

UW Staff Senate Full Meeting

Agenda

December 1, 2021 1:15 p.m.

Zoom



- I) Roll Call
- II) Approve November minutes
 - A) Minutes approved as circulated
- III) Approve December agenda
 - A) Agenda approved as circulated
- IV) Special Business
 - A) Confirmation of new Senators
 - i) Floor yielded to Senator Kennedy
 - ii) Senator Kennedy moves to approve new Senators
 - (1) Deb Sala-Boggs, UW Foundation, Seat 30
 - (2) Carlee Goyn, Academic Affairs, Seat 37
 - iii) Motion seconded by Senator Thraikill
 - B) WORTH, Rob Godby, Interim Dean, College of Business and Dan McCoy, Lecturer, Haub School
 - i) Wyoming Outdoor Recreation, Tourism, and Hospitality Initiative
 - ii) Collaboration among Haub School, College of Business, College of Agriculture and Natural Resources
 - iii) Three goals
 - (1) Expanded, diversified, more resilient economy
 - (2) Thriving and growing these industries
 - (3) Result in national leaders and innovators
 - iv) Currently have a lack of education and professional development, outreach and extension, targeted and applied research
 - v) Future collaborations with School of Computing (data analytics, modeling, mapping, etc.) and CEI (state-wide support, increase value/activity programs)
 - vi) Professional Development
 - (1) Degrees, continuing ed, online/distance learning
 - vii) Outreach and Extension
 - (1) Extension agents
 - (2) Student internships
 - viii) Questions
 - (1) Senator Puls – Will the extension agents be in each county or statewide?
 - (a) Statewide, likely based in Casper, Sheridan, or Lander.
 - (2) Senator Nelson – Can you share the PowerPoint so we can send it constituents?
 - (a) Yes, he'll send it after this meeting.
- V) Administration reports
 - A) Academic Affairs – Vice Provost Kyle Moore
 - i) Strategic Planning coffee conversations
 - (1) Several upcoming events
 - (2) Nominate yourself or others who would like to contribute to this process – form online
 - (a) https://uwyo.sjc1.qualtrics.com/jfe/form/SV_9sJYdb9wifKuRMi
 - ii) Leadership position searches

- (1) Vice President of Research and Economic Development – search committee reviewing apps
December 15
 - (2) College of Health Sciences Dean – first meeting this Tuesday, advertising position before
Christmas break
 - (3) College of Business Dean – advertising before Christmas break
- iii) Navigate software
- (1) Helps UW identify issues and support student success
 - (2) First phase starts next week (advising, enrollment management)
 - (3) Phase two by mid-January
- iv) Questions
- (1) Senator Vick – Any plans for a search for a Vice President of Human Resources or Diversity, Equity,
and Inclusion?
 - (a) Vice President Theobald – DEI reports to the President, so he doesn't have any information
there. The Human Resources position will be discussed in the spring.
 - (2) President Maki – Do you need a Senator to sit on the Strategic Plan, or just a staff member?
 - (a) Both would be good.
 - (3) President Maki through chat - Will we be seeing campus visits for the dean searches?
 - (a) He's not sure, but he'll find out and let us know.
 - (4) President Maki – Regarding Navigate, there was concern about the strength of that program. Can
you speak to that?
 - (a) Any time we can be more data and information rich, and the more we can understand
challenges students face, that's a good thing. Navigate will help with that and has been robust
in other institutions. It allows us to identify student needs for help in real time.
 - (5) President Maki (chat question) - Is it mandatory for students to use this program?
 - (a) He thinks there is a student interaction interface, but it's more of an institution-level program.
 - (b) Senator Casey - My understanding is that students will be able to complete registration and
degree planning in EAB/Navigate.
 - (6) Senator Kennedy – How will Navigate interact with other campus software platforms and
programs already in place?
 - (a) It won't be compatible with everything, but they are trying to get as many as possible to talk
to each other. We may get better use from some existing data sets and services.
 - (7) President Maki (chat question) - We have a lot of data but problems pulling it out. How will this be
different?
 - (a) The idea is to get the information from challenging sources into Navigate, so it will help us
understand that data. It helps us use existing data and more efficiently track it.
- B) Division of Administration – Senior Vice President Neil Theobald
- i) Requests for state funding
 - (1) Governor has made his recommendations to the legislature
 - (a) ~\$125 million in funding to UW
 - (i) Operating budget (people)
 1. Salaries are the priority
 2. Governor Gordon recommended \$13.4 million for salary increase (July 1, 2022)
 3. Uncertain of how that would be distributed at this time
 - (ii) Capital budget (buildings)
 1. Priority is maintenance of existing buildings
 2. Governor recommended all \$66.7 million of request

