

UW Staff Senate Full Meeting

Agenda

March 4, 2020 1:15 p.m.

Wyoming Union Senate Chambers



- I) Roll call
 - A) Present – Debbie Allred, Kristin Blevins, Brianna Casey, Jeannie Czech, Heather Earl, Emily Edgar, Jonathan Goldman, Jason Gonzales, Jennifer Heupel, Barbara Hill, David Keto, Chris Maki, Jennifer McKenna, Natawsha Mitchell, Cathy Moen, Kathy Norris, Angela Reddick, Susan Schulz, Christopher Stratton, Jody Sullivan, Glory Taylor, Melanie Vigil, James Wheeler
 - B) Absent -
 - C) Excused – Lindsay Mergelman, Kathleen Vick
 - D) Proxy – Sarah Lemli, Elizabeth Traver
- II) Approve February minutes
 - A) Minutes stand approved as circulated.
- III) Approve March agenda
 - A) Senator Keto requests to remove UW Travel Policy Committee from Section IX, and to add back UW Engagement Council.
 - B) Agenda approved as amended.
- IV) Special Business
 - A) Confirmation of new senators
 - (1) Jason Satkunam, UWPD, Administration seat #20
 - (a) Senator Earl moves to confirm.
 - (b) Seconded by Senator Keto.
 - (c) Passed by unanimous vote.
 - (d) Welcome!
- V) Administration reports
 - A) Division of Administration – Associate Vice President for Operations John Davis
 - i) Armory transferred to University.
 - (1) Usage plan in process.
 - ii) Met with Tim Wiseman, Chief Risk Officer, about coronavirus.
 - iii) Law School artist renditions passed around.
 - iv) Questions -
 - (1) Faculty Senate representative – Regarding coronavirus and spring break, students will be leaving and returning to campus from all over; are there plans in place to deal with potential exposure?
 - (a) He and Tim Wiseman have met, also with custodial personnel, and information should be coming soon.
 - B) Human Resources - Tom Kaczara
 - i) Termination process -
 - (1) Formed internal taskforce to address problems with employees being removed from accounts following termination.
 - (2) 7300 active accounts in Oracle, but only 6000 personnel on payroll.
 - (3) Will be sending emails to supervisors to verify personnel work status.
 - ii) Performance Evaluations

- (1) Due March 31st.
- (2) Only 78 out of 1480 completed so far.
- iii) Payroll taskforce formed from Payroll, Information Technology, and Finance.
 - (1) Meeting twice/week.
 - (2) Solving current issues and preventing repetition of errors.
- iv) Submitted a restructure plan for Human Resources.
 - (1) Approved by Bill Mai.
 - (2) Includes request for additional personnel to address significant shortfalls.
 - (3) Bringing to Board of Trustees in May.
 - (a) Has started to post the jobs in request (will not fill until approved but will have pool of candidates ready to go).
- v) Benefits
 - (1) Looking at using EGI portal instead of paper forms.
 - (a) Pilot program active for new employees and hopes to use it for Open Enrollment soon
- vi) Strategic Initiatives workgroup began meeting.
- vii) New employee orientation
 - (1) Launched internal review of program with a goal of streamlining the process.
 - (a) Wants to get various constituencies around campus involved.
 - (b) Looking for creative ways to deliver information to new employees.
- viii) Questions
 - (1) Senator Lemli proxy – When are evaluations due?
 - (a) March 31
 - (2) Senator Keto – In terms of restructuring and getting more positions, will that include an ombudsperson? Staff Senate has been interested in one over the years and have had relevant legislation over the years.
 - (a) It is not included in current ask, as he has immediate needs to “stop the bleeding” (especially in recruiting and payroll) and be more responsive to acute issues. His function will evolve as areas become more stabilized and errors decrease, so personnel may move around. He will consider it for the next phase.
 - (3) Senator Stratton – Are there any updates on insurance increases?
 - (a) He has heard rumors but has not heard any specific numbers. He will let us know when he hears.
- C) Academic Affairs Vice Provost Benham-Deal
 - i) Everyone's annual performance evaluation is due the same day.
 - ii) On taskforce for CoVID19
 - (1) Met Monday
 - (2) Communications strategy
 - (a) Developing a website.
 - (b) Memos in draft form now from Interim President Theobald regarding travel, international travel, self-isolation policies, etc.
 - (c) Stay tuned.
 - (3) As of yesterday, no cases in Wyoming yet.
 - (4) Planning for after Spring Break, including capacities of Student Health and Iverson Memorial Hospital.
 - (5) Working with Wyoming Department of Public Health.

