning and construction of new parking garage at Iverson and 10th/11th Streets
 - (b) Design meetings for new parking garage starting, inclusion of Police Department
 - (3) Science Initiative Building moving forward
 - (4) Distributed Energy Plant in process (Bradley, near Anthropology)
 - (5) Initial design concepts in process for dorms and dining facilities
 - (6) Law School addition and renovation – new addition to building list
 - iv) Preparation for upcoming legislative session
 - (1) Starts Monday, February 11th
 - (2) UW issues
 - (a) Employee health insurance
 - (b) Employee pay
 - (i) JAC voted on a draft bill without pay increases
 - v) Questions
 - (1) Senator Traver – Where will the law school addition go?
 - (a) The new section will be on the north side and facing the west side; it will wrap around the east side. Most of the existing building will be renovated.
 - (2) Senator Earl – What about employee health insurance?
 - (a) The legislature wants to raise the rates again next December. It would be about another 12% increase. Also, right now 85% of premiums are paid by UW and 15% by employees (pre-tax), but that could go up to 20%. He is concerned about the financial impact on UW employees, especially their ability to save for retirement (most common area that goes

down when other costs go up). Encourage your constituents to contact their state representatives.

- (b) Senator Taylor – When you mentioned the new dorm, you also mentioned dining facilities - are those in the same space as the dorms?
 - (i) Yes, as envisioned now. The plans did say what would be contained in the new buildings but did not have information about the footprint or outside appearance. March meetings should clarify some of these issues. The Trustees' plans call for 1000 beds over three halls with dining facilities between the first and second buildings - Prexy's Pasture, dorm, dining facility, dorm.
- (c) Senator Czech – Is there renovation going on elsewhere on campus (Ross Hall)? Where would those departments go?
 - (i) It's more than a rumor right now. During Interim President Theobald's last town hall, he gave a list of buildings being considered for renovation - Bureau of Mines, Merica Hall, Ross Hall, Knight Hall). Ross and Knight Halls are being considered for renovation into more residence halls because they're very centrally located. Trustees would like those buildings evaluated to examine likelihood for renovations. Major maintenance funds allow for significant renovations. It has not been determined where departments in those buildings would move to, but they may create some "swing space" in Crane or Hill Hall for temporary moves.
- (d) Senator Traver – If the concept is to get freshman on campus, but you're moving the buildings off campus, that seems counterproductive.
 - (i) Those concerns are being considered. Hill and Crane Halls are probably as far out as we'd go.
- (e) Senator McKenna – If they do start renovating other buildings, where will those students park? We're already cutting A lots.
 - (i) That is the least fleshed out part of this housing taskforce plan adapted by the Board of Trustees. The broad plan was for new dining facilities and 2000 replacement beds. Phase I is a desired replacement of 1000 beds, but we won't know if we'll get there for a few more weeks. There will be a dining hall and the parking garage. Phase II also includes another parking facility where the Police Department is currently housed. On campus resident parking may be east of stadium.

C) Human Resources - new Associate Vice President Tom Kaczara

- i) Human Resources team will complete their transition to Hill Hall 3rd floor by tomorrow.
- ii) All W2s completed.
 - (1) Announcement went out last week
 - (2) Half of data was in HRMS, half in HCM/Oracle; Payroll had to go through every record to check accuracy.
 - (3) If there are any issues, contact Payroll.
- iii) Getting settled into new role
 - (1) Meeting with deans, directors, administrators to get feedback and find out where areas of focus should be.
 - (a) Setting regular meetings and attending existing ones (Deans/Directors, etc.)
 - (2) First priority is payroll – needs significant improvements
 - (a) Finalized agreement to use half of Laura Shevling's business analysts in payroll to stabilize and optimize that system.
 - (b) Payroll runs prevent troubleshooting and proactive changes.
 - (3) Internal continuous improvement of Human Resources team

- (a) A lot of work is administrative and doesn't leverage available technology and tools
- (b) Would like to streamline processes and create effective and efficient internal system to enhance customer experience across campus
 - (i) For example – All new employees fill out a form with direct deposit information which is given to Human Resources to input into HCM. Instead, employees could enter their own information, saving about 15 minutes per new entry.

