

UW Staff Senate Full Meeting

Agenda

October 2, 2019 1:15 p.m.

Wyoming Union Senate Chambers



- I) Roll call
 - A) Present – Debbie Allred, Kristin Blevins, Brianna Casey, Jeannie Czech, Heather Earl, Emily Edgar, Lindsay Galey, Jonathan Goldman, Jennifer Heupel, Barbara Hill, David Keto, Chris Maki, Jennifer McKenna, Meghan Monahan, Kristen Smoot, Chris Stratton, Jody Sullivan, Glory Taylor, Kathleen Vick, James Wheeler
 - B) Excused – Chad Bade, Davin Fifield, Jason Gonzales, Erica Hoff, Cathy Moen, Angela Reddick, Susan Schulz
 - C) Absent – Mark Heinz, Natawsha Mitchell
 - D) Proxy – Jennie Hedrick (Kassie Thomas)
- II) Approve September minutes
 - A) September minutes stand approved as circulated.
- III) Approve October agenda
 - A) October agenda stands approved as circulated.
- IV) Special Business
- V) Administration reports
 - A) Division of Administration – Interim Vice President Bill Mai
 - i) President will give State of the University address tomorrow at 3:30-5PM, at Gateway Center.
 - (1) One hour of release time
 - ii) Board of Trustees September meeting information
 - (1) Approved new student housing effort
 - (a) Design kickoff slated for Friday (October 4th)
 - (i) Initial meeting with architects and engineers
 - (b) Move (most) Wyo Hall occupants to Hill Hall by December/Christmas break
 - (i) Already in process
 - (c) Parking lot east of Wyoming Union scheduled for staging area for construction
 - (d) Wyo Hall coming down in May or June, 2020, following asbestos abatement
 - (e) “A” parking and meters in the Iverson and 10th/11th street lot scheduled to be remade as a 3-4 floor garage
 - (i) 12-18 months to completion once started
 - (ii) May move parking/transit operations and police operations to the ground floor
 - (2) Phone call meeting scheduled for October 16th
 - (a) Planned approval of guaranteed maximum price for Science Initiative building
 - (i) Building starts immediately (9th and Lewis) once approved
 - iii) Potential renovations to older buildings on campus
 - (1) Will likely be discussed in tomorrow’s presentation
 - iv) UW submitted official biennial budget proposal to governor last week
 - (1) Nothing further until governor submits budget to Joint Appropriations Committee
 - v) Questions
 - (1) Senator McKenna – Is the parking garage’s 3-4 floors of parking spaces in addition to transit/parking or including those departments?

- (a) Those will take up part of the parking spaces.
- (2) Senator Stratton – Will anything be put into place for employees that work before or after buses are running?
 - (a) Haven't considered so far but will have to consider. The goal of task force is to keep number of parking spaces neutral; university would like more.
- (3) Senator Hedrick/Thomas - Will Transit and Parking sell the same number of permits next year?
 - (a) Too preliminary to say, but most recent plan is to have more concentration/availability of parking that doesn't require a permit but does require a bus ride.
- (4) Senator Sullivan – As to the Union lot being a staging area, how does that impact bus route?
 - (a) Believes the intent is to maintain bus routes throughout staging. After Wyo Hall, the upper lot east of Half Acre will be the next spot for construction but shouldn't need Union lot. A goal is to shift people away from the Union lot as that one becomes open space and not parking but is likely years away.
- (5) Senator Maki – Do you expect to see Sazaki back on campus for master plan before December?
 - (a) Probably not, at least for broad/public presentations. Feedback from previous visits is incorporated into current plan. He has not seen the whole write up, only slide deck, so it's hard to comment on details of the plan. Final approval is scheduled for the November Trustees meeting.
- (6) Proxy Senator Thomas - Regarding demolition of Wyo Hall, are there any thoughts about access to lab school for kids and buses, as well as safety concerns?
 - (a) It will get attention but hasn't been discussed to his knowledge yet. Some considerations so far include where those parking behind Wyo Hall now will move to. Responsible thing to do would be to stop all "A" parking in that lot so vehicles can safely negotiate the space rather than push traffic onto Lewis.
- (7) Senator Galey – How about protecting McWhinnie during construction? (rephrase – In the process of destroying Wyo Hall, what about general protection of employees and building?)
 - (a) McWhinnie is a sacrosanct structure, only thing would be improvements.
 - (i) Rephrase answer – That will be taken into consideration but doesn't have specific answers right now.
- (8) Senator Czech – When employees are moved to Hill Hall, can they park in the Hill/Crane lot?
 - (a) Undetermined now, but intent is yes. There will be restructuring of permitted parking (e.g., R to A) and push to unpermitted lots. Potential lots east of 22nd are being looked at for long-term residential parking.
- B) Human Resources - Associate Vice President Eric Goldenstein
 - i) Insurance open enrollment
 - (1) October 1st - November 30th
 - (a) HR hasn't announced details yet; waiting to hear details about rates for next year.
 - (b) Employees Group Insurance (EGI)
 - (i) Administer all insurance plans
 - (ii) Online portal available for changes, etc.
 - (iii) Not being encouraged for open enrollment as it doesn't talk to HCM yet
 - 1. Service request sent to Oracle
 - ii) Questions
 - (1) Senator Earl – Can you provide an update on when employees can expect to see employer paid benefits, retirement, etc. on their pay stub? When can employees expect to be paid for

