

UW Staff Senate Full Meeting

Agenda

March 2, 2022 1:15 p.m.

Zoom



- I) Roll Call
- II) Approve February minutes
 - A) Minutes approved as circulated.
- III) Approve March agenda
 - A) Agenda approved as amended by Senator Kennedy.
- IV) Special Business
 - A) Danika Salmans - Risk Management Annual Assessment
 - i) Necessary to plan goals and get information from all of campus
 - ii) Risk Assessment link will be sent out after the meeting – answers are confidential
 - (1) Choose the top four that are more important or biggest hurdles
 - (2) Three objectives
 - (3) Evaluate the nine items that Enterprise Risk Management committee took action on from last year's assessment
 - (4) Safety and conduct
 - (5) Anything they should look into next year with internal audits
 - iii) Help with Strategic Planning process
 - iv) Report will be public
 - v) Questions
 - (1) President Maki – How in depth do you go in these internal audits? What does an internal audit look like?
 - (a) Each is different, but we look at processes and procedures, along with compliance and efficiencies.
 - (2) President Maki – When is feedback due?
 - (a) March 27th, and please send to all staff members!
 - B) Confirm Mary Harris, seat #22, Administration
 - i) Move to approve by Senator Kennedy.
 - ii) Seconded by Senator Thrailkill.
- V) Administration reports
 - A) Academic Affairs – Provost Kevin Carman
 - i) Reorganization
 - (1) Areas in process
 - (a) Electrical Engineering and Computer Science working on merging their departments by July 1.
 - (b) Mathematics and Statistics is on track to move to College of Engineering by July 1.
 - (c) Geology and Geophysics are interested in moving sooner
 - (d) Life Sciences departments are excited about moving forward
 - (2) Staffing issues – recommended to bring in external consultant to look at best changes and processes
 - (3) May take until July 2024 to get everything completed
 - (4) Likely will end up with different staffing structure; understands we are short staffed and need to expand staff support

ii) Searches

- (1) Vice President for Research and Economic Development
 - (a) President Seidel will make decision in the next few days
- (2) Hired Dr. Allen as Director of School of Computing
 - (a) Transitional position, will launch search for dean position in 4-5 years
 - (b) School being “incubated” in College of Engineering
 - (c) Did receive seven applicants; Dr. Allen was most qualified
- (3) Dean of College of Health Sciences
 - (a) Interviewed 9 semifinalists last week, asking four to do a second round
- (4) Dean of College of Business – interviewing semifinalists week of March 21

iii) Questions

- (1) President Maki – There are concerns surrounding having to reapply for your current position in some areas.
 - (a) He hasn’t heard of anyone having to reapply for positions. Some positions may be redefined.
- (2) Senator Casey - For departments merging with others, is it up to the merged department what staff positions they keep? Or does that fall under your purview?
 - (a) It doesn’t make sense to start moving things around without further planning. There may be a few cases where there may be temporary adjustments during the reorganization.
- (3) Senator Casey – Is there any progress on redistributing advisors and how they will be impacted?
 - (a) It’s on his radar, since they don’t want students to be impacted.
- (4) President Maki – Has there been any progress in Academic Affairs staff being able to change to a different division or shifting departments or having pools?
 - (a) He’s not aware of any discussions. The compensation and classification committee that was established last year is being restarted. They will be looking at career ladders.
- (5) President Maki – In areas being reorganized with vacant positions, are they being filled?
 - (a) He isn’t aware of them being involved with those decisions.
- (6) President Maki – In the College of Arts and Sciences Dean’s Office, is there any process with filling their vacancies?
 - (a) They’re in a tough position, but they have not been told they cannot fill open positions.
- (7) President Maki – How are Deans and Vice Presidents and similar level positions selected? Are they chosen by the President or a committee?
 - (a) For the School of Computing, the Provost or Dean can appoint a transitional position, but for most positions, there is a formal committee established made up of the administration above them that gets input from hiring comms. The President and Board approve any hires at dean level or above.
- (8) Senator Nelson – Regarding the search process for Vice President of Research and Economic Development, it seems like the process wasn’t completely transparent for everyone. How were the candidates narrowed down? Were there other candidates we didn’t hear about?
 - (a) The process is very similar to senior level positions. It is necessary and a common practice to assure candidates some level of confidentiality until the final interview group is decided upon. The search firm sends the list of applicants to the search committee with recommendations on their top choices. The committee agrees on a list of 8-10 semifinalists, who are interviewed by the committee. The Provost or President gets involved at this point. The committee recommends roughly four finalists, whose names are then publicized.
- (9) President Maki – Any other new or upcoming things in Academic Affairs?

- (a) There is a proposal for a new 4 + 1 master's degree in Nutrition and Dietetics from Family and Consumer Sciences. A committee (not 2-13) has been formed with representatives from the College of Education and the FCS department to decide where the program should reside. It has been decided to break out individual degree programs to be more visible.

