



Full Senate Meeting Minutes  
November 7<sup>th</sup>, 1:15 p.m.  
**Wyoming Union Senate Chambers**

**I. Roll call**

**a. Present**

Minette Zwieg, Lindsay Galey, Jennifer McKenna, Rachel Stevens, Katherine Kirkaldie, Cathy Moen, Tammy Mack, Jeannie Czech, Jennie Hedrick, Angela Reddick, Mandy Gifford, Kristin Blevins, Xavier Gonzales, Chris Maki, Chad Bade, Heather Earl, Kristen Smoot, Jason Gonzales, Brandon Helvie, Eloy (Ace) Malsom, Meghan Kerley, Jennifer Heupel, Jason Anderson, Renee Ballard, Carl Mehta, Jonathan Goldman

**b. Excused**

David Keto, Susan Schulz, Teresa Hansen, James Wheeler

**c. Absent**

Meghan Monahan, Kevin Coleman, Leland Schroyer

**II. Approve October minutes**

- a. No corrections
- b. Approved

**III. Approve November agenda**

- a. Move item A under guest & special programs to item B under New Business part 1
- b. Add Great Colleges to work for as item K under Liaison reports
- c. Approved

**IV. New Business, part 1**

**a. Approve Budget Request**

- i. Confirm this total amount is the total amount. The total amount does not include the scholarship
- ii. Anything in excess of \$5000 in our Foundation account at the end of the year has to be pushed back so that it can accrue interest.
- iii. This budget process is just for our fundraising activity.
- iv. Approved

**b. President Nichols – Annual Report for Strategic Plan**

- i. Printed copy of our strategic plan
- ii. 4 broad goals

**1. Driving Excellence**

- a. Things in red are things that had no progress on
- b. We are shutting down programs when they are not producing graduates
- c. We are developing new programs to keep our portfolio dynamic

**2. Inspiring students**

- a. Our enrollment is up
- b. Retention rate is up
- c. Making progress on new residence halls
- d. Student participation is up.

**3. Engaging community**

- a. Engagement & outreach task force
- b. Increased attendance at athletic events
- 4. Becoming a higher performing university
  - a. Climate survey has work being done for Spring 2019
  - b. Great Colleges survey
  - c. Endowed chairs
- iii. 30 metrics to measure against
- iv. Includes the baseline
- v. By 2022 this plan is expected to sunset
- vi. Fall 2018 enrollment
  - 1. Total 12,540
    - a. We are down on Graduate/Professional students
      - i. Dr. Nichols hasn't heard anything about the closing of the outreach school, but Ahern has postulated that the VSIP caused the loss of about 100 Faculty members and this caused students to look elsewhere. We are getting faculty back but it will take a bit to rebuild.
      - ii. There is a plan being worked on for recruiting
        - 1. There is an external review being done on our graduate services.
    - b. Up on first-time students
    - c. Down on transfer students
  - 2. Campaigns Launched in 2018
    - a. Marketing/Branding campaign launched in July
      - i. Social media
      - ii. Radio
      - iii. Print
      - iv. Billboards
    - b. Capital campaign launched in July as quiet phase
      - i. Overall goal being established
      - ii. Fundraising priorities aligned to the strategic plan
      - iii. Linked very closely with Strategic Plan
  - 3. Campus Planning Efforts
    - a. Campus Master Plan
      - i. Will establish goals and priorities to guide further physical development of the campus
      - ii. RFP posted Oct. 1, responses due by Nov. 11
    - b. Parking Study
    - c. Food Service Plan
      - i. New residence Halls
      - ii. 2 studies currently underway
      - iii. Will launch a food survey study
  - 4. Science Initiative
    - a. Groundbreaking Planned for November – 9<sup>th</sup> & Lewis
  - 5. Overall total budget \$531.1 Million
    - a. Expenditures \$497.9 Million
      - i. Includes the \$5 million for pay increases
    - b. About \$1 Million was left unbudgeted for emergency purposes

6. Supplemental Budget Request for FY20
  - a. President's Endowed Scholarship Matching fund
  - b. Strategic Plan Initiatives
  - c. Programmatic Science Initiative Funding
  - d. Excellence in Agricultural Education & Research Matching fund
  - e. Intercollegiate Athletics Competitiveness matching fund
  - f. Water Development