their overtime? Is there a place an employee can go and get that information (retirement contributions, withholdings, etc.)?

(a) No answer on overtime, but not being able to see those items in HCM has been forwarded to Oracle and people are working on it. Employees can call Payroll or HR for specific concerns; look at rates and do the math to see what's coming on. This is hopefully a temporary situation. With Wyoming Retirement System, the employer contributes 14.44%, and it can be checked by logging into your account. For insurance, just assume the amounts are correct.

(2) Senator Stratton – This system has removed all checks and balances sick/vacation/comp time. Employees shouldn't have to "do the math" and ensure it's being done. Constituents would like to see information comparable to what used to be done. An email was sent saying that info is available to supervisors, but employees can't ask them all the time.

(a) AVP Goldenstein – He agrees. HR and IT are working with Oracle to make that happen.

(3) Regarding Senator Earl's concerns, employees are entitled to that information and should be able to easily see it. It is the highest priority right now. Check with retirement providers (WRS, TIAA) regularly.

(4) Senator Taylor – If you don't want employees to use the WGI portal, will you tell them how to proceed?

(a) An upcoming email will give instructions, and will include the portal but discourage it.

(5) Senator Galey – Along with overtime, does that include summer teachers not being paid? Two teachers in her department didn't get their summer pay.

(a) not familiar with that issue.

(b) IVP Mai – yes, it's a similar issue. HR is waiting on technological catch-up, but need to find an alternative

(c) Senator Monahan – is this regarding supplemental summer pay for faculty?

(i) Senator Galey – yes.

(ii) There are issues with approval chains, she can help figure out where the blockage is.

C) Academic Affairs

i) No representative present.

VI) Guests and Special Programs

A) Alec Muthig – Information Technology

i) Enhancing trainings and survey report

(1) New trainings driven by survey put out earlier this year

(a) Wanted to find out what kind of training people want, what obstacles are keeping people from attending trainings, how people want to do trainings.

(b) Increased Zoom and self-paced trainings as a result

(c) Built action plan based on input (has them available if you want to see them)

(i) Wants continued input so they can continue to change

(ii) Wants to build out a central training website, including resources for training not offered by IT

(iii) IT website isn't easy to navigate, but training will be easy to find

(iv) More self-paced trainings coming

(v) More training on cybersecurity, phishing, etc.

ii) Questions

(1) Senator Monahan – With IT trainings and LinkedIn Learning, which types of training are best on which format?

- (a) LinkedIn Learning is new, IT worked with HR on developing specific area development plans, will continue to create new plans; let IT know if there are areas you're interested in. Offering LinkedIn Learning for non-benefitted employees through IT.
- (2) Senator Keto – Is IT training portal separate from Taleo Learn?
 - (a) Have two training portals – Wyo Learn (IT) and Taleo Learn (HCM/HR) - that will stay separate. Any mandatory training will be on Taleo Learn (easier to assign and track). WyoLearn doesn't talk to that system, which allows community members and non-UW contractors to take trainings. By end of the year, WyoLearn completions will be fed to HCM and your transcripts.
- (3) Senator Stratton – Are there possibilities for podcasts? (switches LinkedIn Learning classes to audio only and listens)
 - (a) Haven't thought of that, but it's a good idea. New cybersecurity conversations with experts could easily be converted to a podcast from a video.
- B) Office of Engagement and Outreach – Jean Garrison, Director of Engagement and Outreach
 - i) Open since January 2019, located in Bureau of Mines
 - ii) Calendar project/task force
 - (1) Final report in summer 2018 from survey and listening groups
 - (a) Complaints about WyoCal
 - (b) WyoCal not being widely used
 - (c) Looked at other universities using same platform (Trumba)
 - (d) Mission is to the state, so wanted a state-wide calendar
 - (i) Can see what we're doing throughout the state, not just on campus
 - (2) Changes
 - (a) Events and mini calendar on UW home page
 - (b) Made it more user-friendly
 - (i) Can filter by events, type, county, audience, date range
 - (ii) Can view as tiles, table, month, map
 - (c) Submission form
 - (i) Campus building list, can use coordinates for off-campus events, drop down menus for several fields, funding categories
 - (ii) Using these new fields to gather data on events (attendees, costs, etc.)
 - (3) Coming next
 - (a) Launching reporting feature
 - (i) If you submit an event, you will get a follow up email after the event requesting more information (allows tracking by Carnegie Classifications).
 - iii) Questions
 - (1) Senator Monahan – With events going on around the state, are you working with community colleges?
 - (a) No, it is only for UW events, so they would need a UW sponsor.
 - (2) Senator Vick – Will this integrate with classroom scheduling and room requests?
 - (a) Talked about it early, but the two systems don't talk to each other.
 - (3) Senator Galey – Some constituents have noticed that when downloading to Outlook, they're getting all the background info in addition to the date/time. Is there a possibility that the calendar would start from today's date versus starting at the beginning of the month?

