



Full Senate Meeting Minutes  
September 5<sup>th</sup>, 1:15 p.m.  
**Wyoming Union Senate Chambers**

- I. **Call to Order**
- II. **Roll Call**
  - a. **Present**

Minette Zwieg, David Keto, Lindsay Galey, Jennifer McKenna, Susan Schulz, Meghan Monahan, Rachel Stevens, Katherine Kirkaldie, Cathy Moen, Jeannie Czech, Jennie Hedrick, Kristin Blevins, Xavier Gonzales, Chris Maki, Chad Bade, Kevin Coleman, Heather Earl, Kristen Smoot, Jason Gonzales, Brandon Helvie, Meghan Kerley, Jennifer Heupel, Jason Anderson, Renee Ballard, Leland Schroyer
  - b. **Excused**

Angela Reddick, Teresa Hansen, Carl Mehta, James Wheeler
  - c. **Absent**
  - d. **Proxy**
- III. **Approve August Minutes**
  - a. Senator Galey moved to excused
- IV. **Approve September Agenda**
  - a. Remove President Nichols from Special Programs
  - b. Move Division of Administration report to before Special Business
- V. **Administration Reports (Part 1)**
  - a. **Division of Administration (VP Neil Theobald)**
    - i. Trustee meeting next week
      1. \$17 million in one-time funds, \$2.35 million recurring
        - a. Priorities
          - i. More financial aid for instate students
            1. Incentivize donors
            2. State will \$10 million for matching funds for scholarships
          - ii. UW Strategic Plan Initiative and Programmatic Science Initiative Funding
            1. \$1 million one-time
            2. \$1 million ongoing
          - iii. Excellence in Agricultural Education & Research
            1. \$5 million one-time
          - iv. Intercollegiate Athletics Competitiveness
            1. \$1 million ongoing
          - v. UW Natural Diversity Database (WYNDD)
            1. \$.35 million ongoing
          - vi. Water Development
            1. \$1 million one-time
    2. Construction
      - a. Going to create a master plan

- i. Beginning the discussion
- ii. Question - would the facilities group be working on this
  - 1. It will be Trustees ultimately that approve it
  - 2. There will be many groups coming together to provide input
- iii. Question on the housing issue
  - 1. What is the plan?
  - 2. There is a legislative task force
  - 3. Will be hiring an architect soon
  - 4. Questions that need to be answered
    - a. Do we build new
    - b. Do we renovate
    - c. Where would we build new?
  - 5. Looking to get something up soon to help with the overcrowding issue
- iv. Question - Is there a metric that looks at staff/students/faculty and the amount of parking needed?
  - 1. There are plans being looked at
  - 2. Observation: UW has been focused on building and each new building causes loss of parking spaces
- v. Question - Are there any plans to open Crane/Hill to help with the housing issue?
  - 1. No, those halls are shut down and no longer have furniture.
  - 2. Due to not being occupied there could be other issues that would have to be addressed.

**b. Academic Affairs (AVP Dr. Anne Alexander)**

- i. 70 new faculty
- ii. 1700+ new freshman
- iii. Will be putting out an Academic Affairs Strategic Plans
- iv. Higher Learning Commission
  - 1. Accreditation Visit
    - a. That we provide a meaningful and robust experience
    - b. This also means we qualify Title IV funding
    - c. We have been accredited since 1915.
    - d. We must show by direct evidence that we meet their requirements for accreditation
    - e. They will be visiting in Nov. 2019
    - f. We must document directly everything we do
    - g. Identify things we are not meeting the criteria for and provide information on how we will correct it
- v. Question - is UW going to start getting more aggressive with online education
  - 1. Yes, there is interest and it's something they want to pursue
- vi. Question - Is there a Data Governance Policy
  - 1. Data group has been formed and they are looking into Data Governance
  - 2. Where can people take grievances about their problems and inabilities with getting to the data they need
    - a. List will be sent to us

## **VI. Liaison Report (Part 1)**

### **a. Faculty Senate – Donal O’Toole**

- i. Are going to keep having regulations coming through for review
  1. Tenure track is good
  2. Untenured track is not good - they are moving to rolling contract
- ii. Biodiversity Institute is being closed down
  1. Has existed for 7 years, has had 3 leaders, and has continued existence through Berry
  2. 4 or 5 staff members and 1 Faculty are being directly affected, but many other Faculty are being indirectly affected.
- iii. Faculty Senate asking where they want Faculty Senate to be at a certain time down the road
  1. Employee vote on BOT
  2. Conflict of interest rules
  3. Pilot Hill - they will be sending out a letter to Department heads and Unit heads asking people to pony up
    - a. They want to make sure that staff know they are included in the request for personal funds.
    - b. Pledge basis - when the sale goes through people will be asked to honor their pledges

