

March 2023 Nelson Report



UPCOMING EVENTS & ANNOUNCEMENTS

2nd Disbursement of the FY23 Board of Trustees Employment Retention Payment

- Remember to check your March 31st paystub! The 2nd half of the Board of Trustees Employment Retention payment will be given at this time.
- The full allocation will be disbursed proportionately. Payments reserved for employees that have since left the University will be distributed amongst those still employed.

Staff Recognition Day

- This year's celebration will be held at the Hilton/UW Convention Center on Thursday, April 13, from 11-1 - mark your calendars! It is going to be so much fun and awards will be given live!
- If you have not nominated someone for an award yet, please do so. This is a great way to lighten the day of a hard working team member!

Staff Senate Elections

- If you have ever considered being a senator, now is the time to act! Thanks to legislation passed by Staff Senate in FY22, Classified Staff members can serve as a senator in a seat outside of their college.
- Nominations will open on Monday March 6th to fill vacant seats on Staff Senate. You can nominate yourself or someone else. Watch for our email coming to you next week and submit a nomination.

Food Security Taskforce at the University of Wyoming

- The food pantries on campus will be receiving meat from the UW upcoming meat sale to be added to the available items within their cabinets (or in this case freezers) in the upcoming months.

Staff Senate Climate Assessment Survey

- Staff Senate will be sending out a survey to all *classified staff* the beginning of March. This is NOT a full campus survey.
- The survey will focus on high level areas with the results affecting what Staff Senate should focus on next year. PLEASE, PLEASE, PLEASE complete it when it comes out!

The HCM Review Committee has asked for your input

- Please let your Staff Senator know if there is something you would like to see in a deep dive, or a process that you feel could be more efficient.

2023 Staff Evaluation Tool

- Human Resources has created a table to describe the ranking for annual evaluations for competencies and goals. As a staff member, please be aware that these are the values and definitions for the corresponding number of stars.

| Stars | 1 | 2 | 3 | 4 | 5 |
|------------------------------|---|--|---|---|--|
| Description | Unacceptable | Needs Improvement | Meets Expectations | Exceeds Expectations | Exceptional |
| Alternate Description | Did not meet expectations | Sometimes met expectations | Consistently met expectations | Consistently exceeded expectations | Far exceeded expectation |
| Competency | Employee does not demonstrate the competency or fails to utilize the competency in job duties | Employee sometimes demonstrates the competency or sometimes utilizes the competency in job duties | Employee consistently demonstrates the competency and routinely utilizes it in job duties | Employee consistently demonstrates the competency beyond departmental standards and utilizes it in job duties to exceed departmental standards consistently | Employee consistently demonstrates the competency far exceeding departmental standards and utilizes it in job duties to far exceed departmental standards consistently |
| Goals | Employee failed to accomplish the goal or outcome(s) of goal failed to meet departmental expectations | Employee has partially met the goal, or the outcome(s) of the goal met some of the departmental expectations | Employee completed the goal in a timely manner and met all the success criteria | Employee's work on the goal consistently exceeded departmental expectations | Employee's work on the goal far exceeded departmental expectations consistently |
| If compared to letter grades | F | C | A | A+ | A++ |

If employee is above or below meeting expectation, supervisor should be able to provide specific examples to note why performance exceeds or fails to meet expectations.

ADMINISTRATION REPORTS

Ombudsperson – Nellie Haddad

A. Overview of the Ombudsperson Office at UW

- This is not a replacement for any other office on campus, it is new and separate from all others.
- Ombudsperson, Nellie Haddad, Ph.D. is available to all staff members who need someone to talk to without fear of any repercussions, regardless of the subject.
- How to reach her if you need to talk:
 - Her office is located at 401 Main
 - She can meet you elsewhere on campus if you prefer as well
 - You may email her at nhaddad@uwyo.edu or call her at 307-766-3459
 - She can meet in person, electronically (zoom, teams, etc.), or by email and/or phone
- Nellie has degrees in conflict resolution and experience in mediating conflicts.
- She is NOT a mandatory reporter, everything discussed with her is and will remain confidential.
 - Only you approve if anything should move further than her.
 - If you would like to escalate, she will help you and stay by your side the entire time.
 - If you would like, she can facilitate a conversation with a supervisor or other UW entity.
 - If you do not want to escalate a situation, it will not be escalated.
- An Ombudsperson does not start nor participate in any investigations.

