

UW Staff Senate Full Meeting

Agenda

August 7, 2019 1:15 p.m.

Wyoming Union Senate Chambers



- I) Roll call
 - A) Present – Erica Hoff, David Keto, Lindsay Galey, Jennifer McKenna, Susan Schulz, Meghan Monahan, Cathy Moen, Jeannie Czech, Jennie Hedrick, Kristin Blevins, Xavier Gonzales, Chris Maki, Chad Bade, Barbara Hill, Christopher Stratton, Heather Earl, Emily Edgar, Kristen Smoot, Jason Gonzales, Mark Heinz, James Wheeler
 - B) Excused – Jennifer Heupel
 - C) Absent - Angela Reddick, Jonathan Goldman
- II) Approve June minutes
 - A) June minutes stand approved as circulated.
- III) Approve August agenda
 - A) August agenda stands approved as circulated.
- IV) Special Business
 - A) Scholarships for Fall 2019
 - i) Senator (Jason) Gonzales – committee is waiting on Communications Committee to send out survey link; will award 10 scholarships
 - B) \$10,000 moved to permanent funds 6/2019
 - C) Confirmation of new senators
 - i) No quorum at start of meeting
 - (1) Motion to move to September made by Senator Blevins
 - (a) Seconded by David Keto
 - (b) Passed
 - ii) Latecomers resulted in quorum after Administration Reports
 - (1) Motion to return to confirmation made by Senator Keto
 - (a) Seconded by Senator McKenna
 - (b) Passed
 - iii) Motion to confirm new senators made by Senator Blevins
 - (1) Seconded by Senator Stratton
 - (2) Passed unanimously
 - iv) Brianna Casey, Advising Career & Exploratory Studies, Academic Affairs Seat #7
 - v) Glory Taylor, Mathematics & Statistics, Academic Affairs Seat #8
 - vi) Davin Fifield, Custodial Svcs, Administration Seat #17
 - vii) Debbie Allred, Athletics Business Office, Office of the President Seat #31
 - viii) Natawsha Mitchell, Multicultural Affairs, Student Affairs Seat #36
- V) Administration reports
 - A) Division of Administration
 - i) No representative present
 - B) Human Resources - interim Associate Vice President Mark Bercheni
 - i) WyoCloud
 - (1) Payroll went live last month (last phase of WyoCloud implementation)
 - (a) Biweekly payroll proceeding mostly smoothly, with rare issues of timely supervisor approvals
 - (b) Monthly payroll went well – only 2 errors
 - (2) LinkedIn Learning

- (a) Access through Employee LearnCenter
- (b) Can build employment and personal skills
- (c) Open to any benefitted employee
 - (i) Can link to current LinkedIn account if employee wishes and has one
 - (ii) Over 13,000 courses
- ii) Goal is to maximize employee benefits – leadership programs, employee appreciation and assistance programs
- iii) Benefits Fair scheduled for November, during open enrollment
- iv) Questions:
 - (1) Why aren't employer paid benefits and time off earned in that pay period are not on new paystubs?
 - (a) HCM went live with Oracle's template for paystubs. HR is are working on getting employer-paid benefits added to paystub and easier to find in HCM. Absences are very fluid and new tracking allows for real-time monitoring, so may not add to paystub.
 - (2) Is there any way to currently see your monthly accrual rate in WyoCloud? For instance, if you take and earn, it adjusts real time, so you don't see how much you are currently accruing.
 - (a) Isn't in there right now, but they can look at adding it.
 - (3) Will there be any deep dives on accessing and finding LinkedIn training? Right now, people only see a few classes on the portal.
 - (a) There will be a deep dive next Thursday (8/15/2019) and they can add this information to the agenda. You can currently sort by area/competencies and that will take you to more class listing; can also search for classes.
 - (4) Thank you for purchasing this program, it's a great employee benefit; what success metric are you using to decide if we keep it funded?
 - (a) Looking at usage after three years – is usage growing or waning? The goal is to maximize use of the ~2800 licenses available (claimed by employees logging in through Employee LearnCenter) and number of classes taken. HR will transfer transcripts weekly.
 - (5) Reiterating that employees do need to know when they're accruing vacation at the next level.
 - (6) Is there a plan for hiring a permanent HR director?
 - (a) It's up to Vice President Mai. There is no current plan but they do plan on doing a search.
 - (7) How do you get a license for LinkedIn Learning? Just by signing up for a class?
 - (a) Registering through Employee LearnCenter with first login.
 - (8) Employees used to be able to see previous months' vacation/sick leave accruals in HRMS? If you're close to the cap it's currently hard to see if you're going to go over and lose time.
 - (a) You can't see it in HCM, as it's now real-time/live. Platform allows for very limited flexibility – you can modify approval processes or turn elements on/off, but can't modify what is in the various modules. Can maybe pull a report to get that information.
 - (9) Does LinkedIn tie to performance evaluations? If employees don't want to use it, will they be penalized?
 - (a) No, you don't have to use it if you don't want to. If your supervisor adds classes to your goals, you will get docked if you don't take them.