- iii) Met with Associate Vice Provost Kyle Moore
 - (1) Enrollment management
 - (a) High school enrollments are down, reducing the potential student pool
 - (b) It used to be cheaper to come from Colorado to UW, but they've started some tuition decreases and discounting for out of state students
 - (c) Job postings
 - (i) Position for Enrollment Management Administrator
 - (ii) Another in Enrollment Management Operations coming soon
- iv) Emceed Wyoming State Sci Fair
 - (1) Worked on getting the students to consider UW
- v) Dean searches for Arts and Sciences, Engineering, Haub School
 - (1) Haub and A&S searches are underway with applicants coming in
 - (2) Engineering search will be starting soon – search firm on campus tomorrow
 - (3) Hopefully have people on campus by the end of April
 - (a) A bit later for Engineering
 - (4) Have positions filled by beginning of next academic year
- vi) Associate Vice Provost of Undergraduate Education position
 - (1) Interviewing today
 - (2) Short list will do a public presentation
- vii) Budget meetings over the next several days
- viii) Student food insecurity
 - (1) Also think about food insecurity amongst all employees
 - (2) Old Main doesn't have a food cabinet yet
- ix) Questions
 - (1) Senator Earl – What is the new name of Deans and Directors?
 - (a) Academic Forum
 - (2) Senator Traver proxy – Regarding coronavirus, if employees don't have enough leave to stay home if they're ill, has that been discussed?
 - (a) Hasn't come up yet but there is another meeting tomorrow and we will address it then. Another discussion topic is our telework policy.

VI) Guests and Special Programs

- A) ASUW Director of Student Wellness and Anna Savage, Christine Porter, Susan Schulz
 - i) Food insecurity
 - (1) Levels – low (reduced quality and variety) and very low (lack of food)
 - (2) 37% of UW students experience some form of food insecurity
 - (3) Impacts academic performance, more susceptible to mental and physical health issues
 - (4) Albany County has high rates compared to rest of state
 - ii) Current pantries
 - (1) NOT need based and open to anyone
 - (2) Can be a shelf, cupboard, pantry, even a kitchen
 - iii) Scaling up
 - (1) Toolkit on how to get started (PDF circulated to Senate by email)
 - (2) ASUW helped with some funding and received a grant to get up and running
 - iv) Task force includes faculty, staff, and students

- v) Ways to have an increased impact (hand out distributed)
 - (1) Food sharing alert system
 - (a) Sign up to get a text about events that have catered food when event is almost over
 - (2) Swipe sharing
 - (a) Students can donate unused meals from meal plan, goes into a pool for those who need help
 - (3) Food recovery
 - (4) Centralized grocery on campus
 - (5) Centralized pantry
 - (a) Show student ID to access
 - (6) Food hub (combination)
 - (7) Help students grow food on campus
 - (a) Could collaborate with College of Agriculture or Half Acre
- vi) Need an information hub and centralized coordination
- vii) UW Student Food (In)Security Summit – 4/17, 1-5pm, Union Family Room
- viii) Faculty and Staff Senates could pass sister resolutions supporting this and including faculty and staff with similar issues
- ix) Questions
 - (1) Senator Mitchell – Representing multicultural affairs, on a global scale, food insecurity disproportionately impacts people of color and women - does that trend match our data?
 - (a) This survey wasn't aggregated that way, but our next survey will address it.
 - (2) Senator Mitchell – Are there concerted efforts to include people of color and women in the leadership of the taskforce?
 - (a) The taskforce is predominantly female and is probably as diverse as UW is racially. Those impacted often cannot be included due to issues discussed in presentation but would like to get more involvement in any way from those populations. Dr. Porter would be happy to discuss it later.
 - (3) Senator Blevins – Is the toolkit available online?
 - (a) Yes – it is on the UW Wellness Center website or email Anna Savage.
 - (4) Senator Traver proxy – Have you worked with Interfaith since they have a good infrastructure for donations already?
 - (a) Yes, we are talking about that, although Interfaith cannot serve our population. We are also looking at the Soup Kitchen. So far, students seem to really want the grocery store and free pantry combined option.
 - (5) Faculty Senate Representative – About growing food on campus, there are gardens near 30th and Harney. Can they be used in any way?
 - (a) We'd like to put community gardens near student housing. We're also discussing getting produce from the larger UW farm.
 - (6) Senator Lemli proxy – I work with Women of the Moose and am involved in the backpack program for Albany School District, which is now out of money for that program. The Women of the Moose will fund it this year, but this may impact your target audience.
 - (a) We have lots of support from dining and senior leadership and want to become able to support the community at some point.
 - (7) Senator Keto – Is there someone on the taskforce from the College of Agriculture? Who?

