



Full Senate Meeting Minutes
October 3rd, 1:15 p.m.
Wyoming Union Senate Chambers

- I. **Call to Order**
- II. **Roll Call**
 - a. **Present**

David Keto, Lindsay Galey, Susan Schulz, Meghan Monahan, Rachel Stevens, Katherine Kirkaldie, Cathy Moen, Jeannie Czech, Jennie Hedrick, Angela Reddick, Mandy Gifford, Kristin Blevins, Xavier Gonzales, Chris Maki, Chad Bade, Kevin Coleman, Heather Earl, Kristen Smoot, Brandon Helvie, Eloy (Ace) Malsom, Meghan Kerley, Jennifer Heupel, Jason Anderson, Renee Ballard, Carl Mehta, Leland Schroyer, James Wheeler, Jonathan Goldman, Jason Gonzales
 - b. **Excused**

Minette Zweg, Jennifer McKenna, Tammy Mack, Teresa Hansen
 - c. **Absent**
 - d. **Proxy**
- III. **Approve September Minutes**
 - a. Approved
- IV. **Approve October Agenda**
 - a. Move Old Business to after approval of agenda
 - b. Motion to move Faculty Senate to after Academic Affairs in Administration reports
 - c. Move Great Colleges to work for after salary
 - d. Approved with changes
- V. **Old Business**
 - a. Bill #46, 2nd reading "Update Article I Meeting Section 1C in Rules and Procedures
 - b. Bill #47, 2nd reading "Update Article VI Section 2B in Rules and Procedures - title take out /
 - c. Amend Author to Senator Blevins
 - d. Senators Galey & Hedrick
 - e. V1 to VI
- VI. **Special Business**
 - a. No Business
- VII. **Administration Reports**
 - a. **Division of Administration**
 - i. Student Housing Plan
 1. Report to BOT& legislative task force week of 15th
 - a. Sites being looked at
 - b. Floor plan
 - c. How to deal with parking issues
 - d. What's the process going forward
 2. Going to president next week
 - ii. State Budget Supplemental Requests
 1. Well received by Governor's office
 - iii. Master Plan went out Monday (Oct. 1)
 1. Two weeks from today, those planners that want to make a proposal to us can respond
 - a. Will be due by the end of the month.
 - iv. Questions

1. Housing Plan
 - a. Transit & Parking study - are they trying to provide an answer before the question has been asked?
2. Jobs lost to Biodiversity loss?
3. PublicPurchase.com
4. Latest update on satellite power plant
 - a. Needs to be built before the Sci. Initiative building is complete.
 - b. NE of Anthropology
 - i. Will take about 30 parking spaces

b. Human Resources

i. Salary Exercise Information

1. NCES, IPEDs, CIP codes, SOC codes - definitions
2. Followed the SAP - Annual Salary Distribution Policy
 - a. Steps
 - i. Determine the most appropriate salary data for market comparison purposes
 - ii. Have to comply with the Sherman Anti-Trust Act of 1890 per DOJ Safety - Zone Guidelines
 1. Compensation surveys must be managed by a third party. HR professionals cannot conduct formal or informal salary surveys on their own
 2. Data must be more than 3 months old
 3. All of the salary data employers use must be derived from at least five entities, and no individual entity can represent more than 25% of data
 - iii. Identified CUPA Peers & Stretch Peers
 - iv. OSU - we are an R2 Research University
 - v. ERI - Economic Research Institute
 1. This is the same group the high cost consulting groups use
3. They followed the SAP
 - a. Faculty CUPA or OSU
 - i. Further determined by discipline
 - b. Administrators - CUPA
 - c. Staff - CUPA, ERI, Employer's Council (formerly MSEC)
4. What was Market?
 - a. Market was set as the average salary for the position/discipline
5. 12 Month vs 9-month Faculty
6. What does the data show?
 - a. Admin - no market adj., some small merit
 - b. 60/40 split
7. What did we learn
 - a. We anticipate some of the things
 - b. Some things a surprise
 - c. Salary Policy Task Force reconstitute
 - i. Starting next week to look at what we ended up with and figure out how to make things work better
8. Questions
 - a. At what point will job classifications be looked at?
 - i. Starting to be adjusted now as they go into HCM
 - ii. Start of a performance review asks specifically if the job description matches what the employee is doing
 - b. In Faculty Senate it was marginal fringe that was subtracted,

