

UW Staff Senate Full Meeting

Agenda

September 4, 2019 1:15 p.m.

Wyoming Union Senate Chambers



- I) Roll call
 - A) Present - Debbie Allred, Chad Bade, Kristin Blevins, Brianna Casey, Heather Earl, Emily Edgar, Jason Gonzales, Jennie Hedrick, Jennifer Heupel, Barbara Hill, Erica Hoff, David Keto, Chris Maki, Jennifer McKenna, Natawsha Mitchell, Cathy Moen, Meghan Monahan, Susan Schultz, Christopher Stratton, Jody Sullivan, Glory Taylor, Kathleen Vick, James Wheeler
 - B) Excused - Jeannie Czech, Davin Fifield, Lindsay Galey, Angela Reddick, Kristin Smoot
 - C) Absent - Jonathan Goldman, Mark Heinz
- II) Approve August minutes
 - A) August minutes stand approved as circulated.
- III) Approve September agenda
 - A) September agenda stands approved as circulated.
- IV) Special Business
 - A) Confirmation of new senators
 - i) Jody Sullivan, Transit & Parking Services, Admin Seat #18
 - ii) Kathleen Vick, College of Business Dean's Office, Academic Affairs Seat #10
 - iii) Motion to confirm new senators made by Senator Blevins.
 - (1) Seconded by Senator Stratton.
 - (2) Passed unanimously.
- V) Administration reports
 - A) Division of Administration - Interim Vice President Bill Mai
 - i) Board of Trustees meeting next week
 - (1) Wrapping up external Housing Task Force (meeting since March) with recommendations to Trustees, hopefully on Tuesday
 - (a) Legislature-driven advisory committee, with input from UW committees
 - (2) Campus Master Plan report
 - (a) Hope to wrap up in November
 - (b) Student Union plan
 - (i) Still meeting, early stages
 - ii) Oracle Systems concerns
 - (1) HR working on GA hiring, part-time employee pay, overtime compensation
 - (a) Need to hire new staff in critical areas of HR now that Oracle is up and running
 - iii) There is usually a single Vice President for the Division of Finance and Administration, but Interim President Theobald is still handling Finance with Associate Vice President David Jewell while Vice President Mai oversees Administration.
 - (1) Won't have much insight into the Financial side for Senate meetings but will take questions.
 - iv) Building updates
 - (1) Piers being drilled for Science Initiative building in a month or two.
 - (2) West campus energy plant starting in the next few months
 - (3) New Engineering building open house next week
 - v) Questions

- (1) Is there a date for grand opening?
 - (a) Senator Monahan replied that the event is Friday September 13th, 9-11am.
- B) Human Resources – Interim Associate Vice President Mark Bercheni
 - i) GA hiring process
 - (1) Worked with focus groups comprised of business managers and others that do this work
 - (a) Using spreadsheets to do rehires/terminations, effective but can still improve
 - (b) Processed ~300 GAs no longer at UW, rehired >600, hired ~300 new GAs, ~800 work study students, temporary lecturers, and hourly non-benefited employees
 - ii) From last meeting – missing benefits and other info on pay slips
 - (1) Retirement contributions and vacation accruals being worked on
 - iii) Phase 1 reports (HR payroll and other campus-wide reports) in decentralized folder when system went live
 - (1) Phase 2 reports (~60) still in process; requested by departments
 - (a) Will be available soon for those with proper permissions
 - iv) Cost for medical/dental benefits – rates are set by State and will be going up
 - (1) Permanent cost adjustment effective 1/1/2020
 - (2) Midterm rate adjustment before that
 - (a) Waiting on EGI for more information
 - v) Questions
 - (1) Regarding GA hires – do you envision another task group for next time or will permanent changes be implemented?
 - (a) HR reviewed how this session went and determined what went well and what needs improvement; may be sending a survey to business managers to evaluate how things went.
 - (2) Are the rate increases above other increases already planned?
 - (a) (with VP Mai) The increase published on EGI website contained an error that is still being dealt with. The increase was alarming, but the information didn't make sense, so he contacted EGI. They will share more information when they have it.
 - (3) Regarding overtime, some constituents haven't been paid for overtime since their June paycheck. Do you have a timeline on when this will be corrected?
 - (a) There is a service request in with Oracle, and it is in process. Payroll is working on it, and everyone will get retroactively paid, but its unsure when it will happen. Hopefully soon.
- C) Academic Affairs – Vice Provost Tami Benham-Deal
 - i) Higher Learning Commission here in November for onsite accreditation visit
 - (1) There will be a combined tri-senate meeting before that visit (Accredi-Carnival) to prepare for audit.
 - (2) Associate Vice Provost Alexander knows staff are a big part of our accreditation, and encourages all staff to be honest when asked questions.
 - ii) At the request of the Provost, during the last Board of Trustees meeting, staff teaching loads were discussed.
 - (1) UniReg 5-2 states that a full-time employee can only teach 3 credit hours/year if teaching isn't your main job.
 - (a) Board granted ability for the Provost and President to grant exceptions to that cap.
 - (b) UniReg will be fully reviewed this year.

