

## UW Staff Senate Full Meeting

### Agenda

April 7, 2021 1:15 p.m.

Zoom

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- I) Roll Call
- II) Approve March minutes
  - A) March minutes stand approved as circulated.
- III) Approve April agenda
  - A) April agenda stands approved as circulated.
- IV) Special Business
  - A) Dr. Emily Monago, Chief Diversity Officer
    - i) COVID19 challenges for vulnerable populations
      - (1) Anti-Asian American hate issues
    - ii) Have held several Campus Community Check-ins/Conversations for employees and students
      - (1) Great support from across campus for these and other community-building activities and support for our community
    - iii) Goal is to align her office with the Council on Diversity, Equity, and Inclusion – thanks to all representatives
      - (1) Six subcommittees
        - (a) Recruitment/retention of students and employees
          - (i) With Institutional Marketing - trying to consolidate information from areas around campus to make it easier to find and use
          - (ii) With Human Resources launching a pilot program encouraging employees to set goals around supporting the community and growing inclusiveness
        - (b) Community Engagement
        - (c) Inclusive Physical Spaces
        - (d) Black Lives Matter and Systemic Racism
        - (e) Pay Equity
    - iv) Search equity advisors program
      - (1) Partnering with Academic Affairs
      - (2) 16 hour training workshop at Oregon State University for equity advisors
        - (a) Curriculum will inform how we conduct searches at UW
        - (b) Have advisors to help from the very beginning of search process
        - (c) Will be external to the search and help reduce bias and increase open language and inclusivity
      - (3) Recruit professors and associate professors to be in these roles
      - (4) Will pilot this fall, staff position searches and advisors will come next
        - (a) May reach out to Staff Senate to be part of the pilot program
    - v) Restorative Justices and Practices – Connor Novotney
      - (1) Bring communities together and find ways to heal harm in our communities
      - (2) Grew from feedback from campus check-ins
      - (3) Support students and employees, how to move forward after problems
      - (4) Would like Staff Senate to let Connor know any feedback or ideas for this program
    - vi) Launched Employee Networks (E-nets) in fall 2019
      - (1) Focus on different demographic groups

- (2) Let Christi Carter know if you have ideas for other groups to help recruit and retain great employees
- (3) Instrumental in Campus Community Check-ins
- (4) Would love more staff involvement
- vii) Inclusionary and Global Leadership Program
  - (1) 6-week program to train people to be inclusive leaders and identify micro-aggressions
  - (2) Piloted this program with graduate students last year, and adding staff this year
  - (3) Looking at other ways to distribute this program to accommodate everyone's availability
- viii) Working with Inclusivity Pillar team
  - (1) Institutional climate/inclusion of all
  - (2) Excellence in scholarship
  - (3) Recruitment and retention
  - (4) Infrastructure and design for access and success of students and employees
  - (5) Incentivize and reward accomplishments
  - (6) Community engagement and partnerships
- ix) Questions
  - (1) Senator Moen – Is there somewhere on the website we can see all the committee members and chairs?
    - (a) Yes, we have all this information on our website (<http://www.uwyo.edu/diversity>) and are working to get the information out to campus. You can email [diversity@uwyo.edu](mailto:diversity@uwyo.edu) with questions and they will be routed to the appropriate person.
  - (2) Senator Edgar – We'd love to include this in our newsletter and will reach out to make sure the details are correct. What is the program Connor Novotny is running?
    - (a) He's leading up the Restorative Justice and Practices team.
  - (3) Senator Traver – She just completed the Inclusionary and Global Leadership program and highly recommends it. It was a great experience.

#### V) Administration reports

- A) Division of Administration – Senior Vice President Neil Theobald
  - i) The 2021 legislative session ends today and will reset in three months, returning in mid-July for a one week session to discuss federal program distributing \$1.9 trillion to states
    - (1) Unsure about how those funds can or will be used
  - ii) Last year, we received \$30M in additional funding, bringing UW's budget to almost \$500M.
    - (1) Last fall, the governor announced first round of cuts - \$42M cut to UW
      - (a) The budget is balanced from those cuts, mostly through vacant positions being eliminated
    - (2) Second cut to block grant is \$1.1M
      - (a) Having budget hearings all day Saturday and Monday
      - (b) Have discussed share of cuts with all division/departments heads
      - (c) Specific line items funded by the state that were also cut
        - (i) Family Medical Residency program in Cheyenne - \$450,000 cut
        - (ii) Medical instruction – \$360,000 cut
        - (iii) Dental instruction- \$340,000 cut
    - (3) Maintenance funding – separate budget, cut was \$11.9M (~25%)
      - (a) Hiring fewer contractors
    - (4) Total budget cut was \$56.3M this biennium (~11.5%)
      - (a) 90% of cuts already in place
    - (5) We may have further cuts next year, and won't get an estimate of that until January 2022

