

UW Staff Senate Full Meeting

Agenda

May 5, 2021 1:15 p.m.

Zoom



- I) Roll Call
- II) Approve April minutes
 - A) April minutes stand approved as circulated
- III) Approve May agenda
 - A) May agenda stands approved as circulated
- IV) Special Business
 - A) Confirmation of new senator
 - i) Tim Nichols, Administration, Seat 23
 - ii) Moved to confirm by Senator Keto
 - iii) Seconded by Senator Maki
 - iv) Approved unanimously
 - B) President Seidel
 - i) In final stages of program reviews
 - (1) Next two months finalizing reduction of academic programs
 - (a) Based on academic enrollment, quality, etc.
 - (2) Final recommendations (decided in June) taken Board of Trustees in July
 - (a) UniReg 2-13 implemented
 - (b) 2-3 months for comment period
 - (c) Have a plan in place by October
 - ii) Preparing to implement long-term budget cuts on academic side
 - (1) Trimmed over \$50M for the coming fiscal year
 - (a) Not filling vacant faculty positions
 - (b) Consolidation of services
 - iii) COVID19
 - (1) Cabinet met with EEPG yesterday
 - (2) Trying to determine best way to most “normal” opening for fall
 - (a) How fast to relax restrictions
 - (b) Vaccinations going well – 64-65% of faculty and staff vaccinated as of last week
 - (i) Hoping for 70% by fall semester
 - (c) Looking at potential class of employee or student that we can mandate vaccination for
 - (i) Will not have widespread vaccination requirements
 - iv) Questions
 - (1) Senator Maki – With student vaccination being so low, is there anything that will trigger potential closures for next year if we have larger infection rates?
 - (a) We started last year with rigid, conservative triggers and hit them very quickly. After the ensuing pause, we decided to be less formulaic and more sensitive to actual conditions and science. For fall, testing will not be required, so it would be harder to have a “trigger” of any kind. Testing will be available on a voluntary basis at no cost, as of now. He hasn’t asked that question of the EEPG. The mentality is leaning more towards us being open, but we will

remain mindful of developing conditions. The Board has directed him to be as fully open as possible this fall, in accordance with CDC guidelines.

- (2) Senator Kennedy – If and when the vaccine receives full FDA authorization, and as the CDC is continuing to support students being back, would your decision change?
 - (a) Regarding vaccination mandates? There really isn't a decision about whether we will mandate it; he's basing his statements on an educated guess. What are possible health consequences of not enforcing a vaccine mandate? There are some discussions about doing so for student athletes (so they can compete with schools that do require vaccinations).

C) AVP Ryan O'Neil - Dean of Students Office

i) UWYO Cares Team

- (1) Deals with concerns about students, who is best positioned to help with the specific issue
- (2) Becomes part of the student's academic record
- (3) <http://www.uwyo.edu/dos/students-concern/index.html>
- (4) Report a concern about a student:
https://cm.maxient.com/reportingform.php?UnivofWyoming&layout_id=5
- (5) Almost 750 reports received last year

ii) We Are UW community

- (1) <http://www.uwyo.edu/dos/conduct/index.html>
- (2) Five community values
 - (a) Standards set for student expectations, but are really community-wide
 - (b) Community, Integrity, Respect, Responsibility, Social Conscience

iii) Green Dot – bystander intervention program for interpersonal violence

- (1) <http://www.uwyo.edu/greendot/>
- (2) Summer sessions coming soon

iv) UW Food Share Pantry

- (1) <http://www.uwyo.edu/dos/student-resources/food-pantry.html>

v) Questions

- (1) Senator Maki – Several years ago, a file folder was handed out to staff. Do you still distribute those regularly?
 - (a) The counseling center developed it; it's not printed anymore but that information is still on the Dean of Students website.
- (2) Senator Keto – If something is reported through the Cares system, it becomes part of their record. Does that mean it's not a confidential reporting system? There are mandatory reporting requirements; does Cares count as a place to do that or is it separate?
 - (a) Yes, that is correct. They do ask if the student knows you are submitting a concern. There is a separate reporting system for harassment, but they work with several other offices to get it to the right place. Just reporting it somewhere is what they're looking for.
- (3) Senator Keto – The Dean of Students and others from across campus have been leading the way for expansion of freshman interest groups and living/learning communities, especially as the new dorms come online. How does that fit with fraternity and sorority life; can people do both? Or they in competition?
 - (a) President Seidel asked for a group to ensure that those communities were a good fit for the space and goals, and they've done a preliminary report mostly led by Residence Life. You can be in a FIG (tied to both classes and living spaces) or LLC (interest- or identity-based) and in a fraternity or sorority. They are not mutually exclusive. Other members of the group are working with the Greek houses to build a living/learning community nexus.

