



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

**1) Call to Order**

**2) Roll call**

**a) Present**

David Keto, Susan Schulz, Rachel Stevens, Katherine Kirkaldie, Cathy Moen, Angela Reddick, Mandy Gifford, Xavier Gonzales, Chris Maki, Barbara Hill, Christopher Stratton, Kevin Colman, Heather Earl, Kristen Smoot, Jason Gonzales, Eloy (Ace) Malsom, Meghan Kerley, Jennifer Heupel, Renee Ballard

**b) Excused**

Lindsay Galey, Jennifer McKenna, Jeannie Czech, Chad Bade, Carl Mehta, James Wheeler

**c) Absent**

Jennie Hedrick, Jason Anderson, Leland Schroyer, Jonathan Goldman

**d) Proxy**

Mindy Zwiig (Meghan Monahan), Aaron Sullivent (Kristin Blevins)

**3) Approve May minutes**

a) Minutes stand approved as circulated

**4) Approve June agenda**

a) Move Old Business in front of Special Business

b) Minutes stand approve as amended

**5) Old Business**

a) 2nd reading for Res #240 "Recognition of the Service of University of Wyoming President Laurie Nichols"

i) Motion to pass made

ii) Seconded

iii) Discussion

(1) Line 19, first "in" should be "it"

(2) Line 14, should be Associate Vice President not Assistant

(3) Line 7 should be led not lead

iv) Passed with friendly amendments

b) 2nd reading for Bill #49 "Staff Senate Finance Policy Revision"

i) Motion to pass made

ii) Seconded

- iii) Discussion
  - (1) No discussion
- iv) Passed
- c) 2nd reading for Res #237 “Resolution in Support of Longevity Pay for University of Wyoming Classified Staff Employees”
  - i) Motion to pass made
  - ii) Seconded
  - iii) Discussion
    - (1) Not opposed to longevity pay but we need to think about what might be lost in pursuit of this benefit. Winter break is the only benefit that has been mentioned in passing but Winter break benefits nearly everyone while longevity pay benefits a small subset.
    - (2) Trend is a workers’ market. Companies are looking for people who are team players versus being educated in a specific topic.
    - (3) This may be a way to encourage people to stay with the university versus moving away. The benefit of the extra money for some outweighs the benefit of three days off.
  - iv) Passed by voice count

## 6) Special Business

- a) Scholarships for Fall 2019
  - i) Last fall there were 5 \$100 scholarships were granted, in spring we had 8 only gave out 7 (one was declined). We will be offering 10 \$100 scholarships for the upcoming fall 2019.
  - ii) There are plenty of people who are applying for the scholarships
  - iii) Will look to see if we are financially able to increase the number of scholarships between fall and spring again. But for now, we are going to offer 10.
  - iv) Is there a link for people to contribute to the scholarship?
    - (1) Not yet but will ask Foundation to set something up.
- b) Amount to move to permanent funds
  - i) You can have 2x the annual interest in the account. Any higher and it risks getting swept.
  - ii) Finance committee recommends moving \$10,000 into permanent funds
    - (1) Can it be moved after all the bills have been paid in end of May.
      - (a) There is a question into Foundation about the \$5000 from TIAA that hasn’t shown up.
    - (2) More concerned that the money stays with staff senate, we have enough and will not run us into the red.

## 7) Administration reports

- a) Division of Administration – Associate Vice President for University Operations John Davis
  - i) Reassigning of Staff starting June 1<sup>st</sup>.
    - (1) Goal is to rebuild Planning and Construction department
      - (a) Hired a University Architect – Matt Newman
    - (2) Real Estate division has been working directly with John Davis
      - (a) Will start working under Planning and Construction department
      - (b) Chris Maki will start working for Matt Newman
    - (3) Zoe Curtright has agreed to move to UW Safety to help them out
    - (4) Julie Becker is going to work for Operations and work for Darcy in the Business Office
    - (5) Sally Quade accepted a promotion to IT, but Jesse Ballard has indicated that they will make Sally available to help with Central Scheduling when needed.
  - ii) Einstein Bagel
    - (1) Slated to be done end of summer
  - iii) Tobin House
    - (1) Must be done by end of summer
  - iv) King Street
    - (1) Take asphalt down and clean it up
  - v) Science Initiative
    - (1) Wish list has outgrown the budget
    - (2) Should see activity soon
  - vi) Addition to the Law School
    - (1) Being talked about
  - vii) Satellite Energy Plant – will make the hot water itself
    - (1) Construction will start within the next month
    - (2) More sustainability for campus
  - viii) New Engineering Building
    - (1) It is open it just doesn't look like it because of landscaping
    - (2) Landscaping going on right now
    - (3) Building is done
    - (4) Go have a look
  - ix) Housing Project
    - (1) Not driven by Operations but by the taskforce put together by governor
    - (2) If you have thoughts on it, contact your legislature.