iii) Questions

- (1) Senator Keto – Regarding the budget comments, how will the outcomes from the strategic planning and academic program review groups be included? Or are they separate?
  - (a) It's pretty certain we will have more budget cuts. We started those groups early in case we had larger budget cuts this fiscal year. That work will have impact, but further out (12-15 months). Enrollment is a very big part of things – we are down 800 students from fall.
- (2) Senator McKenna – Department supervisors are starting to request that their employees return to work on site full time, with very little information on vaccination status, plans for distancing, etc. Is this something that is okay for that level to decide, or is that a decision that needs to come from upper Administration? Are there certain metrics that departments or sections need to hit?
  - (a) He will send out a letter Friday on this topic. It's time to get serious about what we're going to do about remote work – it offers great opportunities to the university but we haven't had great guidance. There will be information about how to have people work remotely efficiently in different departments/areas, and we need to let people know what's going on, starting with supervisors.
- (3) Senator Keto – There was a press release about consolidating sections from Residence Life and Dining into Academic Affairs – will there be more of this between now and July? He's curious about the residence life side of that group, as they seem like a better fit for Student Affairs.
  - (a) There are 15 separate “businesses” operated at the University, and this consolidation should help those businesses work together. Residence Coordinators will stay in Student Affairs. We probably won't see more in the near term.
- (4) Senator Stratton – Can you give us an update since last meeting with Board of Trustees and opening up of campus and ramping down testing in July?
  - (a) Academic Affairs will have more information about that.

B) Human Resources - Associate Vice President Tom Koczara

- i) Recently launched self-reporting tool in HCM for vaccine administration
  - (1) Needed an area that allows multiple reporting occasions (since most vaccines require two doses), and Skills and Experiences is one of the few that lets employees do so
    - (a) They control security to information entered in HCM; only he and the report writer can access that information; he does the updates on vaccine administration
      - (i) 35% of total employee population has received at least one dose of vaccine
        1. 22% have received both doses
- ii) Working on revising telework policy
  - (1) Early policy was only for a specific and formal set of circumstances instead of irregular or sporadic work from home schedules
    - (a) General Counsel and HR are working on making a more flexible policy
- iii) If units are mandating that employees return, they have jumped the gun. EEPG and the Vaccine Administration Group have started discussions about returning to “normal” as we enter summer and next fall. They will share guidance with campus as they determine policies. Please let HR know about any departments that are requesting employees to return early.
- iv) Working to ensure smooth communications between Staff Senate and their constituents and Human Resources.
  - (1) They assume employees read emails and respond as appropriate, but that doesn't allow for new employees coming in after those emails go out.
  - (2) They've added a checklist task to HCM that covers all of UW's policies about the pandemic to ensure all new employees go through all the right trainings and have access to all the necessary information. They are also given a short hard copy version for future reference.
  - (3) They'll use this checklist feature more in the future