- (iii) Constuction projects (\$38 million)
 - 1. New swimming pool
 - 2. Renovation of lower level of west side of War Memorial
 - 3. Renovation of College of Agriculture and Extension facilities (\$8.6 million)
 - 4. Renovation of College of Arts and Sciences/IT upgrades (\$1.7 million)
 - (2) Appropriations Committee opens their session on December 14th
 - ii) Questions
 - iii) President Maki – Do we have any updates on custodial pay increases?
 - (1) The raises will hopefully be both market and merit based, and our custodial pay is quite low compared to the market.
 - iv) President Maki – Any news on parking permit price increases?
 - (1) The current request is to generate an additional ~\$2 million and is before the peer-review committee now.
 - v) Senator Puls – Will the garage be 3 or 5 stories?
 - (1) Four – three with roof parking.
 - (2) President Maki – It will have over 350 parking spaces
- C) Human Resources – Interim Vice President Deb Marutzsky
 - i) Flexible work arrangements ending at the end of December but will honor existing ones through January.
 - (1) Need to fill out a new form with your supervisor if you want to continue your arrangement.
 - (2) The document is currently being updated
 - (3) More information should come out by early next week
 - ii) Performance evaluations open next month
 - (1) Close at the end of March
 - iii) Sign up for electronic W2 delivery in HCM
 - (1) If you opt out, verify your address is correct
 - iv) Applicant tracking system went down on November 19th
 - (1) They are working with Oracle to get it back up and running as quickly as possible.
 - v) Questions
 - (1) Senator Thrailkill – There has been discussion about 360 reviews – is there any progress on that?
 - (a) They’re looking at various ways to implement that.
 - (2) Senator Puls – DO we need to opt in to electronic W2 delivery? Do we have to do it every year?
 - (a) Yes, otherwise you will get the paper form. No, it will stay with whatever you’ve previously selected.
 - (3) President Maki – For ADA accommodations and working from home, how do you make sure that continues?
 - (a) If your flexible work arrangement is on file, your ADA accommodation stays in place, you just need to send the form again. You don’t need to redo any training.
 - (4) Senator Thrailkill – What can folks do if their supervisor hasn’t done the flexible work arrangement training?
 - (a) Work with your supervisor or go up through the chain of command if necessary.
 - (5) Senator Maki – Where is the flexible work arrangement form?
 - (a) <https://www.uwyo.edu/hr/employee-relations/flexible-work-arrangements/index.html>
 - (6) President Maki - Do student workers need to fill out the flex form?
 - (a) Yes, it applies to all employees, not just the benefitted ones.
 - (7) President Maki (chat question) - If we’re going through the review process, and your department hasn’t completed it, what are next steps?

- (a) Work with your supervisor, since any approved raises could be based at least partly on merit, which is informed by your review. Otherwise, go up the chain of command.
- (b) President Maki – With potential merit-based raises on the table, what will they be based on? Current or previous evaluations?
 - (i) She's not sure, but her guess would be that they would be based on the new evaluations.
- (c) Senator Heupel – A lot of supervisors don't like giving 4s or 5s on evaluations, which affects our chance of getting a merit-based raise. Is that something that supervisors can be trained on?
 - (i) The Employee Relations team puts out a lot of information about how to score employees; there may be a training out there. Everyone should have the same idea to work from. If you have concerns, work with your supervisor or take it up the chain of command. Make sure to fill out your self-evaluation and add comments about your performance. They are reviewed by your supervisor's supervisor.
- (d) President Maki (chat question) – Will those guidelines be in place before reviews are done?
 - (i) She thinks so.
- (e) Senator Antepencko - Is there a way for those of us who are not supervisors- to be able to review our supervisor?
 - (i) President Maki – That's part of what a 360 review process would include.