## **VII. Special Business**

- a. Confirm – Tammy Mack, Geology & Geophysics, Academic Affairs Seat #10
  - i. Confirmed
- b. Confirm – Eloy (Ace) Malsom, Athletics, Office of the President Seat #31
  - i. Confirmed
- c. Confirm – Jonathan Goldman, RLDS, Student Affairs Seat #39
  - i. Confirmed
- d. Confirm – Mandy Gifford, Haub School of ENR, Academic Affairs Seat #15
  - i. Confirmed

## **VIII. Administration Reports (Part 2)**

### **a. Human Resources (AVP Jeanne Durr)**

- i. Completed 2018-2019 salary distribution and release of salary letters via email
  1. Currently working on those requests for Colleges and Departments for compression, equity, and inversion increases
    - a. ~\$200,000 to address this situation
    - b. Retroactive to August
  2. All salaries are up to 86.6% of market
  3. Question - What was the criteria for those people who changed a position and was not eligible for a salary increase
    - a. Those individuals would be eligible promotion based on an audit of their positions and resulted in an increase would be eligible for an increase.
    - b. Those who moved from one position where they were eligible for a merit increase to another position where their salary was negotiated separately from the merit on the old position, these individuals were treated as new hires.

- i. People who moved from one position to another, where the job description is significantly changed, a merit increase doesn't apply.
- ii. If it's a job change, they don't qualify
- iii. If it's an advancement, they qualify for merit but not market increase

4. Question - people who took promotions got left behind on getting their salaries closer to market

- a. The Salary Policy is a work in progress. The committee will be evaluating what worked and what didn't and recommend improvements.
- ii. WyoLearn is growing - keep going out and looking at what has been added
- iii. Request to people who have control of HR information. HR is going to look at starting to do parallels. Please send as much HR paperwork as you can before the deadline, so HR isn't flattened when they start doing parallels.
- iv. Go-live Jan 22.
- v. Starting system integration testing right now as well as user acceptance training.

**IX. Guests and Special Programs**

- a. President Nichols will be presenting in Nov.

**X. Liaison Reports (Part 2)**

**a. ASUW**

- i. No update

**b. Advisory Council on Diversity, Equity, and Inclusion (Xavier Gonzales)**

- i. Last meeting spoke about a Strategic Plan, Senator Gonzales will try to grab copies of the handouts for us.
- ii. Matthew Sheppard memorial ceremony tonight at Gateway Center.

**c. Athletics Planning Committee (Cathy Moen)**

- i. No update

**d. No More Committee (Renee Ballard)**

- i. No update

**e. Public Art Committee (Susan Schulz)**

- i. No update

**f. Student Media Board (Kathy Kirkaldie)**

- i. Senator Kirkaldie may not be eligible to sit on the board. Position is limited to two-year term?

**g. UW Engagement Task Force (David Keto)**

- i. No update

**h. UW Facilities Council (Jason Gonzales)**

- i. See documentation that was emailed out

**i. UW Parking and Transportation Study Team (Jennifer McKenna)**

- i. There may be nothing more for this team to do.

**j. Wyoming Union Visioning Team (Kristin Blevins)**

- i. No update

**XI. Officer Reports**

**a. President, Renee Ballard**

- i. Asking for volunteers to cover the ASUW Senate meetings

1. ASUW is excited to introduce different staff members so that students get exposed to the different staff positions and responsibilities that exist on campus.
2. ASUW does try to keep the meeting to the scheduled 2 hours.
- ii. BOT - all the information is available on the BOT website
  1. Passed a supplemental budget
  2. Passed personnel actions discuss in exec
  3. Passed a consultant selection for a parking & transit study
  4. Passed paying Huron additional funds from contingency fund regarding WyoCloud
  5. Passed various contracts, agreements, etc.
  6. Discussed tuition recommendations, timeline for Legislative Annual Report, and Amendments to Trustee By-Laws
  7. Most of the information is available online in the handouts if there are further questions
  8. Discussed tuition recommendations. Possibly trying to standardize what is paid so that students/parents can know ahead of time what will be owed.
- iii. Mentors
  1. We would like to assign new Senator mentors. We have a couple of Senators who have volunteered to be mentors, but we could use a couple more. Contact Senator Blevins if you are interested in being a mentor to new Senators.
- iv. Great Colleges Survey Committee - update
  1. They will release the broad scores.
  2. Senator Maki & Senator Mehta will serve on the committee.
  3. They have zero intentions of releasing the comments from the survey.
  4. They want the release of information to go through the committee.
- v. Staff Recognition Day and Holiday Market
  1. President has agreed to a two hour leave for employees to participate
- vi. Raises – Discussion
  1. Used Economic Research Institute data for Wyoming where the information is available.
  2. Please remember that people who got a market adjustment were making less than an average of 86.6% of the market value.
  3. There are a number of moving parts to all of this and the Salary Policy Task Force did the best they could without having more concrete data and it was the first run at the problem. It's not the end. The task force is being reconvened to take what they learned from this round and try to improve the policy for going forward.
  4. Please send comments, questions, concerns to Senator Stevens and Senator Coleman. They will be working with the Salary Policy Task Force.
- vii. Goals
  1. Enhance Campus Communication
    - a. Tri Senate Social & Tri Senate Pres & VP monthly meeting
      - i. 1<sup>st</sup> meeting scheduled for September 20<sup>th</sup> at 8am
      - ii. Tri Senate Social scheduled for October 2<sup>nd</sup> at 3:30