- (a) Katie (w/Jean Garrison) – Use list view to start on today’s date. Not aware of Outlook issue, will look at.
- (4) Senator Blevins – Has there been any discussion of integrating academic/administrative calendar, at least in month view?
 - (a) We’re encouraging departments, etc. to add dates/deadlines to the main calendar. (Event type would be dates/deadlines).
- (5) Senator Casey – Is this the same calendar as on WyoWeb? Does it show deadlines?
 - (a) Katie – yes, it’s feeding into WyoWeb, and shows deadlines and such.
- (6) Senator Keto – Point of information: please be recognized by President before speaking.

VII) Old Business

VIII) Liaison Reports

- A) ASUW
 - i) No representative present.
- B) Faculty Senate
 - i) No representative present, but President Wheeler will include some information in his report.
- C) Advisory Council on Diversity, Equity, and Inclusion (Kathy Kirkaldie)
 - i) No representative present.
- D) Athletics Planning Committee (Cathy Moen)
 - i) No representative present.
 - ii) No report, as meeting is after today’s Senate.
- E) Campus Master Plan (Renee Ballard)
 - i) No representative present.
- F) Enterprise Risk Management Advisory Committee (Chris Maki)
 - i) Meeting scheduled for end of October.
- G) No More Committee (Natawsha Mitchell)
 - i) No representative present.
- H) President’s Engagement Council (David Keto)
 - i) Calendar (as presented by Jean Garrison) - send comments or questions to Jean or Senator Keto.
 - (1) Will be SAPP on how to use calendar
 - ii) Building out a SAPP for Tenure & Promotion procedures to integrate across teaching, research, extension/service for faculty
 - (1) Will look at how this would impact some staff later
 - iii) Call for faculty fellows who do a lot of engagement work
 - iv) Fall panels scheduled to discuss best practices for engagement
 - (1) Draft of Strategic Action Plan
 - (a) Goal is to build a toolkit on the Engagement website
 - (b) Get everything in one place
 - v) Will allow UW President to present Millgate Engagement Award for staff at SRD 2020
 - vi) Engagement office involved in “road show” around state with UW marketing
 - (1) Community events in all 24 counties around state over 2 years, with an alumni partner for each county (videos shared on UW social media)
 - (2) Schedule on uwo.edu/cowboys (per Senator Edgar)
 - vii) Engagement office is taking point for women’s suffrage celebrations
- I) Public Art Committee (Susan Schulz)

- i) No representative present.
- J) Strategic Improvement Working Group (Kristin Blevins)
 - i) Resources and Position Management Subcommittee is looking at stakeholders around campus regarding getting onboarding/training consistent across campus (mostly for salaried employees) right now
 - (1) Meeting 10/10
- K) Student Media Board (Emily Edgar)
 - i) Has not met yet, and hasn't had any contact since June.
- L) Union Visioning Master Plan (Kristin Blevins)
 - i) No meeting last month, and hasn't had any contact since.
- M) UW Facilities Council (Jason Gonzales)
 - i) No representative present.
 - ii) Has not met.
- N) UW International Advisory Council (Lindsay Galey)
 - i) Was unable to attend meeting.
 - (1) Starting to work with international partnerships
 - (2) No meeting until 1/2020
- O) UW Travel Policy Committee (David Keto)
 - i) Has not met.
- IX) Officer Reports
 - A) President, James Wheeler
 - i) Faculty Senate and Staff Senate are looking to formally request ex officio status on a few Trustee committees
 - (1) Lots of decisions happening in phone calls before actual meetings
 - (2) Senator Hedrick will circulate a poll on what committees we should ask to sit on
 - (3) Time commitment is being considered
 - (a) Senator Blevins – Ex officio position is for a Senator or for any staff?
 - (i) They would ideally be a Senator or Exec member.
 - (b) Senator Earl – As you discuss this, Senate should chooses the ex officio members, as committees on campus are choosing staff representatives that aren't actually a staff representative (instead represent their supervisor).
 - (i) We'll base our proposal on that from Faculty Senate, including they will be selected by us, be invited to all calls and such, but don't have a vote, and that we will choose them.
 - (c) Time commitment looks like 3-5 hours a month on average.
 - (d) Senator Blevins – The language should say "classified staff."
 - (i) Yes.
 - (e) Senator Galey – Try not to close door on getting into exec sessions right now; hedge now so that we may get access at some point.
 - (i) Ex officios usually aren't invited to exec sessions.
 - (f) Senator Casey – Will we be receiving reports from Faculty Senate on their committees?
 - (i) Not necessarily, but we could ask if we're not both on the same committees. Faculty and staff representation may overlap.
 - ii) Update from Maria Almendares regarding the Vice President of Human Resource search
 - (1) Met with search firm and HR staff