- (3) John attended a taskforce meeting and thinks that the taskforce is very focused on doing what is best for the university.
- x) We shut down the steam every summer
- (1) July 19<sup>th</sup> – August 22<sup>nd</sup>.
  - (2) Not every building has a backup water heater, so steam shutoff is an inconvenience.
- xi) Mike Yake
- (1) Retiring from Custodial after 40 years.
- xii) Neil Dade
- (1) From RMC is retiring at the end of May.
- b) Human Resources – Associate Vice President Jeanne Durr
- i) Neil Theobald
    - (1) He is being extremely thoughtful about how he is handling the transition to Interim President
  - ii) Michelle Holmes has left HR
    - (1) Were able to shift around some responsibilities
    - (2) Kira will be taking on the FLMA, Worker’s Comp, Unemployment, etc.
    - (3) Have advertised Michelle’s position for Employee Relations with some benefits work.
  - iii) Able to hire a new employee in Payroll
    - (1) Kara Enyeart comes to HR from WIND
  - iv) Trying to roll out HCM Payroll for hourly and non-benefited employees
    - (1) Manually cleaning up about 5000 records
      - (a) These are records that did not transfer cleanly from other systems
  - v) Cindy St. Clair has moved to Recruiting from being back filled
  - vi) Faculty listserv blew up today over recruitment
    - (1) AVP Durr investigated the source of the blow up
      - (a) Found that the recruitment was stalled in the Dept/Unit
      - (b) The preponderance amount of notifications might have complicated the issue
        - (i) They are looking to see if the amount of notifications can be trimmed.
  - vii) Go/No Go will be determined by the executive committee by June 13<sup>th</sup>.
    - (1) Up until a few weeks ago, they were very nervous about the hourly non-benefited employees getting paid
    - (2) Recently found a white paper from Oracle with reports that they have started using that has made them feel better about the hourly non-benefited employees

- viii) June 16<sup>th</sup> HCM will be opened to data entry by employees
- ix) Deep Dive on Time and Labor
  - (1) Also unveiled Responsive User Interface
- x) Questions
  - (1) Is there a way for a user to customize the notifications?
    - (a) No
    - (b) Have worked on ways for people to find information without going into workflow
    - (c) Are any notifications going into Clutter or SPAM?
      - (i) Don't think so but not sure
- xi) Now have a contract with LinkedIn Learning and they have identified and linked in the core competencies.
- xii) Retirement contributions
  - (1) Will be sending out another clarification on the numbers
    - (a) Effective July 1<sup>st</sup>
- xiii) AVP Jeanne Durr will be retiring on July 30<sup>th</sup>.
- c) Division of Academic Affairs – no representative

#### **8) Liaison Reports**

- a) ASUW – no representative
- b) Faculty Senate – Professor Donal O'Toole
  - i) New chair – Ken Chestek
  - ii) Other members of Faculty Senate Executive Committee coming on are Renee Laegreid and Judy Pasek
  - iii) BOT
    - (1) Have become more transparent in decisions and have included faculty and staff more.
  - iv) SAPs and Regs
    - (1) Quite a number have come out from Legal and Faculty Senate has pushed this back to the Fall.
    - (2) Dismissal of Academic Personnel
      - (a) Had discussion with President Nichols, Tammi Benham-Deal, Provost Miller, and Tara Evans
      - (b) Don't want to approve a regulation without an underlying SAP
      - (3) The bulk of these regulations are coming from the Legal not the BOT
- c) Advisory Council on Diversity, Equity, and Inclusion (Kathy Kirkaldie)
- d) Athletics Planning Committee (Cathy Moen)
  - i) Full notes on SharePoint

