

UW Staff Senate Full Meeting

Agenda

January 6, 2021 1:15 p.m.

Zoom



- I) Roll Call
- II) Approve December minutes
 - A) December minutes approved as circulated.
- III) Approve January agenda
 - A) January agenda approved as circulated.
- IV) Special Business
- V) Administration reports
 - A) Division of Administration - Senior Vice President Neil Theobald
 - i) 2021 Wyoming legislative session delayed due to COVID to either February or March
 - ii) Board of Trustees meeting next week
 - (1) Budget Committee
 - (a) Will review expenditures and revenue versus expected for the first six months of the FY2021
 - (b) Concerns with tuition, housing and dining, and Athletics
 - (c) Begin discussion of next year's budget
 - (i) Cannot have final discussions until State legislature approves next year's block grant
 - (2) Facilities Committee
 - (a) Science Initiative Building
 - (b) West Campus Energy Plant
 - (c) Biosafety level 3 lab space at Wyoming State Veterinary Laboratory
 - (i) In process of obtaining CDC certification
 - (d) Bus maintenance facility
 - (i) South 15th Street
 - (3) Fiscal and Legal Affairs Committee
 - (a) Review audits of use of CARES Act funds
 - (i) ~\$75 million
 - (ii) No major findings
 - (b) EPSCOR grant
 - (i) No significant findings
 - B) Human Resources - Associate Vice President Tom Koczara
 - i) Human Resources will launch COVID training tomorrow or Friday
 - (1) Review the COVID Plan and acknowledge that you agree to abide by it
 - (2) Complete by January 25th
 - ii) Emergency Leave with Pay
 - (1) UW will continue to allow employees to use Emergency Leave with Pay and they are refreshing their banks
 - (a) Full time employees can use up to 80 additional hours
 - (b) Part time and student employees can use a pro-rated amount based on FTE

- iii) COVID testing
 - (1) Employees that were working remotely but will be on campus for Spring semester need to reach out to your decentralized HR rep to change your status in HCM
- iv) Performance evaluations
 - (1) Start January 11th, end in March
 - (a) All in HCM
 - (b) HR will have a Performance Resources webpage by January 11th
 - (c) Start on your self-evaluations as soon as you can
 - (d) Watch for updates and reminders from HR
- v) Questions
 - (1) Senator Moen – Do you expect that campus will go back to everyone working on campus soon, or will we continue as we did last semester?
 - (a) The Spring Semester will likely reflect Phase III from Fall Semester – work from home if you can, socially distance, etc.
 - (2) Senator Vick – A constituent reports that her boss wants evaluations finished before they are opened – is this allowed or is there a way to accommodate this?
 - (a) There’s nothing prohibiting an early start. If you start working on them before January 11th, you’ll have to work outside the system and cut and paste your responses once the process officially opens.
 - (3) Senator Casey – A constituent has some concerns about the performance evaluations – can you switch them from scoring to a more qualitative system? There aren’t raises, so scores aren’t needed. People are exhausted from the pandemic, and the experience raises anxiety in certain departments and this may negatively influence staff morale. It doesn’t seem prudent to increase staff anxiety unnecessarily.
 - (a) There has been no formal discussion about changing the process this year. Most folks seem pleased with the process. HR will be communicating with managers regarding allowances for working during the pandemic and associated concerns. He doesn’t want to make wholesale changes without going through a detailed review with Administration. The numerical rating is useful for comparing performance over years in addition to consideration for raises.
 - (4) Senator McKenna – Is there a possibility to start sampling for COVID-19 testing earlier than 9am? Maybe people would like to submit their samples before work versus making time during the day.
 - (a) He hasn’t heard about any schedule changes but will take that to the next COVID committee meeting. There are also concerns about testing times from second and third shift employees.
 - (5) Senator Reddick – She would be happy to help with discussing the change between working at home versus on site. Are the performance evaluations moving to a new platform?
 - (a) No, it’s still in HCM.
 - (6) Senator Traver – The last time budget cuts were made at UW, the continued health benefit for eligible retirees was in danger of being eliminated. Instead, it was adjusted to include only those with 15 or more years of service. Is this a benefit being discussed for elimination again and should those close to retirement be concerned? Also, will early retirement packages be offered again as a way to reduce staff?
 - (a) Senior Vice President Theobald – There has been no discussions about benefit changes or early retirement. The Board of Trustees is waiting to get the budget from the state.