- i. Senator Barker sent an email to David Jewell to ask where the \$1 million went
 - 1. Went into the fringe benefit pool
 - ii. A few years ago, when employees left (terminal leave) departments were forced to
 - 1. Prevented departments from advertising and hiring replacements
 - 2. Establishment of a pool that helps departments to hire replacements
 - c. Can we share the PowerPoint with our constituents?
 - i. Yes
 - ii. Great Colleges Survey
 - 1. We knew the results weren't going to be good
 - a. Give President Nichols for going ahead with this survey knowing the results weren't going to be good.
 - 2. We have 309 pages of open-ended question answers
 - a. Results are being analyzed now by UW researchers and faculty.
 - i. Will be having town hall meetings
 - ii. Will be developing an action plan to address areas of concern
 - iii. Looking for areas where we need specific plans for improvement
 - 3. We will not be doing this survey next year because we will still be dealing with the results from this survey and addressing the areas identified in this survey
 - 4. Questions?
 - a. Estimated when qualitative report will be out? In a month or two
 - 5. Comments
 - a. Nowhere to go but up from here
 - i. The survey results are very telling
 - b. Executive committee noticed a low score for staff recognition and appreciation
 - i. We will request more

c. Academic Affairs

- i. Jim Ahern - Graduate Studies
 - 1. Great Colleges Survey
 - a. Student Survey in great contrast to Great Colleges
 - i. Thank everyone for remaining committed to serving the students in trying times
 - 2. Enrollments
 - a. Enrollments are up
 - b. Made impressive gains in non-resident students
 - c. We are down 150 graduate professional - 111?
 - d. Goal is to increase graduate and professional enrollment in tandem with undergraduate
 - e. We're not competitive and how we are handling distance education is not competitive
 - i. Optimistic that distance education will get better
 - f. Had unusually large number of students finishing their degrees at the same time
 - g. Loss of senior faculty having an impact on graduate students coming here
 - h. International enrollment is down nationwide
- ii. Questions
 - 1. College Programs having problems getting staff to get grad students graduated in a timely manner

- a. They are now limiting the number admitted
- 2. Loss in numbers in distance ed is it a trend or isolated
 - a. There has been a trend
 - b. Looking forward to creating graduate student opportunities for staff maybe using micro-credentialing
- 3. Grant funding, number of faculty having issues funding grad students through WyoCloud
 - a. The bottleneck has been sub-award processing. Office of Research understaffed and had to prioritize grants versus sub award. Office of Research is hiring
- 4. Recruitment
 - a. Focusing more on undergraduate recruitment than grad recruitment. Any discussion going on to increase the incentives for recruiting grad and professional degree students?
 - i. Got traction in Academic Affairs, not so much outside Academic Affairs
 - ii. This year there is a focus on increasing grad and professional degree students. HubSpot for landing pages on degree pages.

VIII. Guests and Special Programs

- a. Dann D. McLean, EORR Office, Duty to Report
 - i. Equal Opportunity Report and Response
 - ii. Discrimination, Sexual Harassment, Sexual Misconduct, Violence in the workplace
 - 1. Title IX Coordinator - Jim Osborn
 - 2. Confidentiality - do their very best but sometimes the grapevine grows out of control
 - a. For the parties involved
 - 3. Difference between EORR and Dean of Students: EORR deals with employees (staff, admin, coaches, etc.)
 - 4. If they can't deal with it, they do their best to refer to available appropriate resources
 - 5. Guidelines
 - a. Any report in any format
 - i. Contact the person making the allegation to do an intake interview
 - 1. Ask for witness name, screenshots, any evidence, etc.
 - ii. Do the same with the responding party
 - iii. Apply a preponderance standard: severe, persistent, or pervasive
 - b. In order for there to be a violation depends on the standard which can be affected by federal politics.
 - c. In the end they produce a report, either an assessment memo - not enough to be considered a violation or a report of investigation.
 - 6. How far does jurisdiction extend?
 - a. Depends on if the event happens while representing UW, participating in a UW event, on campus.
 - b. No jurisdiction for non-UW related people.
 - 7. Stop, prevent, and remedy
 - 8. Most reports are FYIs, people really don't want action taken
 - a. There are instances where it doesn't matter what the person reporting wants - if there is a significant reason to be there is a threat to other people and campus.
 - 9. Please don't try to deal with issues that should be reported to EORR yourself. You can be help personally liable and UW can land in federal trouble for people not reporting to their Title IX office.