C) Academic Affairs

- i) No one present

VI) Guests and Special Programs

A) Climb Wyoming – Manuela Hofer-McIntyre, from Laramie office

- i) Thank you for the generous donation from Cornhole tournament.
 - (1) \$800
- ii) In business for 30+ years; founded in Cheyenne by two women as a summer programs for single underage moms; soon began receiving grants to expand program throughout WY

- (1) Now have 6 total offices around the state
 - (a) Laramie office has served ~300 women since 2014
- iii) Professional job/career training and placement for low income single moms of all ages needing help getting first jobs or returning to the job market
 - (1) Job training, but also childcare assistance, parenting classes, budgeting, assist with obtaining interview clothing, etc.
 - (2) Two sessions a year, about 10 women each session
- iv) Business liaison finds available jobs and trainings in the area
 - (1) Not only office work, also medical fields, HVAC, and CDL, among others
 - (2) Try to match careers with women
 - (a) Do evaluations with employers and women and follow them for first 8 weeks of placement
- v) Doesn't just help women – children do better in school if their mom is happier/healthier, women form a support network with each other
- vi) Starting new program at end of August – professional office careers training with UW's IT center and LCCC

VII) Old Business

VIII) Liaison Reports

- A) ASUW – not present
- B) Faculty Senate
 - i) Ken Chestek – Faculty Senate Chair
 - (1) Working on UniRegs – academic workload, post-tenure review
 - (2) Thread on faculty list serve regarding WyoCloud HCM, financial management, transition
 - (a) Mostly non-actionable complaints, but specific complaints were passed on to David Jewell and his team
 - (i) They've been very receptive and helpful, offering solutions
 - (3) Presidential search committee
 - (a) On committee with President Wheeler
 - (b) Just starting, but the process seems to be very open, with a large search committee composed of a wide range of faculty, staff, and student representation
 - (c) Initial phase – casting a wide net to get both academic and private industry candidates
 - (4) Questions
 - (a) What was the biggest specific complaint regarding WyoCloud that David Jewell's office is working on?
 - (i) HCM is new and having expected bugs; the financial management is not new and several departments aren't able to generate the management reports they want. They are aware of these and seem to be working on it.
- C) Advisory Council on Diversity, Equity, and Inclusion
 - i) Kathy Kirkaldie has agreed to stay on this committee
 - ii) Senator Mitchell offered to sit on this committee
 - (1) President Wheeler will speak to both volunteers
- D) Athletics Planning Committee (Cathy Moen)
 - i) No report
- E) Campus Master Plan (Renee Ballard)
 - i) Renee Ballard not in attendance
- F) Enterprise Risk Management Advisory Committee (Chris Maki)
 - i) No report
- G) No More Committee (Natawsha Mitchell)

- i) Green Dot committee – overseeing transitional issues with new sexual assault and prevention positions added to Student Affairs
 - ii) Full meeting next week
- H) Public Art Committee (Susan Schulz)
 - i) Email update sent to Senate
- I) Strategic Improvement Working Group (Kristin Blevins)
 - i) Will email update to Senate
- J) Student Media Board (Emily Edgar)
 - i) No report
- K) Union Visioning Master Plan (Kristin Blevins)
 - i) Meeting tomorrow morning, will email report after that
- L) UW Facilities Council (Jason Gonzales)
 - i) No report
- M) UW International Advisory Council (Lindsay Galey)
 - i) No report
- N) UW Travel Policy Committee (David Keto)
 - i) No report
- IX) Officer Reports
 - A) President, James Wheeler
 - i) Goals for administration
 - (1) Get as much as possible on SharePoint
 - (a) Liaison reports and other info (vision statements, etc.)
 - (b) Committee timelines and other information
 - (2) Enforce (w/Senator Keto) Robert’s Rules of Order
 - (a) Return floor to President raising questions or comments
 - ii) Thanks to CEC/Senator Blevins for new senator orientation/new senators
 - iii) UW AccCredi-Carnival
 - (1) UW Ballroom, September 19th, 11:30-1:30
 - (2) Hosted by accreditation committee (chair Anne Alexander)
 - iv) Goals from retreat distributed to committees for contributions
 - B) Vice President, Meghan Monahan
 - i) Asking senators to write letters to themselves to remind yourself of why you’re on senate, etc.
 - ii) Homecoming parade
 - (1) October 19th, 9:30am
 - (a) Theme is Breaking Through
 - (b) Let Meghan know if you want to help
 - iii) Thanks to Climb Wyoming for coming
 - iv) Future guests
 - (1) Alec Muthig (hopefully October meeting), with available trainings and a user survey
 - (2) Jesse Begin (hopefully September meeting) for LinkedIn training help
- X) New Business
- XI) Committee Reports
 - A) Senator Blevins will update SharePoint with committee assignments
 - i) Credentials and Elections Committee is full
 - ii) Sign-up sheet passed around
 - B) Communications Committee – Senators McKenna and Moen
 - i) Meeting – August 8, 9:00, Union, 203
 - C) Credentials and Elections Committee – Senators Blevins and Galey/shadowed by Chris Stratton
 - i) Meeting – August 20, 2:00, Wyo Hall, 402

- ii) No new senators on deck for September, will go back to previous suggestions
 - iii) 12 current vacancies
 - (1) Send suggestions to Senator Blevins
 - D) Finance Committee – Senator Gonzales
 - i) 45 good bags assembled and delivered
 - ii) Monitoring Foundation accounts
 - iii) All committees need to look at budget requests
 - (1) Due in September for October approval
 - iv) Meeting – August 21, 8:30, Merica Hall, 320
 - E) Recognition Committee – Senator Hedrick
 - i) Next meeting topics - what went well, what we can improve upon from last year
 - ii) Join right away if you're going to
 - iii) Meeting – August 15, 9:00, Union, 203
 - F) Staff Relations – Senator Heupel
 - i) Meeting – August 19, 10:30, Union, 203
- XII) Open forum

Meeting adjourned at 2:21pm.

Respectfully submitted,



Jennifer McKenna
Staff Senate Secretary