Academic Affairs – Vice Provost for Online & Continuing Education Matt Griswold

A. Office of Online and Continuing Education

- a. The Office will be undergoing a re-name in the near future to a title more fitting of the vision and mission of the department.
- b. This department currently does and will continue to be the home for all online, distance, and hybrid learning experiences at the University.
- c. Vice Provost Griswold is currently meeting with various stakeholders across campus and the state of Wyoming in an effort to understand the current platform and atmosphere of and surrounding the programs. He is finding out what is working and where there are opportunities for improvement.
 - i. If you are involved in any of these areas and he has not yet reached out to you, but you relevant information or questions, you may contact him directly at: mgriswol@uwyo.edu .
 - ii. The goal of these conversation is to develop and consistent and defined program at the University which will necessitate an increase in marketing for distance learning.
 - iii. These conversation may also affect the current revenue structure from distance learning
 1. As he will he meets with various people over the next few months, the department will determine what an accurate structure should look like.
 2. Once that has been determined and approved, the model will be distributed.
 - iv. An important note: The more enrollment in distance learning, the better the model will be.

Division of Operations – VP for Campus Operations Bill Mai

A. Parking Garage Update

- a. With all the delays, Operations has ruled out any Spring Semester opening. They are hoping for opening towards the end of July.
- b. The City of Laramie will not allow opening until it is 100% complete, both inside and out.

B. Lot on 12th and Bradley

- a. UW is back in discussions with the City of Laramie for approval to complete the lot and to open it for use after a miscommunication between UW and the City of Laramie on the purpose and use of the lot.
- b. UW hopes to have lot opened by the end of March.

C. Lighting and Security Measures on Campus

- a. Staff Senators have relayed concerns from constituents that have been voiced on campus regarding lighting and safety measures that will be taken when the parking garage opens and the Union parking lot closes.
 - i. In particular, what are the measures being taken to ensure the safety of all when traversing to and from interlocked locations on campus, such as the Union and Half Acre Gym, when there is not a parking lot in the vicinity of these locations? Especially at night and in the winter months.
- b. These are the current measures being taken:
 - i. Lighting (current and any additional) was and is part of campus master plan and part of garage planning.
 - ii. The UW Police Department will be housed in the parking garage.
 1. This will allow for officers to be closer to campus.
 - iii. Operations will be adding a cross walk at 11th and Ivinson with measures taken to ensure crossing the street is safe.
 - iv. The lighting in the garage itself has been reviewed and determined to be good.

- v. The bus and transit fleet location on South 15th Street has had increased lighting added to the area.
- vi. UW Operations is currently developing an updated transit plan to integrate transit opportunities on campus. There will be buses/shuttles that run from the parking garage to other areas of campus.

Division of Budget and Finance – VP of Budget & Finance Alex Kean

A. FY24 Salary Increases & Legislative Actions

- a. The Legislative process is lengthy, but there has been a lot of progress made.
- b. The bill containing the increased budget request(s) from the University Of Wyoming has gone through the Senate and across the Governor's desk.
 - i. Governor Gordon did not veto any line item related to salaries. Currently there is \$12.3 mil written in to be available in July for raises on campus
 - ii. Next steps:
 - 1. The UW Board of Trustees will discuss the presented information at this month's meeting and finalize their statement during the May meeting.
 - 2. Working group will be formed soon to determine how to roll the results out and out for July 1 raises.
 - 3. The main goals will be to set a higher minimum wage than we currently have and to make current positions market competitive.
 - 4. In general 2/3 of the \$12.3 mil will go to staff and 1/3 of the \$12.3 mil to faculty pay.
- c. Operating budget increases as outlined in prior conversations have also moved through the Legislative process. Included in this is \$26 Mil of additional funding to be spread between areas such as the Research Computing System, Physician's Assistant Program, Science Initiative and Tier 1 Initiatives.

Staff Senate Updates

A. Staff Senate Resolution #248 regarding University Regulation 3-1 Revision

- a. Staff Senate passed Resolution #248 during this month's senate meeting.
 - a. This resolution is in response to a revision to University Regulation 3-1 that makes changes to some of the structure of Staff Senate.
 - b. Resolution #248 is asking the Board of Trustees to hold the review of this revision until the May 2023 Board meeting so that Staff Senate has time to review and offer alternatives.