- iii) Continuing to work with Faculty Senate and others on changes to UniRegs and Standard Policies and Procedures.
 - (1) Thanks to all Senates for their feedback.
 - iv) Working on President Theobald's four priorities (announced last week).
 - (1) Increase faculty and staff positions to meet our mission.
 - (a) New faculty positions should be announced soon
 - (2) If you're in an academic unit, are responsible for supporting reappointment, tenure, and promotions, and haven't had training on using WyoFolio system, contact Aneesa McDonald.
 - v) Activities in response to the Great College Survey and the Strategic Improvement Working Group
 - (1) Coordinating with Faculty Senate on a small working group on shared governance.
 - (a) May have focus group sessions coming up
 - (2) Working with Business Administration on online systems for hiring temporary lecturers and others
 - vi) Questions
 - (1) Relating to the course teaching loads, is the UniReg limit changing, or is it just saying exceptions can be granted?
 - (a) UniReg hasn't changed; the Board of Trustees allowed exceptions to that limit.
 - (2) If constituents have teaching responsibilities in their PDQ or job description, does this change impact them?
 - (a) Would like to talk more about that, because in general, she doesn't expect to see teaching in a staff PDQ; she would expect your PDQ to be only your job.
- D) Guests and Special Programs
- i) Jesse Begin, HR Training Specialist
 - ii) LinkedIn Learning
 - (1) 150 learning plans, 13,000 courses (add ~40 per week and remove older ones), 200,000 videos
 - (a) Broken into categories including creative, business, technology, certification, and continuing education
 - (2) Only for benefitted employees right now
 - (a) Access to the whole LinkedIn site on or off campus, so can also use for non-job-related topics
 - (i) Don't have to do training at home, but you have access to all courses
 - (b) Can link with your LinkedIn profile, or can leave them separate
 - (i) If linked, completed LinkedIn Learning classes will show up on your personal profile
 - 1. HR can see LinkedIn skills in aggregate and can use to build more targeted classes
 - (c) Courses completed in LinkedIn Learning are manually added to your Employee LearnCenter
 - (3) Access -
 - (a) Log in through Employee LearnCenter, or HR Training and Development website
 - (4) Currently
 - (a) Launched August 5th.
 - (b) 329 licenses out of 2800 have been activated – tell more people about it.
 - (c) 177 hours, 508 courses viewed (only 106 completed), >3344 videos viewed
 - (i) Jesse sends out weekly emails with micro learning topics (3-5 minute videos) based on what UW employees are watching or searching, also based on professional development survey topics
 - 1. Videos link to further trainings

- (5) Future capabilities – can build learning paths, collections, and custom content for various departments
- iii) Questions
 - (1) A constituent used the app and it asked them to log in with either their LinkedIn or organizational profile. Which to use?
 - (a) The organizational profile is your UW username and password.
 - iv) Will it eventually mesh with the Employee LearnCenter?
 - (1) Right now, Jesse manually merges them weekly, but he would like to have access in the LearnCenter to learning plans.
- VI) Old Business
- VII) Liaison Reports
 - A) ASUW
 - i) No representative present.
 - B) Faculty Senate – Chair Ken Chestek
 - i) Reaccreditation visit – TriSenate meeting on 9/19 in the Yellowstone Ballroom; please attend if you can
 - (1) President Wheeler – all senators get 2 hours of release time
 - ii) Faculty Senate has formed a working group focused on shared governance
 - (1) Will have listening sessions with various groups (staff, faculty, etc.)
 - iii) Presidential search starting now
 - (1) Various committees meet next week, some with Board of Trustees
 - (2) Selecting a search consultant by end of Board of Trustees meeting
 - (3) Encouraged by level of inclusion of staff and faculty representatives
 - iv) Strategic Improvement Implementation Working Group suggestions
 - (1) Communication among various groups across campus needs to be improved
 - (a) Faculty and Staff Senates may work together on forums around campus about various topics, perhaps monthly, for information sharing as well as listening to concerns
 - v) UniRegs reviews
 - (1) Post-tenure review, dismissal of academic faculty, academic workload, etc.
 - vi) Questions
 - (1) Are APLs allowed to join Faculty Senate?
 - (a) Yes, there are a few on Senate.
 - (2) Is the Accredi-Carnival on 9/26 different than the one on the 19th?
 - (a) President Wheeler will discuss in his report.
 - C) Advisory Council on Diversity, Equity, and Inclusion (Kathy Kirkaldie)
 - i) No representative present.
 - D) Athletics Planning Committee (Cathy Moen)
 - i) Has not met.
 - E) Campus Master Plan (Renee Ballard)
 - i) No representative present.
 - F) Enterprise Risk Management Advisory Committee (Chris Maki)
 - i) Has not met.
 - ii) Does not have contact info for committee head.
 - G) No More Committee (Natawsha Mitchell)
 - i) Will meet three times per semester.

