



Full Senate Meeting Minutes  
August 1<sup>st</sup>, 1:15 p.m.  
**Wyoming Union Senate Chambers**

**I. Call to Order**

- a. Call to Order at 1:15 p.m. on August 1<sup>st</sup>, 2018

**II. Roll Call**

**a. Present**

Minette Zwieg, David Keto, Jennifer McKenna, Susan Schulz, Meghan Monahan, Rachel Stevens, Katherine Kirkaldie, Cathy Moen, Jeannie Czech, Jennie Hedrick, Teresa Hansen, Kristin Blevins, Xavier Gonzales, Chad Bade, Kevin Coleman, Heather Earl, Kristen Smoot, Jason Gonzales, Brandon Helvie, Meghan Kerley, Jennifer Heupel, Jason Anderson, Lindsay Galey, and Renee Ballard

**b. Excused**

Angela Reddick, Victoria Olson, and Carl Mehta

**c. Absent**

Leland Schroyer, and James Wheeler

**d. Proxy**

Denise Gable for Carl Mehta

**III. Approve June Minutes**

- a. Approved as circulated

**IV. Approve August Agenda**

- a. Approved as circulated

**V. Special Business**

- a. Confirm – Minette Zwieg, Civil/Arch Engineering, Seat #1, Academic Affairs

- i. Senator Earl seconded  
ii. Senator Confirmed

- b. Confirm – Brandon Helvie, Academic Support Unit, Seat #29, Information Technology

- i. Senator McKenna seconded  
ii. Senator Confirmed

**VI. Administration Reports**

**a. Division of Administration**

**i. Ronald Ravel, Senior Director of Financial Administration & Compliance**

**1. Fiscal Year End**

- a. Fiscal year ended on June 30<sup>th</sup>  
b. Process of closing the fiscal year spans a couple of months.  
c. The closing of June was delayed, and they are now playing catch up.  
d. Can not process current transactions until the prior month is closed.  
e. They will be working on completing audits and preparing financial statements for the next couple of months. Plan to present the results at the November BOT meeting.

**b. Human Resources**

**i. Jeanne Durr, Associate Vice President of Human Resources**

**1. Salary Increases**

- a. Announcement sent out yesterday, July 31<sup>st</sup>, explaining the delay that is being experienced.
- b. Market piece will be somewhere between 81 – 86% market average once the increases are into effect.
- c. The merit piece is around 1.25%, merit was a smaller amount because the priority is to get as many people as close to market as possible.
- d. Salary policy task force will be in place again this year to advise the president.
- e. The increases will be posted with the August payroll at the end of the month.
- f. Employees that have changed to a new position will not see a merit increase due to the change in job code. I.e. office associates that are becoming academic advisors. An employee that keeps the same position but is moving to a different department will see any merit increase they qualify for.

## 2. HCM

- a. Finalizing the pass off from Huron to the HR team on some modules
  - i. Passed off the employee learn module
  - ii. Passed off the performance module
  - iii. Any module that has to do with pips or corrective action
  - iv. Passing off the recruitment module within the next week.
- b. Getting into system integration testing
  - i. They will be contacting the decentralized HR folks to ask for help with testing and setting up test scripts for user acceptance
- c. Questions
  - i. Question about testers
    - 1. Issues with HCM that need testing.
      - a. In HCM job data changes will now be initiated within HCM and you must have certain security permissions to do the initiation. The number of people who will have these permissions will be kept to a minimum. The decentralized HR people will have these permissions.
      - b. WyoLearn access is different from the job data change access.
        - i. Determining appropriate access to dashboards and functions.
        - ii. Everyone will have access to their own records and have a dashboard.
        - iii. Supervisors, etc. will have expanded access to the staff they are responsible for.
  - ii. Raises
    - 1. When the proposed raises go to Deans to Directors, will they have the opportunity to revise who gets the increases or are we following the salary policy?

- a. We are following the salary policy. Deans & Directors have reviewed the spreadsheets for their areas and have brought up any questions they have about market data. Market data is being revisited for some faculty. Staff market data is solid.
- b. “The merit is what the merit is and the market is what the market is.”

iii. WyoLearn

- 1. Is there a way for a Training Supervisor to get access to see the staff that he is responsible for training (he currently doesn't have it)?
  - a. Advised to contact Jessie (HR) about getting extra permissions for the role since their job description is not standard.

**c. Academic Affairs**

i. Dr. Benham Deal, Vice Provost

- 1. Will be attending to our senate meetings on a regular basis.
  - a. Provide a line of communication between the Provost office and Staff Senate.
- 2. Public kudos to Jeanne Durr for all the work she is and has been doing with HCM, raises, and much more.
- 3. Update on personnel connected to the Provost office and Academic Affairs in general.
  - a. Tony Ogden is the new Associate Vice Provost for Global Engagement
  - b. Dave Sprott is the new Dean of Business
  - c. Search for new Dean of Health Sciences is progressing
  - d. Dean search for College of Agriculture and Natural Resources
  - e. Director search for the Native American Heritage Center will start this fall.
- 4. Office of the Provost
  - a. Nasser Albeirut, Executive Director of Budget and Planning
  - b. Kathy Hull continuing to work part time.
  - c. Sandy Roller now working for the Office of the Provost
  - d. Claire Zheng will be supporting the accounting efforts in the business office.
  - e. Erika Helgeson now supporting state authorization and support Associate Vice Provost Ann Alexander
  - f. Working with HR verifying and clarifying information as it relates to academic personnel.
- 5. Provost wants to reiterate her commitment as it relates to professional development for faculty and staff.
  - a. It is her expectation that your administrators are continuing to support the important goal of professional development.
  - b. Please provide the Office of the Provost with any feedback you have.
- 6. Upcoming Months
  - a. Delving into Academic Regulations

i. Former 5-1 is now 2-1. Numbering system has changed, regulation itself hasn't changed yet.

