

UW Staff Senate Full Meeting

Agenda

May 4, 2022 1:15 p.m.

Zoom, Senate Chambers



- I) Roll Call
- II) Approve April minutes
 - A) April minutes approved as circulated.
- III) Approve May agenda
 - A) May agenda approved as circulated.
- IV) Special Business
 - A) Steve Farkas – Center for Entrepreneurship and Innovation (CEI)
 - i) Not present at meeting.
 - B) Dilnoza Khasilova – Student Ombuds
 - i) stombuds@uwyo.edu
 - ii) Informal process to help students in any area of concern
 - (1) Represents students in resolving conflicts, finding information and resources, also works with faculty and staff in areas of student concerns
 - (2) Doesn't need to result in a formal complaint/case
 - iii) Confidential, neutral, informal, independent
 - iv) Work for the individual and the organization (trend analysis, early alerts)
- V) Administration reports
 - A) Academic Affairs – Provost Kevin Carman
 - i) Congratulations on a great Staff Recognition Day
 - ii) Searches – both seeking Board of Trustees approval on accepted offers
 - (1) Dean of Health Science
 - (2) Dean of College of Business
 - iii) New Vice President for Research and Economic Development, Prarag Chitness starting May 31
 - iv) Employee raise plan being presented to Board of Trustees next week
 - (1) Significantly disproportionate increase for those on the lower end of pay scale
 - (2) Graduate assistants will also get a raise
 - v) Request for Proposal out now to solicit input on our staffing structure
 - (1) Will occur over the summer to finish by September
 - vi) UW Reorganization Plan timeline
 - (1) Will post to the website
 - (2) Three impacted Colleges asked to have proposed new names to them by June 30 (Engineering, Ag, Arts and Sciences)
 - (3) Some changes happening this fiscal year, some stretching into FY2024
 - (4) Budgets in place by FY2023
 - (5) Should have student-focused registration items in place by fall 2023
 - vii) Questions
 - (1) Can Staff Senate participate in College renamings?
 - (a) Yes, it's intended to be an inclusive and open process.

- (2) Senator Nelson – Will the staffing plans for restructuring be taken into account in the external review of staffing?
 - (a) Yes, it will include those staff. It will include all units, academic or otherwise.
- (3) Senator Comeau – Do you have a range of salaries for the “lower end of the scale?”
 - (a) There are several thresholds for those raises and will also include merit raises.
- (4) Senator Casey – Do you have an update on restructuring advising centers?
 - (a) They aren’t planning on restructuring them across the board. They won’t be centralizing advising. Each College will have their own advisors, but they are working on ensuring all advisors are following best practices (Navigate, etc.). The reorganization will impact advising with programs moving around. Our student to advisor ratio is ~250-300 per advisor (better than the national average).
- (5) President Maki - Is advising included in the staff review?
 - (a) All non-faculty staff are included, so yes.
- B) Division of Administration – Deputy Vice President Alex Kean
 - i) Board of Trustees meet next week
 - (1) Budget meetings for each college/area
 - (2) Wednesday is main budget meeting
 - (a) Will introduce salary plan
 - ii) Salary plan
 - (1) Legislature appropriated ~\$16 million for raises for fiscal years 2023 and 2024
 - (2) Allocate as much as possible to lower end of pay scale
 - (3) How to equitably allocate money without causing inversion or compression issues
 - (a) Split into two pools
 - (i) Constant dollar amount based on benefitted employee base pay – uses ~\$4 million
 - 1. Bottom to \$80,000 - \$1900
 - 2. \$80,000 - \$150,000 - \$1400
 - 3. Over \$150,000 - None
 - (ii) Discretionary pool of funds
 - 1. More localized – decisions made by supervisors or managers, then approved by the appropriate VP or Provost
 - 2. Every organization is allocated money based on their portion of payroll, up to \$150,000
 - (b) Lowest end should get about 11% increase, then down from there
 - (i) Averages to 2.25% per person
 - iii) Staffing Compensation study
 - (1) Request for Proposal posted
 - (2) Work with internal team to look at non-faculty classifications, job titles, competitive compensation in the correct market, organizational structure
 - iv) AVP of HR search
 - (1) Search committee looking at applicants
 - (2) 13-15 qualified candidates – will choose 6-8 semifinalists to do Zoom interviews later this month
 - v) Questions
 - (1) President Maki – Is the merit portion based on performance evaluations?
 - (a) No, it won’t be driven by those scores.
 - (2) President Maki – Is the 11% from the second pool or does it include both pools?
 - (a) We have \$16 million for FY2023 and 2024. The increase will be effective July 1st. Once we have the money in our budget, we can use them going forward to pay this year’s raises.
 - (3) President Maki – Will these impact the base pay rates for open positions?