- (2) Schedule set up
 - (a) Review candidates around November 4th
 - (b) Semifinalist interviews in mid-November
 - (c) On campus interviews in early December
 - (d) Offer by end of year
- (3) Can come to Senate before candidates come to campus
- (4) Senator Keto – This is the first he’s heard of committee existing, and Staff Senate usually has a representative on them.
 - (i) Maria is our representative.
 - (b) Senator Earl – What salary are they looking at? Will Staff Senate be able to meet with candidates?
 - (i) Should we request a meeting specifically with Senate, or open to staff?
 - (c) Senator Earl – At least Exec was provided an opportunity to meet with candidates and provide feedback.
 - (i) Will email Maria and request that we get a similar opportunity.
 - (d) Senator Blevins – Senate did get an hour with previous candidates.
- iii) It is Custodial Appreciation Day – thanks to Senators Stratton and Hill.
- B) Vice President, Meghan Monahan
 - i) Next month’s guest is the Financial Services Support Team
 - ii) Homecoming Parade
 - (1) Will discuss in open forum
 - iii) Highway Cleanup
 - (1) Filled 5-6 bags, thanks to senators that came
- X) New Business
- XI) Committee Reports
 - A) Communications Committee – Senators McKenna and Moen
 - i) Meeting – Oct 3, 9:00, Wyo Hall, 351
 - ii) Senator Blevins – Relaying thanks from Jesse Begin for newsletter article regarding training.
 - iii) Due to constituent question, we are looking at adding a web page with list of resources for employees in need. Let us know if you know of anything.
 - (1) Senator Earl – Examples of resources?
 - (a) W/Senator Monahan – Soup Kitchen, Interfaith, Clothing Cottage, Mines and Associates, etc. We’re not endorsing anything but are just providing a consolidated list.
 - (2) Senator Earl – HR has a page and there may be an application form for being vetted, so might want to check with them because it was previously discussed in Senate.
 - B) Credentials and Elections Committee – Senator Blevins
 - i) Meeting – Oct 15, 2:00, Wyo Hall, 402
 - ii) Hopefully new senators next month.
 - C) Finance Committee – Senator Gonzales
 - i) Meeting – Oct 16, 8:30, Merica Hall, 320
 - ii) President Wheeler - budget was circulated by email – are there any issues?
 - (1) Senator Blevins – are we going to review and vote? It should be done soon.
 - (2) Senator Keto – we get a recommendation from Exec and then decide to follow it or not.

(3) Senator Earl – are we bringing it to full Senate? We're spending money on Homecoming without a budget?

(a) Yes, but Exec needs to review it first. Will discuss Homecoming.

(4) Senator Blevins – find a proxy if you'll be gone next month, as there is a vote coming.

D) Holiday Market Committee - Senator Earl

i) Meeting – Oct 16, 1:00, Arts & Sciences, TBD

ii) Date set – December 13th at BCPA

E) Recognition Committee – Senator Hedrick

i) Meeting – Oct 17, 9:00, Union, 203

ii) Senator Blevins – if you want to help, get in touch with Senator Hedrick

(1) President Wheeler – non-Senators are welcome.

F) Staff Relations – Senator Heupel and Czech

i) Meeting – Oct 17, 10:30, Half Acre, 117

XII) Open Forum

XIII) Senator Keto – motions to stop open forum and return to meeting.

A) Senator McKenna noted in Open Forum that Exec did vote to recommend approval of budget but was not added to agenda.

B) Motion seconded by Senator Blevins

C) Open for discussion

D) Roll call vote

i) Budget approved, with two abstaining.

XIV) Other business

A) Senator Blevins – recommends sending around a sign-up sheet for ASUW meeting attendance by Senators.

i) President Wheeler – ASUW passed a resolution last night in support of exploring opportunities to alleviate food insecurity on campus.

XV) Open Forum

Meeting concluded at 3:28PM.

Respectfully submitted,

Jennifer McKenna

Staff Senate Secretary