

University Staff Senate Meeting Minutes

Date: December 4, 2024

Location: College of Business BU 8



Call to Order: The meeting was called to order at 1:15 PM.

Roll Call

- **Attendance:** 36 Senators present (in person and via Zoom)
- **Proxies:** 4

Approval of Agenda and Minutes

- **Agenda:** Approved with unanimous consent.
- **Minutes:** The minutes of the November meeting were received and approved as amended with unanimous consent.

Elections: Senate President nominations are accepted until Dec. 31. The election is in January 2025.

External Liaison Reports

Special Guest: Mandy Gifford - NextGen USP

Mandy Gifford provided an overview of the Next Generation University Studies Program (NextGen USP), which aims to update UW's general education program. Originally established in 1991 and updated in 2003 and 2015, this "Next Generation" review is set for implementation in Fall 2026.

- **Background:** In Fall 2020, Interim Provost Anne Alexander established the NextGen USP Committee to spearhead the redesign effort. Since then, numerous individuals and departments have collaborated to develop a USP that meets students' evolving needs and prepares them for the future. **Current Focus:** Fall 2024 is dedicated to a thorough review process, incorporating feedback from the campus community, community college partners, and state stakeholders.

Q&A

- **Q:** What does the Experiential Learning (0–3 credits) entail?
- **A:** Experiential Learning emphasizes "learning by doing" through immersive, hands-on experiences. These may include curricular and co-curricular activities such as service learning, leadership roles, public service, or community engagement. Students collaborate with advisors to plan for the pre-, during, and post-reflection program requirements. Hence why, some experiences will not earn class credits but do fulfill the

Administrative Reports

President's Office (Megan Levin, Admin Operations Manager)

- President Seidel thanked the Staff Senate for their input on the Conceal Carry discussions.
- Announced the Holiday Open House at the Gateway Center, scheduled for December 9.

Academic Affairs (Mandy Gifford, Chief of Staff)

- Scott Turpen has been appointed Interim Provost, focusing on enrollment, retention, student success, NextGen USP, and collaboration with the Budget Model Working Group.

General Counsel (Tara Evans, VP & General Counsel)

- **Staffing:** Nycole Courtney is serving as VP of Student Affairs.
- Critical priority areas include exploring dual enrollment opportunities with high schools, enhancing support for safety, inspections, custodial services, and trade positions, and reinforcing the essential foundational and infrastructure roles that ensure the campus operates efficiently.

- **Policy Updates**
 - Consolidating and standardizing policies across the three-tiered structure, which includes UW Regulations (approved by the Board of Trustees), Standard Administrative Policies and Procedures (managed by administration), and Department Policies. Additionally, guidance documents help clarify policies and implementation.
 - UW policies under review include discrimination and harassment, immigration, website accessibility, emergency response, anti-trafficking, website and social media content, and shared space décor.
 - Suicide Prevention: Promoting gatekeeper training and support resources. Improving all internal and external communications.
 - Travel Reimbursement: Developing policies for remote work-related travel expenses, with Staff Senate review planned.

Research and Economic Development (Senator Conor McCracken-Flesher)

- Seeking a faculty fellow to collaborate on a humanities research strategy; applications due December 13, 2024.
- Hiring positions in the Technology Transfer Office and Wyoming Innovation Partnership.
- Celebrating research excellence in January.

Division of Budget and Finance (Alex Keen, VP)

- Audit: The recent audit closed without issues, marking three consecutive years of successful reviews.
- FY26 Budget:
 - No anticipated revenue reductions.
 - Employee compensation remains a priority, though increases for FY26 are unlikely.
 - Inflation impacts utilities and insurance costs.
- Supplemental Budget requests submitted to the Governor
 - Institutional Marketing \$1.5M – not recommended
 - Matching Funds (to incentivize major gifts to UW) \$10M – not recommended
 - Transfer Success Support \$500K – not recommended
 - WICHE/WAWMI \$500K – recommended
 - Athletics \$1.5M – recommended
 - Coal Pyrolysis Demonstration – Inflation (one-time amount) \$2.090M – recommended
 - State Match – SER (one time) - not recommended

Human Resources (Bob Link, Associate VP)

- Open Enrollment: Ended November 30.
 - Requests to adjust 403B/407 contributions are due by December 13.
 - Flexible Spending expenditures must be made by December 31, with receipt submission allowed until March.
- Payroll: December paychecks will be issued before the holidays.
- FSLA Updates: Proposed increases for 2025 were struck down.

Ombudsperson

Don Appiarius has been named UW's new ombudsperson.

Government Affairs (Mike Smith)

- Staff and faculty salary increases are the top priority.
 - Encouraged familiarity with UW Regulation 12-4 regarding individual and institutional roles in legislative matters.
 - Raised concerns about staffing levels in light of new facilities, such as dorms and the aquatic center.
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Old Business

None discussed.

New Business

First Reading of Revised Rules & Procedures

- Updates:
 - Eliminated redundancy between the By-Laws and Rules & Procedures.
 - New proxy rules:
 - Proxies must be current or former Staff Senators.
 - A Senator may serve as a proxy for a maximum of two others.
- The Rules and Procedures reading was suspended and unanimously approved. A second reading and vote are scheduled for January 8, 2025.

Executive Reports

Staff Senate President (Comeau)

- Encouraged review of the latest Board of Trustees meeting, which upheld current concealed weapon regulations.
- Emphasized engagement in diversity, equity, and inclusion (DEI) initiatives.
- Interviews for the Staff Senate Office Associate will occur in January.

Secretary (McGinley)

- Suggested simplifying language in formal documents for better clarity and will revisit the discussion in January.

Committee Reports

Recognition Committee (Senator Vogt)

- The Staff Senate Holiday Market will be held on December 13th at the UW Conference Center from 9:00 a.m. to 5:00 p.m.
- Senators are encouraged to sign up for roles that include setup, assisting vendors and guests throughout the day, and staffing the SS raffle table. A sign-up spreadsheet was provided during the meeting, and an electronic version will be uploaded to the Shared Files for senators unable to attend the senate meeting in person.
- Staff members are granted 1.5 hours of release time to attend the market. Senators are allocated 8 hours of release time per month for senate activities and should coordinate with their supervisors to schedule volunteer shifts during the market.

Staff Relations Committee (Senator Monahan)

- Next meeting is December 10th

Governance Committee (Senator Hand)

- Finished draft of the Rules & Procedures
- Managing nominations for Senate President as they come in.

Adjournment

The meeting was adjourned at 3:35