- (a) Yes. Jill Keith and one of her grad students, someone from nutrition in Animal Science, and several students.
- (8) Senator Keto – There are plenty of opportunities in Agriculture; lots of student organizations could be of help. Cent\$ible Nutrition program can help with training and support and best practices. Also think about uncommon partners – wide range of crops grown at research stations around the state and ~10,000 pounds of potatoes were wasted because there was no way to distribute them. ACRES is a student-run enterprise, while the other farm is operated separately.
 - (a) Thank you for the advice.
- (9) Senator Earl – In the short term, is there a list of things people can donate or contribute? What are wish list items?
 - (a) Toolkit has a list of suggested items, and each location operates on their own so has their own lists or guidelines. Anyone can contribute. Please share what you would want to eat. Senator Schulz will send the toolkit to Staff Senate.
- (10) Senator Mitchell – Do we have information about what cabinets seem to be used more often or other feedback (locations, affiliations)?
 - (a) We don't collect data on use, so students don't have to say they need the help. We may look at how often restocking needs to happen and how much it costs. Organizing the locations and people will be one of our biggest projects.
- (11) Senator Taylor – Is there a list of cabinet locations?
 - (a) On ASUW website, there is an interactive map under the "Help" section, and it's being updated as often as possible. Please share it!
- (12) Senator Taylor – Will you ask where students would want new cabinets or pantries?
 - (a) There isn't a location-specific question on the survey, as it's asking much broader questions.
- (13) Senator Taylor – Is fresh food going to waste at these cabinets?
 - (a) They haven't seen much waste.
- (14) Senator Traver proxy – Are you working with Feeding Laramie Valley?
 - (a) They have had talks with them to ensure we figure out best practices and not duplicating efforts.

VII) Old Business

VIII) President Wheeler

- A) Sent around volunteer signup sheet for Staff Recognition Day.
- B) Sent around new wage data infographic.
- C) Sen Traver proxy – This is the newest data, and the website on the handout has more detailed information. Albany County is in the third worst category (out of four) for wage stagnation.

IX) Liaison Reports

- A) ASUW – Vice President John Houghton
 - i) Census
 - (1) First census data will be collected March 24th, while the official kick off is April 1st
 - (2) Signs and posters going up across campus.
 - ii) Elections will occur next month.
 - iii) Several senators heading to Houston for a leadership conference Monday.
 - iv) Passed ASUW budget last week.
 - v) Going to meet with the legislature next week to lobby legislators about anti-hazing statute and general student affairs and priorities.

- vi) Priority registration status for veteran students
 - (1) Students that have used their federal government benefits lose access to priority registration
 - (2) Resolution reversing this will hopefully be passed next week.
- B) Faculty Senate
 - i) UniRegs/SAPPS
 - (1) Passed several UniRegs but not matching SAPPS so it's hard to know what they are actually approving.
 - (2) Close to an agreement with Board of Trustees and Acting President Theoblad regarding freedom of expression policy
- C) Advisory Council on Diversity, Equity, and Inclusion (Natawsha Mitchell)
 - i) Met last week to get updates from subcommittees.
- D) Athletics Planning Committee (Cathy Moen)
 - i) Will meet March 27th and will update Senate afterwards.
- E) Enterprise Risk Management Advisory Committee (Chris Maki)
 - i) Discussed how we assess risk and best practices on campus.
 - (1) Coronavirus was not an issue at the time of meeting.
 - ii) Sent presentation and notes by email.
 - iii) Just administered a survey on what risks are present on campus.
 - iv) Questions
 - (1) President Wheeler – Who was surveyed and when did it go out?
 - (2) It went out last week and was only sent to those involved with Risk Management, along vice presidents and associate vice presidents.
 - v) Senator Keto for Senator Reddick – Will there be trainings or resources for staff off site?
 - (1) No trainings for anyone at this time, but she can talk to Tim Wiseman.
- F) Food Security Taskforce (Susan Schulz)
 - i) No further report.
 - ii) Senator Moen – Is there a centralized website with this information?
 - (1) She will look and send it out if she finds something, but it may not be up yet.
- G) No More Committee (Natawsha Mitchell)
 - i) Has not met.
- H) Public Art Committee (open)
 - i) President Wheeler requests new liaison.
 - ii) Questions
 - (1) Senator Mitchell – When and how often does this committee meet?
 - (a) Senator Schulz – It's hard to say, but maybe once a month or so. They are waiting for approval for the Public Art Plan and are at a standstill right now.
 - iii) Senator Vigil will serve.
- I) Strategic Improvement Working Group (Kristin Blevins)
 - i) Sent results to Senate from workload study survey by email.
 - (1) Follow up meeting March 12th, 9am, Union 203
 - ii) Subcommittees will be meeting with Associate Vice President Koczara to align goals and action items
- J) Student Media Board (Emily Edgar)
 - i) Working on policy updates.