- (a) The intent is not to change the salary matrix; we need to do a much larger analysis for that.
- (4) President Maki – Will there be a chance that a difficult supervisor that doesn't believe you deserve a raise will be able to block that? Is there a path for resolution?
 - (a) They don't have anything in place, but he's open to one. They hope that will shake out during the approval process.
- (5) Senator Nelson – Will the levels in the first pool be public once the Board approves it? What about the second pool?
 - (a) Yes, once it's approved, they will publicize the amounts for each pool for each division or College.
- (6) Senator Nelson – The second pool will be divided based on the number of employees under \$150,000?
 - (a) It's based on how much of the total payroll for that division or College, capping each salary at \$150,000.
- (7) Senator Comeau – Can you repeat the ranges for pool 1?
 - (a) Yes (in notes)
- (8) Senator Nelson – Can we publicize these numbers?
 - (a) Since they'll be in the Board of Trustees materials, they're not secret, but should be heard by the Board first.
- (9) President Maki – Will we reconsider allowing years of experience substituting for a bachelor's degree?
 - (a) Yes, they want to look at all parts of the picture.
- (10) Senator Gomez - Will UW recognize that our wages may not match with markets because we're such a small group, and work with Workforce Services? Is the intention of UW to search for similar jobs in the state versus peers?
 - (a) We do provide data to Workforce Services. We do have limitations on what information we can use. Our markets may be different than our peer institutions, because we do have some local differences. We want to understand who the competitors are.
- (11) Senator Fifield - Will the study consider each department differently no matter the title? Staff with the same title have very different workloads and duties, such as "custodian" or "office associate."
 - (a) Yes, that was one of the original drivers of this study – jobs can change over time but job titles do not.
- (12) Senator Casey – Do we have an anticipated start date for the AVP of HR?
 - (a) They don't have an official one but would like them in place at the start of the fiscal year.
- C) Human Resources – Jesse Begin
 - i) Classification and compensation
 - (1) ~500 inactivated assignments cleaned up in HCM
 - ii) Small projects
 - (1) New job descriptions ready for website
 - iii) Payroll
 - (1) ~279 employees not paid through usual channels, increased by ~100 throughout April
 - (2) Will start working on repeat offenders
 - iv) Recruiting
 - (1) 3 recruiters by end of month but are hiring 2
 - v) Communications surrounding restructuring and other changes coming soon
 - vi) Learning and Development
 - (1) Still working on improving LinkedIn Learning paths and trainings based on positions or duties
 - vii) WyoCloud/HCM survey

- (1) People want concise material, more videos without losing printable materials, remote training, and document regular Quick Reference Guide updates

viii) Benefits

- (1) Mental Health Awareness month
- (2) EAP available, hotline on HR's website

ix) Questions

- (1) President Maki – Any time we use an acronym in WyoCloud, please make sure the definition is included in the same document.
 - (a) He will pass that on.
- (2) Senator Comeau – Where do you find the counseling session information?
 - (a) From HR's main page, scroll down to "Employee Benefits," then click on "Employee Assistance Program" on the left. The username and password is on that page. Please send them feedback.
- (3) President Maki – Last year, we had issues with Dear Oaks and counseling accessibility – we didn't have any registered counselors in 100 miles.
 - (a) Senator Casey – The issue has not been resolved. You get very limited information when you call. If you have someone in mind, they can contact them, but it didn't seem to go well.
 - (b) Please let them know these issues so they can address these issues.
- (4) Senator Nelson – As of a couple of months ago, there was also concern around timeliness of responses from Deer Oaks. It was taking them weeks to get back to the employee with answers.
 - (a) He will address these issues when the new AVP starts.
- (5) Senator Casey – Who should we send feedback on the EAP?
 - (a) Kira Paulson or him. Any feedback will help when it's time to renew or look at changes.

D) Student Affairs

- i) No representative present.