iv) Questions

- (1) Senator Mergelman – What about the hiring module? It has been down and ineffective for a couple of weeks, creating a backlog.
 - (a) We use Taleo for learning and recruiting modules but are looking at replacing them with the Oracle cloud process. They are currently looking for integration partner. It should make information transfers smoother and more efficient. They have 3 recruiters and 550 open position requisitions right now, causing backlogs and inefficient systems.
- (2) Senator Czech – Employee sick and vacation leave reports are not reflecting time taken in January. A help ticket has not been resolved. Also, employees would like to be able to see their own leave information, especially on their pay slips.
 - (a) He's hopeful adding the business analysts will allow Human Resources to address some of these long-term issues. He's not sure about how to adjust Oracle to put leave information on pay slips.
- (3) Senator Blevins – Is there a time limit to utilizing the extra business analysts?
 - (a) The agreement is currently open ended, so they can inventory and prioritize problems. He will follow up with all of campus in a more timely manner regarding what's being worked on and when resolutions are expected.
- (4) Senator Taylor – Some employees were having new retirement accounts created for them, which are now being paid back into their original accounts. Will payroll be merging those two accounts, or is there something employees need to do?
 - (a) That's a new issue to him, so please get him some additional details so he can add it to the list of concerns.

VI) Guests and Special Programs

VII) Old Business

VIII) Liaison Reports

A) ASUW – Vice President John Houghton

- i) In middle of their budget process, and will have a final budget by the end of the month
- ii) Taken the lead on the campus wide census to ensure they reach all populations on campus, even the harder to reach ones.
 - (1) Next meeting is February 17th
- iii) Final funding was approved for a trip to Houston for Conference of Student Government Associations
- iv) Met with Interim President Theobald regarding upcoming legislative sessions and ASUW budget process

B) Faculty Senate

- i) No representative present.

C) Advisory Council on Diversity, Equity, and Inclusion (Natawsha Mitchell)

- i) Continuing analyzing and developing response to the campus climate survey (information on their website)
 - (1) Vendor that administered the survey had some discrepancies in statistics

- (a) Those have been fixed and was updated recently
- ii) Questions
 - (1) Senator Moen – Where are the reports?
 - (2) On DEI website.
- D) Athletics Planning Committee (Cathy Moen)
 - i) Committee has not met this year.
- E) Enterprise Risk Management Advisory Committee (Chris Maki)
 - i) Senator Maki not present.
- F) No More Committee (Natawsha Mitchell)
 - i) In a period of transition and may look very different in the next few months
 - ii) About 40 staff and faculty from across campus went through Green Dot training
 - (1) Nationwide sexual violence prevention program
 - (2) Extensive two - three-year rollout process
 - iii) Current advisory structure may not work as a full-time employee will hopefully be hired to oversee the program
- G) President's Engagement Council (David Keto)
 - i) Determining structure of council and how they will work with the engagement and outreach office, and identifying key programs/projects
 - (1) Let him know if you have thoughts
 - ii) Questions
 - (1) Senator Traver – How much say with the new President have?
 - (a) Was discussed at last meeting. It is officially the President's Engagement Council, so there is a connection with the President's office. Jean Garrison is thinking about how best to share the outreach vision with the new president.
- H) Public Art Committee (Susan Schulz)
 - i) Has not met this year; hopefully soon.
- I) Strategic Improvement Working Group (Kristin Blevins)
 - i) Email regarding a faculty forum sent earlier this week
 - (1) February 18th, 2-4pm
 - (2) Submit questions ahead of time. You can send them to Kristin.
 - ii) Workload survey results will be shared soon
- J) Student Media Board (Emily Edgar)
 - i) Several students attended WPA trainings in Casper
 - ii) Working on broadcasting
- K) UW Facilities Council (Jason Gonzales)
 - i) No meeting in several months.
- L) UW International Advisory Council (Lindsay Mergelman)
 - i) Report emailed earlier this week.
 - ii) UW has started a partnership with University of Glasgow for research and study abroad
 - iii) Head of Global Engagement Council stepped down.
 - (1) Search beginning this summer.
- M) UW Travel Policy Committee (David Keto)
 - i) Has never met.
 - ii) General counsel decided to use a smaller group and have updated travel policy manual

- (1) Resides with the Risk Office
- (2) Once approved it goes through a shared governance structure
 - (a) Hopefully this spring.