B) Division of Administration – Interim Associate Vice President Forrest Selmer

- i) Asking legislature for raises
- ii) Steam tunnel walk through to prepare for summer steam shut down in July
- iii) Budget preparations
 - (1) Price of utilities are a concern
- iv) Gas supplier negotiations in process – will send an email when completed
- v) Looking to fill some long-time vacant positions
- vi) West Campus power plant test looked promising
 - (1) Chilled water storage tank can supply campus for 2.5 days
- vii) Capital construction
 - (1) Two residence halls and dining facilities will start construction
 - (a) Will maintain good traffic flow and lab school access
 - (2) Iverson parking garage in process; should be done by January 2022
 - (3) Fleet services site on south 15th fully operational
- viii) Asked legislature for funds to reconstruct part of stadium
- ix) Hoping to expand hot water system to buildings on west campus
- x) Questions
 - (1) President Maki – There's a lot of digging near 15th – what is that for?
 - (a) That water line is being expanded and will go from 15th to Physical Sciences; it should be done soon. They will be running a line on the south side of Prexy's.
 - (2) Senator Nelson - Can you repeat the dates system maintenance will be taking place? It seems like a lot of people have concerns around pay and salary. When will we hear from the legislature?
 - (a) They turn it off just before July 4, then the shut down will run through most of July. Hot water shouldn't be interrupted for long. The legislative session runs until March 15th, so sometime after that. They may add conditions on how we can use the money, such as everyone getting the same percent raise.
 - (b) President Maki – She just received the charge letter for the Classification and Compensation Committee, and we will have Senate representation on that.
 - (3) President Maki – When will the Union parking lot close?
 - (a) He's not sure right now.

C) Human Resources – Interim Vice President Deb Marutzky

- i) Performance evaluations due March 31
 - (1) Only 4% are completed right now
- ii) Flexible spending account reimbursements for 2021 due by March 31
- iii) Deer Oaks has monthly webinars all year
- iv) Questions
 - (1) Senator Gomez – The link to the professional development podcast about professional feedback is broken.
 - (a) She will get that fixed and resend the announcement.

D) Student Affairs

VI) Liaison Reports

A) ASUW

- i) No representative present

B) Faculty Senate – Chair Adrienne Freng

- i) Reorganizations starting to take shape

- ii) Vice President for Research and Economic Development search
- iii) Strategic Planning
- iv) Reexamining 2-13 issues, setting up a committee to dig into details and processes further
- v) Working on sunsetted by laws
- vi) Looking forward to proposal for the new Graduate School
- C) Academic Calendar Committee (Senator Thrailkill)
 - i) Comments from all stakeholders were consolidated
 - (1) Most centered on following Albany County School District calendar
 - ii) Senator Gomez – Mock calendar presented to committee; working to get Spring Break in line with ACSD1; concern about lack of breaks during Spring semester
- D) Advisory Council on Diversity, Equity, and Inclusion (Senator Biertzer)
 - i) Met with Parker Executive search firm to prepare for the VP search process
- E) Athletics Planning Committee (Senator Teng)
 - i) She has not received any meeting information from the committee
- F) Classification/Compensation (Senator Nichols)
 - i) Has not met yet.
- G) Economic Development Committee (Senator Gomez)
 - i) The charge is to build a 1-5 year strategic plan for economic development and how UW will contribute to the Wyoming Business Council while maintaining our autonomy.
- H) Enterprise Risk Management Advisory Committee (President Maki/Senator Thrailkill)
 - i) Annual risk assessment in process
 - ii) How ready are we to handle various crises
 - iii) Please take survey when it's released
 - iv) Questions
 - (1) Senator Gomez – Do you address how to handle a drop in budget?
 - (a) Yes, it's on their radar. They look at several potential risk areas, including who else would need to be involved.
- I) Food Security Taskforce (Meghan Monahan)
 - i) Campus sustainability
 - ii) Campus grocery store
 - iii) Reaching out to various potential campus partners
 - iv) Standardized outreach
 - v) Food for Fines went very well
 - vi) Several food cabinets getting up and running again or for the first time
 - vii) Searching for a permanent food security coordinator
- J) Laramigo Award (Senators Goyn and Raridon)
 - i) Has not met yet.
- K) No More Committee (Senator Biertzer)
 - i) Violence prevention position and programming will be expanded through increased student fees and contributions from a campus fraternity
- L) Public Art Committee (Senator Goyn)
 - i) Representative not present.
- M) Strategic Plan Working Group (Senator Casey/Senator Gomez)
 - i) Facilitation training held for those that will work with individual units
 - (1) Not everyone has the same tools or vocabulary
 - ii) Invitations will be going out about attending unit meetings – attend it if you can!
 - iii) Idea Lab meetings in March and April
 - (1) Workshops on various topics (future of online learning, becoming a Carnegie research university, resilience and well-being, making UW a great place to learn and work, etc.)