VI) Liaison Reports

- A) ASUW - Vice President Colter Anderson
 - i) Recommendations on mandatory and program student fees passed at last night's meeting
 - ii) Will vote next week on constitutional changes in line with UW's restructuring
 - iii) Will vote next week on resolutions to support new Graduate School, new Bachelor of Arts and undergraduate minor in Social Justice, new Request for Authorization for School of Computing
- B) Faculty Senate - Chair Adrienne Freng
 - i) Will work with Admin to have Faculty Senate involvement for reorganization plans
 - ii) Mask policy will be reevaluated in December Board of Trustees
 - iii) Academic planning comm reviewed new plan for School of Computing
 - (1) Supports the new proposal
 - iv) AVP Ahern spoke on grad school NOI
 - v) Review UniRegs regarding benefits
 - (1) Will vote on resolution December 13th
 - (2) Spoke to General Council regarding working group for conflict of interest SAPP
 - vi) Will start Strategic Planning involvement next semester
- C) 2-13 Committees (Senator Casey/President Maki)
 - i) 2-13 reviewed at Board of Trustees
 - ii) We have until July 2023 to review proposed reorgs and work through details for implementation
 - (1) If a group wants to make progress before that, they can ask the Board of Trustees for permission
 - iii) A few committees are still meeting – tell President Maki if you would like to keep working on those
 - iv) Senator Moen – Is the July 2023 deadline for submitting proposals or something else?
 - (1) The action plan for reorganization would need to be final so the board could vote on it then. Please go to the coffee conversation on Dec 7th to add your input.
 - (2) Chair Freng – The current reorganization plan is not very detailed, so the extra year is to give us time to have more conversations about the moves and combining of departments, ones that include more faculty and staff involvement. It also gives us time to figure out more details for the implementation of those plans.
- D) Advisory Council on Diversity, Equity, and Inclusion (Senator Teng)

- E) Athletics Planning Committee (Senator Moen)
 - i) Emailed report and uploaded to SharePoint
 - ii) Senator Thrailkill – Is there a concern between not limiting alcohol sales and increased student mental health issues? Not just among student athletes.
 - (1) There was no discussion about the correlation. Alcohol related issues in the athlete student body are rather low, so they're not worried right now.
- F) Enterprise Risk Management Advisory Committee (President Maki)
 - i) Full committee did not meet last month, but some working groups did
 - ii) Looking at major risks and how to address them
- G) Food Security Taskforce - (Meghan Monahan)
 - i) President Maki will send report to everyone
 - ii) Food pantry – would like to have a mobile pantry
 - iii) Food security project in the spring
 - iv) Meal swipe sharing program
- H) Landscaping Committee (Senator Puls)
 - i) Will email report to Senate
 - ii) President Maki attended for Senator Puls
 - iii) Wind analysis and tree breaks, snow removal and storage
 - iv) Lewis Street access once closed from 14th to 15th
 - v) Move in and out parking and driving lanes issues
 - vi) Union lawn
 - vii) Traffic control and parking issues
 - viii) Sending report to Board at January meeting
 - ix) Senator Heupel - I still do not understand getting rid of the Union parking lot for greenspace. Students are not here to enjoy it. Does not make any sense.
 - (1) It's been discussed. The Union lot will be going away within a year or so.
 - x) Senator Vick - Didn't they tell us Union lot was open until garage was finished? Will we be allowed to drink beer by the firepits?
 - (1) Senator Puls - That was her understanding, and the garage should be done by next fall.
 - (2) President Maki will get us a timeline for all these items.
 - xi) Senator Kennedy – Can we share this information with our constituents and coworkers?
 - (1) Yes, Mr. Newman said they are public documents. Any comments should be sent to Senator Puls. There should be another walk through soon.
- I) No More Committee (Senator Biertzer)
 - i) Has not met
- J) Public Art Committee (Senator needed)
 - i) Has not met
- K) Email President Maki if you want to serve
- L) Strategic Plan Working Group (Senator Kennedy)
 - i) Has not been involved in any meetings held so far. She'd be happy to give her spot to someone else.
- M) Student Media Board (Emily Edgar)
 - i) Has not met.
- N) USP Update Working Group (Richard Raridon)
 - i) Has not met.