- ii) Working on Media Rights contracts, i.e. ESPN
- iii) Qualifying rule change surrounding an athlete's preparedness and ability to enroll in school
- iv) Internet services to be improved in sports areas cost \$6.5 million, in place by this fall.
- v) No More Sexual Assault training is mandatory for all student athletes
- e) Campus Master Plan (Renee Ballard)
  - i) No new information
- f) Enterprise Risk Management Advisory Committee (Mandy Gifford)
  - i) Need a new liaison – Senator Maki will take over
- g) No More Committee (Renee Ballard)
  - i) Strategic Plan
    - (1) All but one position was funded
      - (a) Full-time Sexual Assault Education Facilitator was still needed
- h) Public Art Committee (Susan Schulz)
  - i) Will send out an update when she receives it.
- i) Strategic Improvement Working Group (Kristin Blevins)
  - i) Senator Blevins and Jesse Begin came to the Staff Relations committee
    - (1) Putting together a group to push professional development forward
    - (2) Working on getting 8 hours a month for employees to go to training. Maybe 300 hours a year to be used as needed, would allow travel to workshops, etc.
    - (3) The group wants to partner with Staff Senate to do the workload survey. Will be developing the survey through the Survey Center.
      - (a) Will take longer but should be a better survey with the help of different perspectives and experiences.
- j) Student Media Board (Emily Edgar)
- k) Union Visioning Master Plan (Kristin Blevins)
- l) UW Facilities Council (Jason Gonzales)
  - i) Please review Senator Gonzales email concerning space allocation in Geology
- m) UW International Advisory Council (Lindsay Galey)
- n) UW Travel Policy Committee (David Keto)

## 9) Officer Reports

- a) President, Renee Ballard
  - i) BOT
    - (1) Attended all the Budget Hearings
    - (2) Process seemed to go better this year
    - (3) Want more money for more people was the biggest issue

- (4) Acting President
  - (a) Was informed that she would be sitting on the committee as a non-voting member.
  - (b) All three senate representatives felt they were given plenty of time to review and discuss.
- ii) CET for Casper College is a bit of a controversy, let's build a good program not just throw something together.
- iii) CTE was the other hot topic.
- iv) Transitioning to President James Wheeler
- v) No July Full Senate Meeting
  - (1) Only two committees meeting are Communications & Staff Relations
- vi) Request for parking permit for senators who need to travel to campus to attend meetings or for guests coming to campus
  - (1) Request was denied
  - (2) We will have a handful of day permits with Lou Ann for those people who need it.
- vii) Office of the President responded to our resolution for Campus Sexual Assault
  - (1) ~\$278,000 spent
- viii) Suggested changes to the Salary Policy
  - (1) Was forwarded to the taskforce working on the Salary Policy
- ix) Data Governance
  - (1) Christy Oliver will be our Liaison to the Data Governance Committee development group.
- b) Vice President, David Keto
  - i) Retreat
    - (1) June 19<sup>th</sup>
    - (2) Signup sheet for breakfast items
    - (3) Committee chairs, watch for email next week
  - ii) Cornhole tournament on Prexy's Pasture, donating to Climb Wyoming
    - (1) Dining will have the barbeques out
    - (2) Please sign up to help
  - iii) Thank you to all our outgoing senators

## **10) New Business**

### **11) Committee Reports**

- a) Communications Committee – Senators McKenna & Stevens
  - i) Meeting – June 6, 9:00, Union, 315
  - ii) Newsletter

- iii) Tip of the Hat
- iv) Anyone that can do the newsletters, web work, graphics, etc. Please join the Communications Committee
- b) Credentials and Elections Committee – Senators Blevins & Galey
  - i) No Meeting in June
- c) Finance Committee – Senator Gonzales
  - i) No Meeting in June
- d) Recognition Committee – Senator Hedrick
  - i) No Meeting in June
- e) Staff Relations – Senator Heupel
  - i) Meeting – June 17, 10:30, Union, 315

**12) Open forum**

Meeting adjourned at 4:11 p.m.

Respectfully submitted,



Kristen K. Smoot  
Staff Senate Secretary



**STAFF SENATE**  
UNIVERSITY OF WYOMING