- ii) Some day-to-day operations will be taken over by SMART team in Deans of Students office
 - (1) Sexual Misconduct and Response Team
 - (2) No More will serve mostly as advisory committee for SMART team
- iii) SMART team secured funding for a prevention educator
 - (1) Will facilitating Green Dot program – national prevention-oriented program to educate people about bystander intervention and misconduct strategies
 - (a) Have sent emails to potential trainers already
 - (i) Contact Dean of Students if you're interested
 - (b) Training on campus will occur in January
- H) Public Art Committee (Susan Schulz)
 - i) Has not met.
- I) Strategic Improvement Working Group (Kristin Blevins)
 - i) Emailed last month's report to Senate and uploaded it to SharePoint
 - (1) Contact Kristin if you have questions
 - ii) Working Group is reaching out to people across campus for input – please consider their emails if you receive one
- J) Student Media Board (Emily Edgar)
 - i) Has not met.
- K) Union Visioning Master Plan (Kristin Blevins)
 - i) Meeting next Wednesday (9/11)
 - ii) Getting final presentation from Mackie/Mitchell and will share.
- L) UW Facilities Council (Jason Gonzales)
 - i) Has not met.
- M) UW International Advisory Council (Lindsay Galey)
 - i) No representative present.
- N) UW Travel Policy Committee (David Keto)
 - i) Has not met.

VIII) Officer Reports

- A) President, James Wheeler
 - i) Accredi-Carnival
 - (1) Event on 9/19 is for three Senates only
 - (a) Two hours release time
 - (b) Representatives from accrediting agency will be present
 - (2) Event on 9/26 is for full campus and President Theobald will likely allow one hour release time
 - ii) Board of Trustees meeting next week
 - iii) President search listening session is 9/10, 1:30pm in Union Ballroom
 - iv) Questions
 - (1) Do you need help covering Board of Trustees meetings?
 - (a) Probably, and will let us know.
 - (2) Can we share your previous email regarding expedited timeline of search with our constituents?
 - (a) Chair Chestek says to wait until it has been revised.
 - (3) Are there updates on the search for the Associate Vice President for Human Resources?

(a) Have not heard anything. Mark Bercheni adds that they have contracted with search firm, are building a committee, and have selected a chair.

B) Vice President, Meghan Monahan

i) Homecoming Parade is on 10/19/19

(1) Application is in

(2) Will send email after meeting for volunteers to help with theme and float building

ii) Boxtops for Education

(1) Send to Meghan rather than collect across campus as they often expire relatively quickly.

(2) Program is moving towards an app-based program

iii) Highway Cleanup

(1) On Friday, 9/27

(2) Meet on campus at 3:30

(a) Bring gloves and sunscreen; vests and bags will be provided

iv) Questions

(1) Are we inviting all of campus to Highway cleanup?

(a) Yes.

IX) New Business

X) Committee Reports

A) Communications Committee – Senators McKenna and Moen

i) Liaisons – please add reports to SharePoint

ii) Website directory is updated, please stay after so Senator Keto can get missing photos

iii) Meeting – Sept 5, 9:00, Union, 202

B) Credentials and Elections Committee – Senators Blevins

i) Report circulated by email

ii) Currently have 10 vacancies

(1) Let Kristin know if you have nominations

(2) Has a few people on deck for later in the year

iii) Meeting – Sept 17, 2:00, Wyo Hall, 402

C) Finance Committee – Senator Gonzales

i) Other committees need to send budget requests in soon.

ii) Meeting – Sept 18, 8:30, Merica Hall, 320

D) Recognition Committee – Senator Hedrick

i) Staff Recognition Day will be on 3/24, 10am-12pm

ii) Discussed feedback from last SRD

iii) If people are complaining about SRD to you, send them to Jennie or suggest they join the committee

iv) Meeting – Sept 19, 9:00, Union, 203

E) Staff Relations – Senators Heupel and Czech

i) Minutes circulated by email

ii) Trying to find a better time for meetings

iii) Meeting – Sept 16, 10:30, Union, 202 - may change

XI) Open forum

XII) Meeting adjourned at 2:28pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Jennifer McKenna". The signature is written in a cursive style with a large, looped initial "J".

Jennifer McKenna, Staff Senate Secretary