(2) Strategic Planning Idea Labs:

Resilience and well-being for Faculty, Staff, Students: March 23rd, 2-4pm, Union Family Room

Make UW a great place to lean: April 6th, 2-4pm, Union Ballroom

Make UW a great place to work: April 13th, 2-4pm, Union Family Room.

All sessions should be available via Zoom as well.

- iv) This is the platform for us to participate in dialogues about staff issues. There will be a link for anonymous feedback.
 - v) They're looking for actual viable solutions, not just complaints or very unlikely ideas (give everyone 10% raises, etc.)
- N) Student Media Board (Emily Edgar)
- i) No report.
- O) USP Update Working Group (Senator Raridon)
- i) No representative present.

VII) Officer Updates

A) President, Chris Maki

- i) Met with President Seidel
 - (1) Would like to meet with Staff Senate again
 - (2) Importance of shared governance
 - (3) Importance of Staff Senators being allowed to participate in Senate and other committees
 - (4) Classification and compensation
 - (5) Reorganization and potential staff cuts
 - (6) New programs, revenue generating resources
- ii) Met with Alex Kean
 - (1) Raises and how any funds would be dispersed
 - (2) Process Team
- iii) Three UniReg or SAP changes – Central Scheduling (feedback due March 10), Signature Authority (feedback due March 15), Public Events and Programs Accommodations (feedback due March 11)
 - (1) Share with constituents
- iv) Board of Trustees
 - (1) Removal of mask mandate

B) Vice President, Brianna Casey

- i) Food drive
 - (1) Maybe for Easter; working on logistics now

VIII) New Business

A) Constituent List - Senator Kennedy

- i) Lots of turnover with Senators and changing in staffing makes maintaining the list tough
- ii) Please join Credentials and Elections in their next meeting if you have ideas
 - (1) Creating districts within divisions, for example

B) Seat Allocation

- i) Senator Nichols – We would need a motion to discuss seat allocation or temporary postponement of the effects of our Rules and Procedures until we can create legislation.
- ii) Senator Kennedy – As reorganization proceeds, and departments are moved to different divisions, it creates issues with keeping our representation allocation equitable.
- iii) Senator Nelson – Are we trying to ensure adequate representation across departments and units?
 - (1) Yes. The problem arises that if a Senator is elected to a seat and then they are moved to another division, they cannot represent their current division in their old seat.

- (2) Senator Nichols – We need to have a motion to suspend our rules and procedures until a certain date.
- (3) President Maki – Can we send it to committee and move it to next month?
 - (a) Senator Kennedy – Yes.
- iv) President Maki moves to move to committee for discussion.
 - (1) Seconded by Senator Nichols.
- C) Process Team
 - i) Came up in last meeting with President Seidel
 - ii) To identify campus processes with problems and discuss potential solutions
 - iii) Looking to create a new standing committee in Staff Senate that would work with the appropriate UW departments or sections
 - iv) President Maki would like a Senator to create a Bill to add this standing committee outlining the
 - (1) Senators Gomez and Nelson will work on this
- IX) Old Business
 - A) Senator Biertzer – Is there any updates to plans for parking near Knight Hall and Student Health?
 - i) President Maki – She has not heard back from the relevant department heads.
- X) Committee Reports
 - A) Communications Committee – Senators Casey and Wolfinbarger
 - i) Meeting – March 3, 10:00am, Zoom (meeting ID 5373940029)
 - B) Credentials and Elections Committee – Senator Kennedy
 - i) Meeting – March 22, 2:00pm, Zoom (meeting ID [94995620419](#))
 - ii) Senator elections
 - (1) Nominations March 11 – April 15
 - iii) Officer nominations open March 2
 - C) Finance Committee – Senator Gonzales
 - i) Meeting – March 16, 8:30am, Zoom
 - D) Holiday Market – Senator Heupel
 - i) TBD
 - E) Recognition Committee – Senator Sala-Boggs & Senator Schneider
 - i) Every Monday, 10am, Zoom (meeting ID 914 0967 2905)
 - ii) Recognition Day
 - (1) Business donation follow up calls – sign up for at least 5 businesses/departments on SP and update the list as needed
 - (2) Bus transportation arranged
 - (3) 2 ½ hours of release time
 - F) Staff Relations Committee – Senator Czech & Senator Heupel
 - i) Meeting – March 15, 1:00pm, Zoom (meeting ID 99267245803)
 - ii) Minutes emailed to Senate
- XI) Open forum

Meeting concluded at 3:49PM.

Respectfully submitted,



Jennifer McKenna
Staff Senate Secretary