- (4) Senator Keto – This might be better suited to another administrative area, but what is the long-term plan for fraternity and sorority houses? He believes the houses are individually owned by the fraternity or sorority that owns them while the land is owned by UW, and that has been problematic in the past in terms of maintaining the facilities and safety concerns. He’s heard that UW would look to purchase those properties and sign long-term leases with the chapters.
 - (a) VP Theobald may have more information. Two existing houses are owned by UW and leased back to the chapters. There are two others that are UW owned and no longer Greek (Honors House and Tobin House). The remaining properties (minus the one housing the Wyoming Conservation Corps) belong to the chapters. She isn’t aware of a larger plan, but the Greek members and alumni are an important part of the UW community.
 - (b) Vice President Theobald – AVP O’Neil’s response is correct and he doesn’t have any more information.

V) Administration reports

A) Division of Administration - Senior Vice President Neil Theobald

i) Budget

(1) Legislature passed budget for FY2022

- (a) No new state budget cuts this year
- (b) Cut UW budget an additional \$2.1M
 - (i) UW cuts total \$44.5M (10% cut)
- (c) Budget will be cut another \$8M starting July 1, 2022
 - (i) Next biennium will start with 12% cuts (\$52.5M)
 - (ii) Borrowed \$66M dollars at 1.337% to essentially refinance debt
 1. Purchased Bison Run Apartments for \$16M (remaining left on building owned by private company)
 - a. Saves rental costs of \$800,000/year for 25 years due to low interest loan (1.337%)
 - (iii) Had \$52M in debt for residence hall renovations and such
- (d) Where cuts have been made for next year (\$44.5M)
 - (i) \$15M in operating costs
 - (ii) \$11M from 45 eliminated faculty positions
 - (iii) \$10M saved by leaving vacant positions open longer
 - (iv) \$6.4M from 23 eliminated administrative positions
 - (v) \$1.7M from 12 eliminated staff positions
 - (vi) Everything else is small – minor fee increases, CARES funding, etc.
- (e) Budget is balanced going into next year

ii) Questions

- (1) Senator Keto – He appreciates the detailed breakdown. Can you provide more details on the 23 administrative and 12 staff positions that were eliminated? Not names, of course, but can you give us a position list? Were they all done through vacancies or were some layoffs?
 - (a) AVP Koczara will know more about what we’re allowed to say. As for Administration, they eliminated several positions in housing and four in his office (some administrative, some staff). Some were layoffs.
- (2) Senator Maki – Can you tell us where the housing plan is and what that’s starting to look like?
 - (a) The interior and exterior designs are both signed off on. It’s a good time to borrow money with low interest rates, but it’s a Board of Trustees decision. There are two buildings - one on the southwest corner of Lewis and 15th and one directly south of that (east of Half Acre). The

first should be opened fall of 2023, the second the next fall (2024). We'll probably start construction next spring.