1. Available for public comment.

b. Prepping for institutional accreditation visits.

7. Questions

a. Will there be any staff job losses from the Biodiversity Institute closing?

i. No, but Dr. Benham Deal will follow up.

ii. There was an announcement about the plans for this

**VII. Guests and Special Programs**

a. Sara Davis, UW Archivist, American Heritage Center

i. Why archives are important

1. Provide evidence of activities and tell us more about individuals and our institution

2. Protect history

3. Increase our sense of identity and understanding of cultures.

4. Provide information for grants and research

5. Address legal and fiscal viability to the institution

ii. Function & purpose

1. Preserving history and culture in tangible & digital forms for organizations, families, state, etc.

iii. Very important to UW and staff senate

1. History of information include agenda & minutes from meetings

2. Member lists

3. News articles

4. Provides evidence of importance of staff senate

5. Archive for staff senate ends in 2009.

iv. Asking for help in preserving information and records

1. For Staff Senate

2. For UW

3. For Laramie community

v. Types and materials

1. Records

a. That best illustrate the activities and policies of an organization

b. Final report

i. Drafts are important too, following the dialogue that is occurring.

c. Groups of materials

d. Inactive record – i.e. finalized and not editable

2. Types of records that should be included

a. Correspondence of officers

b. Memorandum, by laws revisions, agendas

c. Legal documents

d. Press releases

e. Printed & digital

f. Photographs

g. Floppy disks

h. Preferred format for information with records

- i. Metadata
      - 1. Who created
      - 2. Where it was
      - 3. Who is in the photograph
      - 4. Date
  - vi. Types of services
    - 1. Secure repository of physical and digital records of enduring value.
    - 2. Provide guidance on how best to preserve records and information.
    - 3. Provide research assistance
  - vii. Questions
    - 1. Can we give her permissions to warehouse and SharePoint?
      - a. Yes, that would work
      - b. She also has an external hard drive that we can copy to.
    - 2. What is a good time span to consider a document as no longer in use?
      - a. Minutes and agenda, one or two times a year would be okay
      - b. We should determine this internally.
      - c. In general, for the university, it's after 7 years.
    - 3. Can she send us the preferred labeling for the metadata on photographs?
      - a. Group information in folders and years.
      - b. <year><month><day>, i.e. 20180801 for the date
      - c. Subcommittee of the communications committee to help with developing files for the archive.

## VIII. Liaison Reports

### a. ASUW

- i. No present

### b. Faculty Senate – Donal O’Toole

- i. No present

### c. Advisory Council on Diversity, Equity, and Inclusion (Xavier Gonzales)

- i. Was not able to make the meeting, no new information

### d. Athletics Planning Committee (Cathy Moen)

- i. Has not met since our last meeting

### e. No More Committee (Renee Ballard)

- i. Has not met since our last meeting

### f. Public Art Committee (Susan Schulz)

- i. Has not met this summer

### g. Student Media Board (Kathy Kirkaldie)

- i. Was not able to obtain a quorum so did not meet in June or July.

### h. UW Engagement Task Force (David Keto)

- i. No update

### i. UW Facilities Council (Jason Gonzales)

- i. Couldn't attend the last meeting

### j. UW Parking and Transportation Study Team (Jennifer McKenna)

- i. Has not met since our last meeting

### k. Wyoming Union Visioning Team (Kristin Blevins)

- i. First meeting is August 10<sup>th</sup>

## IX. Officer Reports

### a. President, Renee Ballard

- i. Board of Trustees

1. Biennium Budget approved
2. Marketing Campaign – The World Needs More Cowboys
  - a. Unanimous decision to move ahead per request from Chad Baldwin
3. President gave annual report on Strategic Plan
  - a. She will be attending one of our meetings in the fall to discuss
    - i. We suggested to President Nichols that our September meeting would be a good time.
4. Modifications to UW Regulations
  - a. All approved regulations can be found on BOT website
  - b. 1-101 was discussed at length
    - i. Faculty had big issues with it
    - ii. Compromises were made
5. Campus Visit Enhancement – Kyle Moore
  - a. Would he be willing to be a guest for Staff Senate?
  - b. Current campus tour is around 5 miles
6. Wyoming Excellence Chairs/Fund
  - a. Alternative Funding Model presented
  - b. Ways to move away from the block grant
7. Family Medical Residency
  - a. Couple of clinics that need to be run differently than they currently are.
    - i. UW needs to let go of control of money to keep a pharmacy discount from federal government.
    - ii. Central issue is we can't have WWAMI without residencies in the state.
    - iii. Setup so family residencies can't spend money without being in the budgeting cycles. Budgeting model makes the residencies impossible to run.