VI) Liaison Reports

A) ASUW

- i) No representative present

B) Faculty Senate – Chair Adrienne Freng

- i) Next meeting is last one until fall semester
- ii) Working with Academic Affairs on reorganizations
- iii) Working with Administration on salaries
- iv) Considering their bylaws and School of Graduate Education
- v) Discussing optional admissions testing with Vice President Moore
- vi) Made some changes to 2-13 in anticipation of needing to use it again in the future
 - (1) Start process to revise SAP in the fall
- vii) 3+3 quick start program from College of Law
- viii) Conflict of Interest SAP
- ix) Renee Laegreid is next Chair, beginning in the fall

C) Advisory Council on Diversity, Equity, and Inclusion (Senator Biertzer)

- i) Email sent to campus regarding the search for the DEI Vice President
 - (1) Can submit names or comment on qualifications of position

D) Athletics Planning Committee (Senator Teng)

- i) Has not received any invitations to committee meetings

E) Classification/Compensation (Senator Nichols)

- i) Nothing more than included in Admin's report
- ii) President Maki – lots of support from faculty for the staff

F) Economic Development Committee (Senator Gomez)

- i) No report.

- G) Enterprise Risk Management Advisory Committee (President Maki and Senator Thrailkill)
 - i) Put out a couple of SAPs for review
 - (1) Emergency Response
 - (a) Send comments to President Maki by tomorrow
 - (2) Conflict of Interest
 - (a) Send comments to President Maki by May 10th
 - ii) Put out annual risk assessment
 - H) Food Security Taskforce (Meghan Monahan)
 - i) Meeting notes sent by email
 - (1) Looking at peer institutions
 - (2) Campus grocery store
 - (3) Food Equity Working Group with Native American Heritage Cabinet
 - (4) Social media toolkit
 - (5) "Every Poke Nourished"
 - I) Laramigo Award (Senators Goyn)
 - i) No further reports until next year's selection
 - ii) Nomination process will be announced next year
 - iii) Matt Gray received this year's award
 - J) No More Committee (Senator Biertzer)
 - i) No updates.
 - K) Public Art Committee (Senator Goyn)
 - i) New committee since last meeting over a year ago
 - ii) Planning stages for charge, etc.
 - L) Strategic Plan Working Group (Senators Casey and Gomez)
 - i) Most unit dialogues are finished
 - (1) Compiling themes and analyzing information gathered
 - (2) Looking at punch list items (items that could easily occur)
 - ii) A subgroup is working on drafting the plan by June
 - iii) Revising the mission, vision, values statement
 - iv) Formulating an implementation team to start in the fall to check on what progress has been made or not
 - M) Student Media Board (Emily Edgar)
 - i) Studio open in fall
 - ii) Publishing weekly
 - (1) Graduation issue coming up
 - N) USP Update Working Group (Becky Despain)
 - i) New appointee to committee and has not met with committee yet
 - ii) Will be pausing for the summer
- VII) Officer Updates
- A) President, Chris Maki
 - i) Met with Faculty Senate, ASUW, Provost, administration on shared governance discussions
 - (1) Ideas included a floating cabinet position for the three Senates to ensure that we're included during discussions
 - ii) Met with Dean of the College of Business applicants
 - iii) Review Emergency Response and (especially) Conflict of Interest SAPs
 - (1) Send feedback to her
 - iv) Employee Handbook

- (1) Concerns about items that used to be included and were missing or were not transferred to handbook from regulations, including release time
- (2) Should be addressed with new AVP for HR
- v) Staff ombuds position will be listed as a budget item at this month's Board of Trustees meeting
 - (1) If approved, hope to have the position filled by fall 2023
- vi) Staff Senate can meet with President on May 23rd at 10am
 - (1) Send her agenda items
- vii) Staff Recognition Day
 - (1) Saved some donations for restarting Tip of the Hat
 - (a) President's office will start helping with funding
- viii) Met with President Seidel
 - (1) Funding for staff awards
 - (a) May add more awards or monetizing them
 - (2) Employee of the Quarter receptions restarting
 - (3) Interested in retreat with senates and rest of campus
 - (4) Culture of UW needs to come from Administration down
- ix) Board of Trustees May meeting
 - (1) Monday/Tuesday - unit/department budget meetings
 - (2) Wednesday – committee meetings
 - (3) Thursday - votes
- x) Senate Retreat June 8th
 - (1) Senator Nichols – working on the itinerary, but probably all day
 - (a) Transitions, goals, bringing Senate closer to decision making on campus, develop goals
 - (b) Let Senator Nichols or President Maki know if you need an email to your supervisor
- xi) Questions
 - (1) Senator McKenna – Aren't our awards mostly already monetized?
 - (a) Yes, but want to bring it more in line with faculty awards. Some faculty awards based in Colleges.