- (3) Senator Keto - Can you comment on what the intention is of the recently passed legislature bill about the university administering its own water system? What is the long-term goal, and what are the long-term costs?
 - (a) We are not operating a water system. It's about irrigating the campus. We have wells west of 30th that we use for non-potable water (irrigation of the west side of UW). We've dug two wells east of Jacoby Golf Course used to water that course. We won't be using it for drinking water. We spend \$2M/year buying water and this will save us several hundred thousand dollars by not buying water to irrigate.
 - (4) Senator Sullivan – With the elimination of staff positions, and that they have been vacant for longer, will that continue into the next year or will it ease off so the vacancies can be filled?
 - (a) These are ongoing cuts – they will be present every year. We have to either keep the cuts or generate more revenue. It's harder to change revenue in the middle of the year, but hopefully enrollment and athletics tickets and such will hopefully increase.
 - (5) Senator Keto – He's curious what is being constructed at the old car dealership on south 15th and how that's being paid for. He noticed that two University-owned houses were being demolished after asbestos abatement on Flint – what is going on there?
 - (a) He doesn't know about the two houses. Regarding the old car dealership, UW is moving the motor pool services down there. They got a federal grant to build the building and can move the motor pool to free up parking spaces.
 - (b) Associate Vice President John Davis – He doesn't know about them.
 - (c) Senator Maki – They are not owned by UW.
 - (6) Senator Maki – How are we funding potential additional associate vice presidents (overseeing auxiliary services) while we're cutting staff positions? Will there is a permanent position overseeing Auxiliary?
 - (a) He doesn't think they're adding any. Doug Priest? He is a consultant and will be here for another two months, so is being paid on an hourly basis. At least in the short term, student numbers and associated services are down, we have less revenue. He's not sure what's happening there yet but will hopefully have more information next month.
 - (7) Rachel Stevens – Regarding the staff positions currently filled that are being eliminated, do we have a timeline on when they'll be notified?
 - (a) They already have.
 - (8) Senator Moen – I didn't catch what the borrowed \$67M is being used for.
 - (a) We're using \$16M to buy Bison Run apartments to save money over leasing them. The rest is from refinancing previous loans for renovating residence halls and Washakie and such.
 - (9) Senator Maki – Where can we get such a low interest rate?
 - (a) Citi Bank.
- B) Human Resources - Associate Vice President Tom Koczara
- i) Continue to integrate Oracle Recruiting Cloud with HCM
 - (1) Currently takes ~13 days to complete a requisition
 - (a) 383 open requisitions
 - ii) Formed Wellness Committee to analyze current offerings and improve and more effectively communicate them
 - iii) HCM upgrade will go live at the end of May
 - iv) COVID19
 - (1) Employee testing compliance at 97-98%
 - (2) Vaccine drawings started two weeks ago

- (a) Winners can choose their prize and whether they'd like to remain anonymous
- (3) Human Resources hosting pop-in vaccine clinic at the Union this Friday 12pm-4pm
- v) From previous questions
 - (1) Regarding eliminated positions
 - (a) 9 positions were currently occupied and were identified by section managers as positions they wanted to eliminate
 - (i) All were taken through what happened next

vi) Questions

- (1) Senator Moen – Where is the pop-in vaccination clinic?
 - (a) At the Union.
- (2) Senator Kennedy – Work plans are due to potentially change on June 7th; has that information gone out to supervisors? Can it also be sent to employees?
 - (a) Human Resources has pushed out a draft of their Remote Work Policy and are getting comments back. Tara Evans is leading that effort with Human Resources. We used the feedback from our meeting with the Staff Senate Executive Team. Anyone who explores a remote work arrangement must complete training developed by Human Resources (both employee and supervisor). There will be short application forms to complete. They've included infrequent and unplanned remote work, periodic remote work, or permanent remote work. They've also rolled in compressed or otherwise alternative work schedules (4-10 hour days, split shifts, etc.). They are looking at specific roles and job descriptions that can be performed remotely. Regarding communication, it has not been formally published because the comment period hasn't finished. He will make sure everyone gets the information when it's ready.
- (3) Senator Keto – Thank you for all that information on the remote work policy. Our Senate President has been on vacation, so if you sent the draft to him, he probably hasn't received it. Can you give us any kind of breakdown as to where the staff and administrative positions were eliminated?
 - (a) He doesn't have that with him but will get the information he can. He's pretty sure he can share at least the division level. They want to protect the employees' privacy.

C) Academic Affairs - Interim Provost/Vice President Anne Alexander

- i) Strategic Scenario Planning
 - (1) Wrapping up for the spring
 - (2) Various groups' work will be used as building blocks for the next year's strategic planning, which will kick off in September to lead to a new strategic plan for UW.
 - (3) Would like to request that Staff Senate begin seeking volunteers to serve on the Strategic Planning Team starting in the fall
 - (a) Would like 3 - 5 folks
- ii) New UW regulation on Public Art passed in March
 - (1) Staff Senate has a spot on that committee
 - (a) Send me Senate's nominee by May 17
- iii) Questions
 - (1) Senator Maki – Is that three to five nominations for the Strategic Planning Committee?
 - (a) Yes, please.