- iii. As a senator we may have people approach us and tells us things that we may need to report because we are still employees and are required to report.
- b. Questions
 - i. Where is the line between reporting to HR versus EORR
 - 1. Don't worry about it, report to either they will route it if it's not the right office. HR & EORR work very closely.
 - a. It sounds harsh to report an incidence against the person's wishes, but you do not have a choice.

IX. Liaison Reports

a. ASUW

b. Faculty Senate – Donal O’Toole - had to leave

- i. Biodiversity Institute closing
- ii. Complicated document
 - 1. Relations have broken down
- iii. 5.5 employees on the hook, 3 are APs, 2.5 staff - they may lose their jobs
 - 1. Berry was paying for salaries of UW employee - probably due to the confusion in the relations
- iv. Email Signature policy - no quotes

c. Advisory Council on Diversity, Equity, and Inclusion (Xavier Gonzales)

- i. Matthew Sheppard Memorial
- ii. Marketing - trying to get a member of the Diversity, Equality, and Inclusion office on the recruitment committee
 - 1. Fallout from the World needs more Cowboys slogan
 - 2. They will work on a new logo in 2022
- iii. Strategic Plan
 - 1. Will be distributed around campus
- iv. Textile maps around campus
 - 1. For the visually impaired

d. Athletics Planning Committee (Cathy Moen)

- i. Meeting on 10/4 - Cathy will get something out

e. No More Committee (Renee Ballard)

f. Public Art Committee (Susan Schulz)

- i. Will be meeting next week

g. Student Media Board (TBD)

- i. Have identified a staff member

h. UW Facilities Council (Jason Gonzales)

i. UW Parking and Transportation Study Team (Jennifer McKenna)

- i. Continuing study
- ii. Hope of have preliminary reports ready for spring semester

j. Wyoming Union Visioning Team (Kristin Blevins)

X. Officer Reports

a. President, Renee Ballard

- i. Communication goals
 - 1. Making good progress
- ii. Tri-Senate meeting
 - 1. Nov. 2nd will be the Tri-Senate social
- iii. Professional Development and Career advancement
 - 1. Have a meeting set
- iv. Staff Classifications
 - 1. It's on our radar and Renee has mentioned it to President Nichols
 - 2. Want to wait until HCM goes live before pushing

- v. Staff Community engagement activities
 - 1. Please bring up ideas
- vi. Senate functions
 - 1. Handbooks are being worked on
- vii. Recruiting new senators
 - 1. Have 3 pending
- viii. BOT
 - 1. Budget
 - 2. Exploring remodel of Lab School
 - 3. Tuition
- ix. Mentors
 - 1. Have 5 volunteers

b. Vice President, David Keto

- i. Tri-Senate Social, Nov. 2nd. Shoshone Room in the basement of Washakie
- ii. Homecoming, Sat. Oct. 20th - participants should meet before 8:00
 - 1. Theme is The World Needs More Cowboys

XI. New Business

XII. Committee Reports

a. Communication Committee – Senator McKenna & Stevens

- i. Meeting – Oct 4, 9:00, Union, 203

b. Credentials and Elections Committee – Senator Blevins & Galey

- i. Meeting – Oct 16, 2:00, Wyo Hall, 402

c. Finance Committee – Senator Gonzales

- i. Meeting – Oct 17, 8:30, Merica, 320

d. Recognition Committee – Senator Hedrick

- i. Meeting – Oct 16th, 9:00 a.m., Union 202

e. Staff Relation Committee – Senator Heupel

- i. Meeting – Oct 15, 10:30, Union, 202, 766-3813

f. Ad Hoc Holiday Market Committee – Senator Blevins

- i. Meeting – Oct 17, 11:00, BCPA lobby/Encore Café
- ii. Meeting – Nov 1, 9:00, Union, 203
- iii. Meeting – Nov 20, 9:00, Union, 203

XIII. Open Forum

Meeting adjourned at 4:25 p.m.

Respectfully submitted,



Kristen K. Smoot
Staff Senate Secretary

STAFF SENATE
UNIVERSITY OF WYOMING