VII) Officer Updates

A) President, Chris Maki

- i) Special Senate meeting with President Seidel
 - (1) General updates
 - (2) President Maki will have monthly meeting with him going forward
- ii) Met with Paul Kunkel regarding parking issues
- iii) Met with Senator Nichols regarding transit plan; would like all of Senate to see it
- iv) Board of Trustees
 - (1) Reorganization plans
 - (2) COVID19
 - (a) Mask mandate reviewed for spring semester will be reviewed on December phone call
 - (i) Several trustees pushing for mask mandate to end
 - (ii) If you have concerns or concerned constituents, let her know before the December Trustees meeting
 - 1. Survey may be going out soon
 - (b) No public vaccine mandate conversations
 - (c) Are set up to start doing mandatory testing if you are not vaccinated and are on campus
 - (3) Potential tuition increases
 - (a) Our out of state tuition is currently more expensive compared to some neighboring institutions
 - (i) MBA reducing price by 15%
 - (b) Senator Vick - Regarding MBA out of state recruiting; they're using all of their scholarship money to be competitive, so the thought is to keep the cost the same between in and out of state (especially for online program).
 - (c) Senator Vick – The College of Business has found that when they made the change with scholarships, that it made it so that we can't be competitive recruiting out of state students. Has anyone else looked at that?
 - (d) Senator Casey - My understanding is that the entire point of the change to the financial aid structure was to make UW more affordable for in-state students, but the burden of that cost was mostly covered by the raise in out-of-state tuition and the change to Rocky Mountain Scholars (which is now the Brown and Gold commitment). It's interesting that now they're so worried about out-of-state students now as I thought we anticipated less interest from out-of-state students when we made the change.
- v) Potential salary increases
 - (1) Budget request could result in a 3% raise across the board, then a merit-based raise on top of that
- vi) Christmas party with President Seidel
 - (1) Can bring a guest (no children)
- vii) Employee handbook
 - (1) Got four pages of comments from ad hoc committee

B) Vice President, Brianna Casey

- i) Communications Committee is going to send out a survey to all senators for a special issue of newsletter featuring everyone
 - (1) https://uwyo.sjc1.qualtrics.com/jfe/form/SV_cZ3nK36W7MHDU8e

VIII) New Business

IX) Old Business

- A) Second reading of Resolution #241 "Request to Establish an Ombudsman Program"

- i) Floor opened for discussion
 - ii) Vote to pass resolution
 - (1) Passed unanimously with members present
- B) Third reading for Bill #50 "Update Staff Senate Rules and Procedures"
 - i) Floor opened for discussion
 - ii) Vote to pass resolution
 - (1) Passed unanimously with members present
- X) Committee Reports
 - A) Communications Committee – Senator Moen
 - i) Meeting – December 2, 10:00am, Zoom (meeting ID 5373940029)
 - ii) Senator profiles in December newsletter
 - (1) Send a picture to Senator Casey if you don't like the one you have, or just want a more fun one
 - B) Credentials and Elections Committee – Senator Kennedy
 - i) Meeting – December 14, 2:00pm, Zoom (meeting ID [94995620419](#))
 - ii) Upcoming elections – email Senator Kennedy to nominate someone
 - (1) Need to have served for at least 6 months to be eligible
 - (2) Vacant member-at-large position
 - (3) President election at January meeting
 - (4) Nominations in March for new Senators for next year
 - (5) Officer elections in April
 - C) Finance Committee – Senator Gonzales
 - i) Meeting – December 15, 8:30am, Zoom
 - D) Holiday Market – Senator Heupel
 - i) Meeting – TBD
 - ii) Currently have 49 vendors
 - iii) 2 ½ hours of release time
 - iv) Transportation will be available - will send it out to everyone as soon as it's finalized
 - v) Raffles open online; all proceeds go to Staff Recognition Day and scholarships
 - (1) <http://uw.uwyo.edu/raffles21>
 - (2) Open at the market as well
 - vi) Bring any items for Senate to sell to her office (A&S 208) or to the market before 9am
 - (1) Must be individually wrapped if it's a baked item
 - (2) Include a price
 - vii) Questions
 - (1) Senator Casey - Are the proceeds for the craft table benefiting Staff Senate?
 - (a) Yes.
 - E) Recognition Committee – Senator Vick
 - i) Meeting – December 13, 10am, Zoom (meeting ID 98327237848)
 - ii) April 18th, at the Gateway Center
 - iii) 2 hours of release time
 - iv) Will have Save the Dates available soon
 - F) Staff Relations Committee – Senator Czech & Senator Heupel
 - i) Meeting – December 14, 1:30pm, Zoom (meeting ID 92383432669)

ii) Minutes in SP

XI) Open forum

Meeting adjourned at 3:30PM.

Respectfully submitted,

A handwritten signature in black ink that reads "Jennifer Mckenna". The signature is written in a cursive style with a large initial 'J'.

Jennifer Mckenna

Staff Senate Secretary