VI) Old Business

VII) Liaison Reports

A) ASUW - Hunter Swilling

- i) Accomplished projects

- (1) Cost-free menstrual products program – 27 dispensers
- (2) Gave away ~\$85K in scholarships to current and future UW students
- (3) Started a U-fund for an endowed scholarship for DACA and international students
- (4) Fund and start the first UW Food Share Pantry
- (5) Lobbied state legislature for permanent seats on certain working groups and committees
- (6) Translated Finance Policy and website into Spanish
- (7) New ASUW administration started Monday
 - (a) New President - Hunter Swilling
 - (b) New Vice President – Colter Anderson
- ii) Current
 - (1) Monthly meetings with President Seidel
 - (2) Deciding how to spend small excess in ASUW budget
- B) Faculty Senate
 - i) No representative present
- C) Advisory Council on Diversity, Equity, and Inclusion (Katie Buell)
 - i) Emailed full report to full Senate
 - ii) Update of efforts and subcommittees from the last year and goals for next year
 - (1) Focusing on Black Lives Matter, systemic racism, community engagement, building inclusive spaces on campus, pay equity, retention and recruitment, restorative justice, and Search Equity Advisors program
 - iii) Diversity Pillar work is almost finished and will be shared soon
 - iv) Intercultural Graduation Ceremony on May 13th, 4pm
 - v) Shephard Symposium had almost 500 attendants and went very well
 - vi) Want to work with city of Laramie on community, city, and police engagement
- D) Athletics Planning Committee (Cathy Moen)
 - i) Emailed report to full Senate and uploaded to SharePoint
 - ii) Planning full capacity in stadium and arenas next year
 - (1) Fans don't want to be masked, so masking will be suggested but not mandated
 - iii) NCAA approved the Name, Image, and Likeness Legislation, in effect August 1st
 - iv) Higher than normal formal dishonesty complaints this year
 - (1) May be due to online classes
 - v) Four sessions of mental health awareness training conducted
 - (1) Next session is June 3rd - 4th
 - (2) Open to all faculty and staff
 - (3) Contact Katie Wille
 - vi) UWYO classes will be moving to 8-week sessions this fall for ease of scheduling
 - vii) Race and ethnic reporting
 - (1) Goal is to reach 30% participation levels
 - (a) Hopefully better reporting will help UW meet that goal
 - (2) UW Athletics invited to participate in a pilot program through the Office of Diversity, Equity, and Inclusion intended to assist departments in developing and maintaining inclusive environments
 - viii) Two vacancies in Athletics (China Jude and Kevin McKinney) will not be filled
 - ix) Athletics reported a \$5M budget overage
 - (1) Hope to get that down to \$4M via student fees, CARES funding, salary reductions
 - x) NCAA is allowing 5th year scholarships to anyone who wants one, which will be a big expense with the entire football team returning

- E) Enterprise Risk Management Advisory Committee (Chris Maki)
 - i) Discussed current highest risks on campus
 - ii) Updating vehicle accident insurance policies
 - iii) Emergency Response Plan update on hold during COVID19, but is getting picked back up
 - (1) Look at how COVID19 worked
 - iv) Building access security controls
 - (1) Working group has been looking at this
 - v) Budget implications
 - (1) Working group in place
 - vi) Recruiting, hiring, and retention of quality personnel
 - (1) Working group in Human Resources wants to work with this group
 - vii) Looking at continuing declines in enrollment, erosion in belief in value of higher education, reputational risks, facilities and deferred maintenance
- F) Food Security Taskforce (Chris Stratton)
 - i) No representative present.
- G) No More Committee (Shelby Kennedy)
 - i) Uploaded to SharePoint
 - ii) Met for last time this semester
 - iii) Goals for next five years
 - (1) Want to increase reporting on campus
 - (2) Want to build a comprehensive training module
 - (3) Hiring a violence prevention coordinator
 - (a) Listening sessions May 7th and 11th
 - (4) Improve knowledge and access to campus and community resources
 - (5) Acknowledge link between alcohol and sexual violence
 - (6) Green Dot program
 - (a) 509 employees trained
- H) Public Art Committee (Senator needed)
- I) Student Media Board (Senator needed)
- J) USP Update Working Group (Richard Raridon)
 - i) Planning for how to get going in the summer and fall
 - (1) Several members will attend an AACU assessment training
 - (2) Reviews over the summer of other institutions' general education requirements
 - (a) 30-40 programs
 - (b) Send him any suggestions for good programs to look at or aspects that should be considered in the process
 - (3) Mini-retreat in August to work through some early process-related items
 - (4) Set learning outcomes by end of fall
 - (5) Balance current good work with new ideas
 - ii) Questions
 - (1) Senator Maki – What does USP stand for?
 - (a) University Studies Program