- ii) Progress with administration regarding figuring out space in the Union and other long-standing disputes
- K) UW Facilities Council (Jason Gonzales)
 - i) Has not met in quite some time.
- L) UW International Advisory Council (Lindsay Mergelman)
 - i) Senator Mergelman not present.
- M) UW Engagement Council (David Keto)
 - i) Meeting was cancelled due to presidential search.
- X) Officer Reports
 - A) President, James Wheeler
 - i) Ed Seidel is our new president.
 - ii) Faculty Senate Chair Chestek and he will be working on joint resolution on food insecurity
 - iii) Executive team confirmed that Staff Senate is interested in lunch with the Board of Trustees on March 26th
 - (1) It's close to Recognition Day, but it's very important so please try to attend.
 - iv) Spoke with Vice President Mai regarding order of operations for construction (Wyo Hall, parking, etc.)
 - (1) VP Mai hopes to have it finalized at the upcoming Board of Trustees meeting
 - (2) Right now:
 - (a) Day lot at Union gone by fall semester
 - (b) Ivinson parking garage structural design bid out, so hopefully completed by fall 2021
 - (c) No guarantees about what Union lot will look like or function as
 - (i) Should be here until at least the end of next spring (2021)
 - v) Thanks to all for watching or attending President candidate forums and submitting feedback.
 - (1) Staff had highest representation and amount of responses.
 - (2) All input was read by Trustees.
 - B) Vice President, Chris Stratton
 - i) Nothing to report.
- XI) New Business
- XII) Committee Reports
 - A) Communications Committee – Senators McKenna and Moen
 - i) Meeting – March 5, 9:00, Union, 203
 - B) Credentials and Elections Committee – Senator Blevins
 - i) Meeting – March 17, 2:00, Union, 124B, Vedawuoo Rm
 - ii) Kristen Smoot resigned
 - iii) 12 vacancies – send her recommendations!
 - iv) Officer nominations are open
 - (1) Electronic elections will occur over spring break
 - v) Constituent list is finally here
 - (1) ~1300 classified benefitted staff
 - C) Finance Committee – Senator Gonzales
 - i) Meeting – March 18, 8:30, Merica Hall, 320
 - D) Recognition Committee – Senator Earl
 - i) Everything is moving along

- ii) Senator Blevins/door prizes
 - (1) CALL BUSINESSES
 - (2) Update SharePoint or send updates to Senators Blevins or Earl
 - (3) You can drop off prizes at Kristen's, Lou Ann's, James', or Heather's offices
 - (4) She'll even pick them up
 - (a) President Wheeler is also willing to pick up items.
 - iii) Senator McKenna – Let her know if you don't have access to SharePoint.
 - iv) Senator Heupel – When are door prizes due?
 - (1) Friday, March 13th but will accept after that.
 - v) Senator Norris can pick up door prizes.
 - vi) Meetings – March 5, 9:00, Union, 202
March 19, 9:00, Gateway Ctr
- E) Staff Relations – Senator Heupel and Czech
- i) Meeting – March 19, 10:30, Half Acre, 119
 - ii) Sent minutes by email.
 - iii) Associate Vice President Koczara is listening during meetings and pleasant to work with, has good thoughts about making Human Relations more customer service related
 - (1) Will have new and current staff take customer service training
 - (2) Senator Blevins – The committee asked about the employee handbook update because it was supposedly under review, and we want to see a draft before it's finalized and announced.
 - (3) President Wheeler – AVP Koczara also mentioned using Staff Senate as a "test" audience and wants to collaborate with us.

XIII) Open forum

XIV) Meeting adjourned at 2:37PM

Respectfully submitted,

Jennifer McKenna
Staff Senate Secretary