- (b) Deputy Vice President Bill Mai – Regarding the Board Retirement Benefit, that no longer exists except for those grandfathered in during the last budget crisis. There will not be any attempts to change those requirements – if you qualified last time, you still do.
- C) Academic Affairs - Vice Provost Tami Benham-Deal
 - i) COVID-19
 - (1) There has been discussion about testing times during Executive Policy Group meetings. She will also bring the concern to the next meeting.
 - (2) New Vaccination Planning Committee has started meeting
 - (a) Working with Albany County Public Health
 - (b) UW is not getting vaccines directly from the state
 - (i) Wyoming sends vaccine to county Public Health offices, which determines how those are administered
 - (ii) 800-900 doses went to Iverson, rest to the county and a few people from UW (Student Health, Athletics)
 - (c) Mountain View Medical Building is being used for vaccine distribution
 - (d) Close to being CLIA certified
 - (i) We will be able to do diagnostic/confirmatory testing instead of using VAULT
 - (ii) Confirmatory testing will take place in Rendezvous Café
 - (iii) Regular testing in the Union or Crane/Hill cafeteria
 - ii) In person classes start January 25th
 - (1) fully online starting January 21st
 - iii) Academic Affairs developing policies in response to the pandemic
 - iv) More graduate students enrolled for this Spring compared to last year
 - v) Net enrollments for Spring are lower than a year ago, but fall 2021 enrollment looks to be higher than last year
 - vi) Launched a couple of intensive projects with other Administration
 - (1) Evaluating all academic programs to identify programs needing more investment, those needing improvement, and those we can't afford to keep
 - vii) Launching a Strategic Planning Scenario Team
 - (1) Help move UW into the future and guide leadership in moving past financial challenges and pandemic
 - (2) Will have a strategic listening tour with multiple dates in February and March
 - (3) Send names of those interested in serving on team to Mandy Gifford
 - viii) Questions
 - (1) Senator Traver - Is there a way for a person to find out when they can be vaccinated? Or how does one get on a list? Why did we buy that building for \$8?
 - (a) Regarding vaccination, we'll know when they know. The State has begun identifying categories of people in phases IA and IB. UW provided Albany County Public Health a list of employees that met criteria for categories in IA, including those in Student Health, Athletics, and Police. The county decides who gets the vaccine and when. UW has offered any help they can. Phase IB (which UW will also provide a list for) includes those at high risk according to CDC guidelines.
 - (b) Senior Vice President Theobald – We've been in discussions with the owners of the Mountain View Medical Building for several years. The purchase allows for separation of medical care from academic facilities. UW submitted a grant for federal COVID funding,

which was approved for \$8.5 million to purchase the building. The current practitioners are still leasing the space from UW, though that may change in the future.

- (2) Senator Casey - Is there a way we can better communicate the new start date to students? Most students I've talked to are clueless about it, and it's not updated in the registration/class pages in Banner or on student's schedules. Several students seem to have missed the communications or were unclear on what they meant.
- (a) She was not aware that students hadn't been told but will take that message back to VP Chestnut in Student Affairs. There may not be a calendar change in Banner, but she's not very familiar with it and isn't sure and will check with Kyle Moore. The Academic Calendar has been updated. They will encourage professors to communicate with enrolled students as well.
- (b) Senator Kuster – She noticed that the calendar link still says 2019-2020 but the calendar is for 2020-2021.

VI) Old Business

VII) Liaison Reports

- A) ASUW – Vice President Courtney Titus
- i) Had last meeting of 2020 December 1st
 - (1) Continuing work on student food security
 - ii) Intersession Oversight Committee next week
 - iii) Have started hiring process for Project Coordinator and Student Legal Services Attorney positions
- B) Faculty Senate
- i) No representative present.
- C) Advisory Council on Diversity, Equity, and Inclusion (Melanie Vigil)
- i) Council currently very focused on retention
 - ii) Excited to help with outreach
- D) Athletics Planning Committee (Cathy Moen)
- i) Report sent out by email and uploaded to SharePoint
 - ii) NCAA basketball tournament will likely be in Indianapolis
 - iii) Mountain West basketball tournament location has not been decided
 - iv) Another year of scholarships for student athletes will be honored, as NCAA turned this year into a red shirt year for all student athletes
 - v) Diversity Hub created and diversity audit in process this spring
 - vi) More student athletes are visiting the available counselor, but a persistent stigma still present and impacting those numbers
- E) Food Security Taskforce (Chris Stratton)
- i) Will meet Friday and will update afterwards
 - ii) Food Pantry still in operation
- F) No More Committee (Senator needed)
- G) Public Art Committee (Melanie Vigil)
- i) Professor Ricki Klages is stepping down from her role
 - ii) She is working with Kristin Morrison at the Foundation. She works with the Memorial Tree and Bench program and this committee typically works with memorial trees and benches across campus. She reached out to me, as her supervisor just left, and wanted to make sure we had a Staff Senate contact.
- H) Student Media Board (Emily Edgar)
- i) Finally moving forward with studio renovations

- I) USP Update Working Group (Richard Raridon)
- VIII) Officer Updates
 - A) President, Chris Stratton
 - i) Mostly working with Vaccination Task Force and Strategic Planning Group
 - B) Vice President, Elizabeth Traver
 - i) Spring Food Drive planning starting later this month – contact her if you’d like to help
 - (1) Hope to deliver food for Easter
- IX) New Business
- X) Committee Reports
 - A) Communications Committee – Senator Moen
 - i) Meeting – January 7, 9:00am, Zoom
 - ii) Staff Scholarship announcement sent out earlier this week
 - iii) Please send the Committee updates from other committees
 - B) Credentials and Elections Committee – Senator Vigil
 - i) Meeting – TBA (February)
 - ii) Questions –
 - (1) Senator Moen – Which committee wanted more staff representation?
 - (a) The Public Art Committee wants to ensure staff are included in their committee. The Foundation wants Staff Senate representation to ensure that they’re doing right by the UW community.
 - C) Finance Committee – Senator Gonzales
 - i) Meeting – January 20, 8:30am
 - ii) Scholarship applications opened – closes on January 18th
 - iii) Questions
 - (1) Senator Sullivan – How much is the scholarship?
 - (a) \$100
 - (2) Senator Moen – How many scholarships are being given out?
 - (a) It will likely be the same as last semester, but he can’t remember the exact number.
 - D) Recognition Committee – Senators Vick and Kuster
 - i) Meeting – January 21, 9:00am, Zoom
 - ii) Requested help from Institutional Marketing to film a drive-through award parade and video montage
 - E) Staff Relations Committee – Senator Czech
 - i) Meeting - TBA
- XI) Open forum

Meeting concluded at 2:26PM.

Respectfully submitted,



Jennifer McKenna
Staff Senate Secretary