VIII) Officer Updates

- A) President, Chris Stratton
 - i) Not present.
- B) Vice President, Elizabeth Traver

i) Not present.

IX) New Business

X) Committee Reports

A) Communications Committee – Senator Moen

i) Meeting – May 13, 10:30am, Zoom

ii) Still waiting for Staff Recognition Day video

B) Credentials and Elections Committee – Senator Keto

i) Meeting – May 25, 2pm, Zoom

(1) Please join if you're interested!

ii) Senator Keto would like it to be on record that he is highly disappointed in our current president and his lack of communication, planning, and involving the Executive Team in current goings on. There is always a lot of work to be done, but it's particularly disheartening. President Stratton came in with difficult circumstances, but it's completely unacceptable to take a month of vacation time and not tell anyone. There is an Executive Team and Vice President for a reason and you have to communicate with them to keep things rolling. The Remote Work Policy is a good example of a ball being dropped, among others. There will be a new President soon, so it may not be worthwhile to say anything about it, but he wants his thoughts on acceptable presidential behavior on record.

(1) Senator Sullivan agrees with all of this. Given more time, we would have been able to correct it.

iii) Newly elected officers will begin in July

(1) President – Chris Maki

(2) Vice President – Jody Sullivan

(3) Parliamentarian – Kat Vick

(4) Secretary – Jennifer McKenna

(5) Member-at-Large – Angela Reddick

iv) Senator elections (for July start) completed

(1) Vacancies in Academic Affairs, Student Affairs, Administration and Finance, Foundation (Advancement), and Information Technology

(2) No nominations in Foundation or IT

(3) Academic Affairs

(a) 5 vacancies filled

(4) Administration and Finance

(a) 3 vacancies filled

(5) Student Affairs

(a) Working on finalizing election due to only one candidate on ballot and write-in candidates

v) New Senator information email sent to newly elected Senators, and referred them to Senator Reddick

C) Finance Committee – Senator Gonzales

i) Meeting – May 19, 8:30am, Zoom

D) Recognition Committee – Senator Vick

i) Meeting – TBA

ii) No representative present

E) Staff Relations Committee – Senator Czech

i) Meeting – May 19, 2:00pm

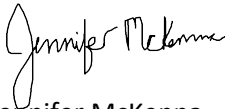
ii) Meeting minutes emailed to full Senate and upload to SharePoint

iii) Discussed EAP concerns

- (1) AVP Koczara said they are aware of this and are working on it; send him any concerns
- iv) Wyoming Retirement presentations
 - (1) The Wellness Committee is looking at several visits to happen in person and to open more TIAA time slots
- v) Performance evaluations
 - (1) Question about whether comments can be added after one on one meeting occurs
 - (a) The comment section available at the end of the process is part of the record
- vi) Remote work policy in progress
- vii) HCM forms
 - (1) IT is working on automating form in question
- viii) Compensation history screen in HCM needs editing
- ix) How comp time gets loaded for COVID vaccination
 - (1) As soon as you register receipt of vaccination, your comp bank is loaded with the 8 hours
- XI) Open forum

Meeting concluded at 3:15PM.

Respectfully submitted,



Jennifer McKenna

Staff Senate Secretary