ii. Staff Senate Goals

1. Review

- a. [https://uwyo.sharepoint.com/:w:/s/StaffSenate/Eb5pc0Zes7BKtECBjZYTC3kB8Qqm2rmVcXUOV16cG\\_TQ7Q?e=fwovhh](https://uwyo.sharepoint.com/:w:/s/StaffSenate/Eb5pc0Zes7BKtECBjZYTC3kB8Qqm2rmVcXUOV16cG_TQ7Q?e=fwovhh)
- b. Enhance Campus Communications
- c. Focus on Staff Opportunities
- d. Enhance Internal Functioning of Staff Senate

iii. New Officer – Treasurer

1. Would like to make a new officer position
2. Since our funds have grown it seems prudent to have an officer selected by election oversee those responsibilities with the support of the Finance Committee.

iv. Committees

1. Assigning officers – Officer Collaborators
  - a. C&E - Kristine Blevins
  - b. Staff Relations – Kristen Smoot
  - c. Communications – David Keto
  - d. Recognition – Heather Earl
  - e. Finance – will be treasurer
2. Handbooks

- a. Preserving information and giving new chairs a place to start
- 3. Secretary for each Committee
  - a. It will help the chair to focus on the meeting if someone else is dedicated to taking the minutes.
- 4. Would it be helpful to have a new officer/appointment for Historian?
- v. UW Committee/Task Force assignments
  - 1. Great Colleges Survey Committee reconvening
    - a. Carl Mehta and Chris Maki
  - 2. Salary Policy Task Force
    - a. Rachel Stevens and Kevin Coleman
    - b. BOT consider this policy a work in progress, it's not a finished product.
  - 3. Student Media Board
    - a. Kathy Kirkaldie
- vi. Tri Senate Social & Monthly presidential meetings
  - 1. Would like to get ASUW, Faculty Senate, and Staff Senate to get together informally to get to know one another.
  - 2. All three presidents of the senate are considering having monthly meetings together.
- vii. Mentors
  - 1. If anyone would like to act as a mentor to incoming senators, please contact Senator Blevins.
- viii. Moving the guest presentations outside of the staff senate meeting
  - 1. Would the senators be open to having a brown bag presentation by guests between 12-1 before our full senate meeting?
    - a. Looking for ways to try to keep the Staff Senate Meeting within its time limits.
  - 2. Questions
    - a. Would this be mandatory for senators?
      - i. Yes

**b. Vice President, David Keto**

- i. Still coordinating the Highway Cleanup
  - 1. Details are forthcoming
  - 2. Out by the Water Treatment plant
  - 3. Please invite other people
    - a. We will be inviting ASUW and Faculty Senate to join us
    - b. Possibly inviting the BOT
- ii. AVP
- iii. Will pursue other guests

**X. Old Business**

- a. No old business

**XI. New Business**

- a. Create an ad-hoc committee for the Holiday Market, looking at Nov. 30<sup>th</sup> for the market.
  - i. Senator Blevins makes a motion to create an ad-hoc committee for the Holiday Market
    - 1. Motion has passed
    - 2. Senator Blevins will send out communications asking for volunteers

- a. You do not have to be a senator to participate on this committee. We can advertise for volunteers from the general staff.

**XII. Committee Reports**

**a. Communication Committee – Senator Keto**

- i. Still looking for members
- ii. Will determine a new chair at next meeting.
- iii. Meeting – August 2<sup>nd</sup>, 9:00 a.m., Union 202

**b. Credentials and Elections Committee – Senator Blevins**

- i. Two resignations
  - 1. Tori Holmquist
  - 2. Cecilia Schlup
- ii. If you have any nominations for new senators, please pass them to Senator Blevins.
- iii. Meeting – August 21<sup>st</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. Employee of the Quarter
  - 1. Janet Woods, Coe Library
- ii. Accepting for nominations for next Employee of the Quarter
- iii. Narrowing down the date for the next Staff Recognition Day in April.
  - 1. Considering ideas for themes
    - a. Please send any suggestions you have
  - 2. Updating vendor contact lists
  - 3. Going to revamp some of the awards this year
    - a. True Grit
  - 4. Will hand out descriptions of proposed changes at September full staff senate meeting
- iv. Meeting – August 16<sup>th</sup>, 9:00 a.m., Union 202

**e. Staff Relation Committee – Senator Heupel**

- i. The Staff Relations committee met however; there were only three of us. Jeanne Durr did attend after her other meetings. Emails were to be sent out last week regarding raises, and Deans, Directors, VP's etc., should all have a spreadsheet of the breakdown of the raises for their staff.
- ii. Meeting – August 20<sup>th</sup>, 10:30 a.m., BU 221

**XIII. Open Forum**

Meeting adjourned at 3:09 p.m.

Respectfully submitted,



Kristen K. Smoot  
Staff Senate Secretary