- v) Performance evaluations – remind constituents to complete their parts
- vi) Launching manager training regarding remote work on Friday to better educate supervisors; hoping UW can be more flexible in the future.
- vii) Questions
  - (1) Senator Norris – If you’re fully vaccinated, is that automatically recorded or do you need to report it? She would like a hard copy of the process for self-reporting. Some people are upset that they have to report it, or just don’t know how to report it. Is it required to report? If you’re vaccinated, why are you still getting tested? Is testing going to slow down in July?
    - (a) You need to go into HCM and self-report your vaccine administration. He can resend the Quick Reference Guide or send it as a hard copy. It’s pretty easy, but please let him know if folks need some training or further education. It is optional to self-report. Regarding testing, there is inconclusive data about whether you can still be infected and pass the virus to others. He’s seen reports of fully vaccinated people being infected with COVID. Surveillance testing will end on June 30<sup>th</sup>.
  - (2) Senator Stratton – please request to speak before taking the floor.
  - (3) Jennifer Heupel - If it is a decentralized decision, what if you have a supervisor that does not support remote work? Will instructions be included on that?
    - (a) Yes, that is one of the important issues related to our return plan. There may be disagreements between employees and supervisors, so they will include a process to report and work through those situations.
  - (4) Senator Sullivan – On the Skills and Qualifications section, it has an option to opt in to on-campus testing. If you’re already in the pool, what should you put?
    - (a) The same section of HCM is used for both vaccine administration and testing. The default for testing is that you’re in the pool unless you tell us you’re out.
  - (5) Senator McKenna – Will that manager training just for staff, or for faculty supervisors as well?
    - (a) It will be for anyone who supervises others and will appear in their Learning Plan as an optional training.
  - (6) Senator Keto – He appreciates that HR and Legal are updating the remote work policy and that training is very important. We consistently hear from constituents about problems with their supervisors, and they worry about retaliation if they report it to HR. Whenever we put the onus on the employee to report behavior, the responsibility is being put in the wrong place. He would like to see some engagement and check of supervisors (or *their* supervisors) for when they do not engage in the conversation. Can Staff Senate see the policy before it goes live? There is no perfect way to communicate with 100% of people, and it’s telling that after a lot of emails, we still get a significant amount of people that don’t see them. We need to figure out more ways to communicate with everyone.
  - (7) Senator Burroughs - Will employees be included in the decisions regarding remote work? Or is it solely the responsibility of supervisors?
    - (a) He assumes that there will be a conversation, but he’s got a lot to think about. Key is the openness of the manager to understand how successful we’ve been with remote work and take that into account.
  - (8) Senator Czech – Will there be something in writing to put more onus on the supervisors? If your supervisor is not supportive, you are told to go through HR. Her HR liaison was much more supportive than her supervisor, so we need more specific guidance on when supervisors can and cannot approve remote work requests.
  - (9) Senator Traver – The default for most jobs is “be on campus.” If we want things to change, we need specific wording and guidance on what it means to do a certain job.

(10) Senator Stratton – Custodial staff that are on call have an issue with entering leave time. It doubles their hours, so they must enter it into their time card manually. The system they use for time clocks do not allow for user/name changes.

(a) He'd like to discuss that in more detail off line so he can pull in IT and his tech team.

C) Academic Affairs - Associate Vice Provost of Graduate Education Jim Ahern

i) Fall semester

(1) The Board of Trustees recommended that we make fall as normal as possible.

(2) In-person classes will (right now) make up ~80% of classes in fall

(3) Vaccinations are rolling out

(4) Testing program has been successful

(a) Testing questions should be addressed to those on EEPG.

ii) New provost – Dr. Kevin Carmen will begin in May and be here 100% of the time by June 7<sup>th</sup>

(1) Anne Alexander will be continuing in Academic Affairs for the near term

iii) Global engagement is seeing an increase in interest of study abroad, including this summer (20 students this summer)

(1) Planning to increase that next year

iv) Provost's Office is hiring to fill the assistant to Provost position

(1) Closes May 2nd

v) Questions

(1) Senator McKenna – Will student vaccination rates be considered in reopening departments?

(a) He doesn't know but will take that back to the appropriate groups.

(2) Senator Keto – Is there an update to timelines for academic program review process? Please communicate the changes when they are available.

(a) He believes some aspects have changed, but isn't sure if they are public yet. Originally, the committee's plan was due at the end of March, but it's been pushed to mid-April.

VI) Old Business

VII) Liaison Reports

A) ASUW - Chair of Legislative Affairs Hunter Swilling

i) Elections start next week

ii) Special Projects

(1) New bike rack at Honors House

(2) Meal-swipe sharing program started

iii) ASUW involved with Pillar groups

iv) Released statement in response to acts of violence against Asian businesses

v) Endowing scholarships

vi) President Seidel attended meeting to get feedback on program reviews

B) Faculty Senate

i) No representative present

C) Advisory Council on Diversity, Equity, and Inclusion (Senator needed)

D) Athletics Planning Committee (Cathy Moen)

i) Meeting on March 10<sup>th</sup> of full committee

(1) Notes are in SharePoint

(2) None of cancelled meets or games this year were due to COVID cases on UW teams

(a) Mountain West Conference COVID19 policy is stricter than NCAA's

(3) Athletics involved in Recruitment and Retention subcommittee for the Advisory Council on Diversity, Equity, and Inclusion