IX) Officer Reports

A) President, James Wheeler

- i) Report sent to Vice President Stratton
- ii) UW Presidential Search
 - (1) Have ten candidates now and will pass five along to Board of Trustees
 - (2) Faculty Senate Chair Chestek and President Wheeler invited to participate in executive session interviews in Denver next week.
- iii) Staff Recognition Day
 - (1) Invited Board of Trustees and Administrators to Staff Recognition Day and will send responses to Senator Earl.
 - (a) Senator Earl – Invited Interim President Theobald and his direct report Vice Presidents (Kimberly Chestek, Tara Evans, Bill Mai, Ben Blalock, Robert Aylward, Tom Burman), Board of Trustees, Provost Miller
 - (2) Interim President Theobald granted 2.5 hours of release time for travel and event

B) Interim Vice President, Chris Stratton

- i) No report.

X) New Business

XI) Committee Reports

A) Communications Committee – Senators McKenna and Moen

- i) Clarified need to add Food Insecurity Committee to Liaison Reports.
 - (1) Senator Schulz confirmed that she is our representative.
- ii) Helping with Staff Recognition Day publication and graphics
- iii) Meeting – Feb 6, 9:00, Union, 203
- iv) Please encourage your constituents to nominate people for the staff awards.
- v) Questions
 - (1) Senator Czech – Are nominations also being sent to Faculty?
 - (a) Yes.

B) Credentials and Elections Committee – Senator Blevins

- i) Meeting – Feb 18, 2:00, Union, 124B
- ii) Has a new confirmation for March – Jason Satkunam from UW PD
- iii) Have 12 vacancies
- iv) Haven't heard from HR regarding constituent list
- v) Meet and greet went well – thanks to all who came.
 - (1) Will have more in the future.

C) Finance Committee – Senator Gonzales

- i) Meeting – March 18, 8:30, Merica Hall, 320
- ii) 41 goody bags assembled and distributed.

D) Recognition Committee – Senator Earl

- i) Meeting – Feb 6, 9:00, Union, 202
Feb 20, 9:00, Union, 202
- ii) Staff Recognition Day

- (1) Donations
 - (a) Previously asked senators to call businesses but only a few have signed up
 - (b) Has assigned senators to 4-5 businesses to call
 - (i) Distributed list of businesses and phone script
 - (c) Update SharePoint or email comments to Senator Earl
 - (d) Ask if you need someone to pick up donations
 - (i) Pick up by March 13th
 1. Senator Blevins is coordinating door prizes, and Senator Schulz is coordinating prizes going to off campus sites
 - (ii) Drop off spots in Senator Blevins' office (Hill Hall 416), Senator Earl' office (Service building at 15th and Lewis), Lou Ann's office (Merica Hall 320)
 - (e) Letters and emails sent out in January
- (2) Questions
 - (a) Senator Blevins - This is every senator's responsibility. Please find the time to help – it's too much for just a couple of people to do.
- (3) Senator Taylor – When should we make the calls?
 - (a) Senator Earl – Because of timeline, they should be made by March 1st.
 - (b) Senator Blevins – As soon as possible, to allow for businesses to contact their managers, owners, etc.
 - (c) Senator McKenna – The letters have gone out and we've already gotten responses. They will know what you're talking about. Please note any removal requests in SharePoint.
 - (d) Senator Czech – When did letters go out?
 - (i) Senator McKenna – Businesses would have received letters by the end of January.
 - (e) Senator Traver – If they ask to be taken off the list, clarify if that's just for this year.
 - (f) Senator Taylor – Has SharePoint been updated with business that have responded?
 - (i) Senator McKenna – Yes, as of this morning.
 - (g) Senator Earl – Will resend the link to spreadsheet in SharePoint.
- E) Staff Relations – Senator Heupel and Czech
 - i) Meeting – Feb 20, 10:30, Half Acre, 119
 - ii) Minutes sent out with full senate agenda
 - iii) Had meeting with AVP Kaczara, who seems receptive to concerns and willing to help
 - iv) Non-elected accounts in TIAA was brought up in the last meeting
 - (1) Senator Taylor – Human Resources did know about this concern and had heard of others with similar issues

XII) Open forum

XIII) Meeting concluded at 2:44 PM.

Respectfully submitted,

Jennifer McKenna
Staff Senate Secretary