**V. Special Business**

**VI. Administration reports**

**a. Division of Administration**

- i. Proposals for Master Planner is occurring now
  1. 13 firms came in for preproposal meetings
  2. Expect 3 to 4 firms come back.
- ii. Looking at architects being looked at
- iii. Dining Services Master Plan being developed
  1. Wrapped tightly with the development of new residence halls
  2. Probably in March or April
- iv. A lot of surveying of students being done for the residence halls
- v. Legislature will recess in March.
- vi. Housing will be the first thing out of the chute along with Dining
- vii. Parking & Transportation
  1. Consultant will have presentation for campus by Feb.
- viii. Questions
  1. Transit & Parking townhall that was not well advertised
    - a. It was for the community not campus
    - b. Will there be another?
  2. People in Wyo Hall feeling like they are being evicted
    - a. Had to look for areas that fit some very specific criteria
    - b. Feedback on Wyo Hall as office space was that it is not a very good space.
    - c. There's about 180 people in Wyo Hall
  3. Are parking considerations being thought of in these plans?
    - a. Yes
  4. What buildings are coming down versus renovated?
    - a. The high rises cannot be renovated
    - b. Hill Hall could be renovated
  5. Would Cost of parking structure be part of the cost of the new halls?
    - a. We've stayed out of the nickel and diming of a project
    - b. It would be a block grant to cover everything needed
  6. Have we considered the open space between sorority & fraternity rows?
    - a. We can't it's protected green space (i.e. state park) – the west green space and park of the east.

**b. Human Resources**

- i. Searches for academic hires
  1. Rolling out for other search areas
- ii. Three mandatory trainings
  1. These are out there and need to be completed by Nov. 30<sup>th</sup>.

2. HR is reaching out to those departments and areas that do not have access and/or time to do the training. IT will be helping with scheduling some open labs for the employees to use and there will be people there to help assist those who are not familiar with computer training.
- iii. Running payroll out of HCM?
- iv. Deep dive on foundational concepts
  1. Got some good information from the meeting that happened recently
  2. There will be more deep dives
  3. They are going to restrict training on the module until after we get back from Christmas break.
  4. Have open labs, bring problems and the content experts will help.
- v. Do temp lecturers have to do the mandatory training?
  1. Not sure if they have to?
  2. What will happen if they don't complete the training by Nov. 30<sup>th</sup>?
    - a. Don't know
- vi. Taken first steps in addressing the study that was done for custodial services
  1. A small increase in pay was obtained and will be applied starting in Nov. so it will be seen in the end of the month paycheck.

**c. Academic Affairs**

- i. Decrease in enrollment of graduate students
  1. Not only tied to the varied VSIP there was one for only faculty.
  2. Decline in international students due to political climate.
- ii. HLC accreditation work – thank you for the help everyone is giving for this
- iii. Still looking for a Dean of AG & Dean of Health Sciences
- iv. Continuing to work with Faculty Senate & others in reviewing regulations
- v. Have implemented online folio system for sabbatical proposals
  1. Will use for academic performance evaluations this year
- vi. BOT coming up next week
- vii. Questions
  1. Online folio – will there be a function for reappointment and tenure

**VII. Guests and Special Programs**

**a. Rachael Budowle, Campus Sustainability Committee**

- i. Campus sustainability committee
  1. Strategic Plan Goal 4 – has a item for Sustainability to receive a Bronze rating
  2. AASHE and the STARS system
    - a. STARS Universities
      - i. Most are in Silver or Gold so it they believe we can achieve better than just Bronze
    3. STARS touches on every facet of university life
      - a. Academics, Engagement, Operations, Planning & Administration, Innovation and Leadership
    4. What they need from employees
      - a. Timely data collection and reporting
      - b. Sustainability planning
      - c. Identifying credits to pursue:
        - i. Credits to pursue right now
        - ii. Near-reach credits to pursue
    5. Will get a STARS email setup right now

6. Question

- a. The Sustainability Committee is being consulted with all the different areas of development going on around campus.