B) Vice President, Brianna Casey

- i) Highway cleanup
- ii) Employee of the Quarter receptions

VIII)New Business

- A) Bill #51, Creation of Standing Committee: Process Improvement Committee, second reading
 - i) Floor opened for discussion by President Maki
 - ii) Senator Gomez – The committee is set up to support efficiencies in processes across departments, listening to concerns, finding solution-driven approaches, working across divisions, and working on continual improvement. Members will not be restricted to Senators. First meetings will be to identify their overall process.
 - iii) President Maki – Administration is excited about this.
- B) Bill #52, Creation of Districts for Constituent Distribution, second reading
 - i) Floor opened for discussion by President Maki
 - ii) Senator McKenna – can I make some friendly amendments to improve readability and consistency.
 - (1) Senator Kennedy agrees.

- iii) Senator Nelson – The Credentials and Elections Committee allocates constituents to Senators on a monthly basis, ensuring everyone has an equal number of constituents. When Senators leave, their constituents need to be reallocated. Creating a district will allow us to allocate departments to a Senator instead of allocating individuals to a Senator. Each Senator will represent a department, not a person. Departments vary widely in their staff numbers, so we will create districts with an approximately equal number of constituents.
- iv) Senator Kennedy – If a Senator leaves in the middle of term, their constituents will be served by a member-at-large until the seat is filled. It should help ease the burden on everyone’s side.
- v) Senator McKenna – Great job on updating these processes.
- vi) Senator Comeau – Agreed.
- vii) Senator Nelson – We're trying to make allocation easier and more consistent, along with hopefully improving the relationship between the Senators and their constituents and increasing engagement. It should make it easier for Senators to meet with their constituents and open the door for more feedback.
- viii) Senator Kennedy – They would like to get input from Senators and staff regarding makeup of the districts.
- ix) Senator Swierczek – What about Senators that start mid-term?
 - (1) You’ll have constituents from your first day, by picking up the constituents of the previous Senator in that seat.
- x) Senator Comeau – When will these districts be established and this bill take effect?
 - (1) Hopefully as soon as this bill passes. They would like to have the new processes in place by July 1st.
- xi) Senator Kennedy moves to suspend third reading
 - (1) Seconded by Senator Nichols.
 - (2) Passes unanimously by voice vote
- xii) Bill passes unanimously of those present.

IX) Old Business

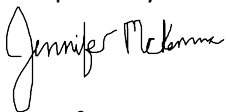
X) Committee Reports

- A) Communications Committee – Senators Casey and Wolfinbarger
 - i) Meeting – May 5, 10:00am, Zoom (meeting ID 5373940029)
 - ii) Strategies moving forward, increased communication with constituents, website
- B) Credentials and Elections Committee – Senator Kennedy
 - i) Meeting – May 17, 2:00pm, Zoom (meeting ID [94995620419](#))
 - ii) 2022 elections finished April 29
 - (1) 14 seats up for election, filled 11
 - (2) Pursuing midterm vacancies with write-in nominations
 - (3) 14% response rate
- C) Finance Committee – Senator Gonzales
 - i) Meeting – May 18, 8:30am, Zoom
 - ii) Working on transition to new Chair
 - (1) Spring and fall scholarships
 - (2) Foundation accounts
 - (3) Probation release goody bags
 - (4) Committee budget requests
- D) Holiday Market – Senator Heupel

- i) TBD
- ii) Start working on this year's market this summer
- E) Process Improvement Committee – Senator Gomez
 - i) May 10, 1 – 2:30pm, Zoom
 - ii) Contact Senator Gomez or President Maki if you're interested in serving
 - (1) Also needs a co-chair
 - iii) Senator Nelson – She knows a non-Senator that would be great on this committee; can we recommend non-Senators for serving? What is the process?
 - (1) President Maki - There are four non-Senators seats.
 - (2) Yes, they want to be able to bring in temporary members depending on what they're currently working on.
- F) Recognition Committee – Senator Sala-Boggs
 - i) May 16, 10am, Zoom (meeting ID 93842505721)
 - ii) Recognition Day
 - (1) Over 100 positive responses, 3 negatives
 - (2) 564 attendees
 - iii) Restarting Tip of the Hat
- G) Staff Relations Committee – Senator Czech & Senator Heupel
 - i) Meeting – May 17, 1:00pm, Zoom (meeting ID 99692509962)
 - ii) Meeting notes on SP
- XI) Open forum

Meeting adjourned at 3:52 PM.

Respectfully submitted,



Jennifer McKenna

Staff Senate Secretary