- iii. President Ballard volunteered Staff Senate to cover cost and ASUW was quick to suggest that the cost could change from year to year, so each Senate takes a turn at covering the cost.
- iv. Ideas for what to do at the Social
  - 1. Ice Cream Social
  - 2. Costume social with prize for best costume
- v. A Any other better ideas?
- b. Inviting Faculty Senate and ASUW to participate with the Adopt a Highway Cleanup - September 21st.
- c. Communication Committee has been doing a really good job in sending out timely relevant information via the newsletters.
  - i. Good feedback has been received
- 2. Focus on Staff opportunities
  - a. Put out a professional development survey (Communications Committee)
  - b. Updated Staff classification system (Staff Relations)
  - c. Workload survey (Communications Committee)
  - d. Improved Employee Evaluations System
  - e. Consistent and thorough onboarding (Open forum for suggestions)
  - f. Community engagement and activities
- 3. Enhance the internal functioning of Staff Senate
  - a. Encourage more discussion in open forum to discuss business first
  - b. Ad hoc committees
  - c. Service on committees
- viii. Committees please submit your budgets to Jason Gonzales, Friday Sept. 21st by 5:00 p.m.
- b. Vice President, David Keto**
  - i. Adopt a Highway invites
    - 1. September 21st at 2:00 p.m.
    - 2. Meet at Water Treatment Plant on Hwy 230, 18 miles out.
    - 3. This is open to all staff.
    - 4. Question - Can we fill out a letter of community service for staff who participate?
      - a. We would be happy to do this
      - b. Have the person contact President Ballard
  - ii. Homecoming is Oct. 20th
  - iii. Tri Senate Social on Oct. 2nd at 3:30 p.m.

**XII. Old Business**

- a. No old business

**XIII. New Business**

- a. Bill #46 - Update Article 1 Meetings Section 1C in Rules and Procedures
- b. Bill #47 - Update Article VI Section 2B in Rules and Procedures

**XIV. Committee Reports**

- a. Communication Committee – Senator McKenna and Senator Stevens**
  - i. Meeting – Sept 6<sup>th</sup>, 9:00 a.m., Union 202
- b. Credentials and Elections Committee – Senator Blevins and Senator Galey**
  - i. Meeting – Sept 18<sup>th</sup>, 2:00 p.m., Wyo Hall 202
- c. Finance Committee – Senator Gonzales**

- i. Meeting – Sept 19<sup>th</sup>, 8:30 a.m., Merica 320
- d. Recognition Committee – Senator Hedrick**
  - i. Meeting – Sept 20<sup>th</sup>, 9:00 a.m., Union 202
  - ii. Staff Recognition Day, April 2<sup>nd</sup>, Gateway Center
    - 1. President’s Office is sponsoring
  - iii. Update of Staff Recognition Day Award descriptions/criteria
    - 1. Send Feedback to the Recognition Committee by Sept. 20<sup>th</sup>.
- e. Staff Relation Committee – Senator Heupel**
  - i. Meeting – Sept 17<sup>th</sup>, 10:30 a.m., Union 202
- f. Ad Hoc Holiday Market Committee – Senator Blevins**
  - i. Meeting – Sept. 19<sup>th</sup>, 11:00 a.m., COB 222
  - ii. Will be Nov. 30<sup>th</sup>, 9:00 a.m. to 4:00 p.m., Buchanan Center for Performing Arts

**XV. Open Forum**

Meeting adjourned at 3:57 p.m.

Respectfully submitted,



Kristen K. Smoot  
Staff Senate Secretary



STAFF SENATE  
UNIVERSITY OF WYOMING