**VIII. Liaison Reports**

- a. **ASUW**
- b. **Faculty Senate**
- c. **Advisory Council on Diversity, Equity, and Inclusion (Xavier Gonzales)**
  - i. Nothing new
- d. **Athletics Planning Committee (Cathy Moen)**
  - i. Information on SharePoint
  - ii. Next meeting will be in December
- e. **No More Committee (Renee Ballard)**
  - i. Some meetings scheduled but nothing to report
- f. **Public Art Committee (Susan Schulz)**
  - i. Information coming
- g. **Student Media Board – TBD**
  - i. Still in progress
- h. **UW Facilities Council (Jason Gonzales)**
  - i. Information was sent out
- i. **UW Parking and Transportation Study Team (Jennifer McKenna)**
  - i.
- j. **Wyoming Union Visioning Team (Kristin Blevins)**
  - i. Interviewed three firms hopefully will have one soon
- k. **Great Colleges to Work for (Carl Mehta and Chris Maki)**
  - i. There was a note of confidentiality that people taking the survey signed to help prevent the release of damaging personal information, so there are limits to what data can be released.
  - ii. Early December is what they are shooting for to release what information they can

**IX. Officer Reports**

- a. **President, Renee Ballard**
  - i. Contacted by HR, someone wanted to know if the Wellness Committee was still out there.
    - 1. Mines & Associates
      - a. 4 wellness coaching sessions per year
    - 2. Cigna
      - a. Has a meeting with a Wellness coach and someone else tomorrow and will report back
    - 3. There are wellness programs at half acre.
  - ii. Professional Development
    - 1. Everyone seems invested in the idea
    - 2. HR is vetting several organizations including LinkedIn (Lynda) – will most like go with
    - 3. Questions
      - a. How can the university coordinate
      - b. Incentives for training
      - c. Possibility for online
      - d. How can the university use the current experts
      - e. Other ideas

- f. Internships
      - g. How does UW ensure that national and regional training is available for employees when appropriate?
      - h. Relationship between career ladders and professional development
    - iii. TriSenate social
      - 1. 23 people attended
      - 2. Still meeting with ASUW President & VP and Faculty Senate President & VP on Friday
        - a. Faculty Senate President is concerned about the number of reactions of disbelief from faculty senators on the results from the Sexual Assault survey
    - iv. Updated Staff Classifications
      - 1. It's on hold until HCM comes online
    - v. Workload survey – send out in Spring
    - vi. Staff Engagement – Holiday Market
    - vii. Running of the Senate
      - 1. Extending the meeting time to 3:45
      - 2. We are the only Senate that meets once a month
      - 3. Do we want to move to meetings twice a month?
        - a. Difficult enough getting enough people to one meeting a month
        - b. We're sticking with once a month
  - b. Vice President, David Keto**
- X. Old Business**
- XI. New Business, part 2**
  - a. Bill #48, 1st reading "UW Regulation 1-3 Article IV Section B Update"
- XII. Committee Reports**
  - a. Communications Committee – Senators McKenna & Stevens**
    - i. Meeting – Nov 8, 9:00, Union, 203
  - b. Credentials and Elections Committee – Senators Blevins & Galey**
    - i. Meeting – Nov 20, 2:00, Wyo Hall, 402
    - ii. Presidential nominations started accepted in December
  - c. Finance Committee – Senator Gonzales**
    - i. Meeting – Dec 19, 8:30, Merica, 320
  - d. Recognition Committee – Senator Hedrick**
    - i. Meeting – Nov 15, 9:00, Union, 203
    - ii. Employee of the quarter nominations open now – have no nominations yet
    - iii. We have new awards
  - e. Staff Relations – Senator Heupel**
    - i. Meeting – Nov 19, 10:30, Union, 202, 766-3813
  - f. Ad Hoc Holiday Market Committee – Senator Blevins**
    - i. Meeting – Nov 20, 9:00, Union, 203
    - ii. Meeting after to figure everything out
- XIII. Open forum**

Meeting adjourned at 3:45 p.m.

Respectfully submitted,

*Kristen K. Smoot*

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Staff Senate Secretary



**STAFF SENATE**

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UNIVERSITY OF WYOMING