- (4) Academic Integrity subcommittee – academic probations last fall were higher than usual, maybe due to lack of summer classes
- (5) Rolling out eating disorders program this fall
- (6) Offering mental health first aid certification program this fall
  - (a) Only for athletics now, but will open wider later
- (7) UW needs to work harder on supporting minorities on campus, so more diversity courses will be launched soon
- (8) Athletics is the only department taking pay cuts due to budget cuts
  - (a) Employees over \$35,000 will take a 2% cut, those over \$100,000 will take 5%
- (9) New pool funding unlikely to be approved
  - (a) \$1M donation will be used for maintenance
- E) Enterprise Risk Management Advisory Committee (Chris Maki)
  - i) Will meet in June
- F) Food Security Taskforce (Chris Stratton)
  - i) Did not meet this month due to conference
- G) No More Committee (Shelby Kennedy)
- H) Public Art Committee (Senator needed)
- I) Student Media Board (Emily Edgar)
  - i) Moving forward with renovation plan
  - ii) New broadcasting program
- J) USP Update Working Group (Richard Raridon)
  - i) No representative present

#### VIII) Officer Updates

- A) President, Chris Stratton
  - i) Please let him know if you are interested in serving on any committees needing Senate representation
  - ii) Several meetings with Strategic Planning committee
    - (1) Had several Town Halls
    - (2) Gathering data to offer a recommendation to the President soon
  - iii) Vaccine Task Force is advertising for vaccines on campus and encouraging people to get vaccinated through various channels
    - (1) Anyone who wants a vaccine can get one
- B) Vice President, Elizabeth Traver
  - i) Food Drive – delivered at least one box to each of 14 employees and their families
  - ii) Blue Sky group – participating with Senator Keto
  - iii) Questions -
    - (1) Senator McKenna – Should we add these groups to our Liaison Reports?
      - (a) Senator Keto – Most groups are close to final reports, so it's probably not necessary as long as President Stratton updates us on the main group.
      - (b) Senator Stratton – Most groups are submitting their reports to the main group now. Blue Sky will continue for now.
    - (2) Senator Czech – The Interdisciplinary Team is pretty much done, and there isn't much space for us to provide input right now.
      - (a) Senator McKenna – Yes, they're about done, and not terribly focused on staff.

#### IX) New Business

#### X) Committee Reports

- A) Communications Committee – Senator Moen

- i) Meeting – April 8, 9:00am, Zoom
  - ii) Senator Keto – Emily Edgar is resigning from Staff Senate due to promotion to an at-will position as of the end of this meeting. She will stay on as liaison for the Student Media Board.
    - (1) THANK YOU for your service to Communications (and Senate)!
- B) Credentials and Elections Committee – Senator Keto
- i) Meeting – TBA
  - ii) All officer positions have accepted nominations
    - (1) Ballot will go out today or tomorrow
    - (2) New terms start with the July meeting
  - iii) Seeking nominees for Staff Senate seats
    - (1) Send him any ideas to Senator Keto
    - (2) Three year terms are staggered so 10-13 are elected each year, but currently only 7 seats open this year
      - (a) He will rebalance the seats and opening
    - (3) Elections will be open the week of April 26<sup>th</sup>
  - iv) Updated constituent list is almost ready
    - (1) There is conflicting language in our regulations about when seats are reallocated/realigned and it hasn't been updated in quite a while
      - (a) There are a lot of staff moving from Student Affairs into Administration, so that could impact seat assignments
  - v) Regarding the subject of who is qualified to be on Senate – we can change our operating procedures on that (we need Presidential approval). There is room to expand into representing Administrative Professional Staff (at-will staff) as well as part time staff. Defining at-will employees should be pretty easy, according to HR, but part-time employees might be tougher (part time list from HR, student list from Registrar, and set limits based on separating employees from student employees).
- C) Finance Committee – Senator Gonzales
- i) Meeting – April 21, 8:30am, Zoom
- D) Recognition Committee – Senator Vick
- i) Meeting – TBA
  - ii) Still waiting on approval for release time for Staff Recognition Day
  - iii) SRD video is almost done
  - iv) Employees of the Quarter and Employee of the Year all got their awards and have been recorded
  - v) Please let Senator Vick know if you'd like to join the committee
- E) Staff Relations Committee – Senator Czech
- i) Meeting – TBA
  - ii) Minutes are filed in SharePoint and were emailed to Staff Senate
  - iii) Senator Czech is inviting Tom Koczara to meet with Executive Committee to discuss issues around remote work and other concerns.

XI) Open forum

Meeting concluded at 3:40PM.

Respectfully submitted,



Jennifer McKenna  
Staff Senate Secretary