



Contact Us

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9/5 Meeting Agenda

- I. Roll call
- II. Approve Aug minutes
- III. Approve Sep agenda
- IV. Administration reports
 - A. Div. of Admin.
 - B. Human Resources
 - C. Academic Affairs
- V. Guests and Special Programs
 - A. President Nichols, Annual Report on Strategic Plan
- VI. Liaison Reports
- VII. Officer Reports
- VIII. Old Business
- IX. New Business
- X. Committee Reports
- XI. Open Forum

Dates to Remember

August 25

Move-In Day
All Day

August 28

Fall Faculty & Staff Meeting
1:00 p.m., Union Ballroom

August 29

First Day of Classes



Campus in Bloom

STAFF SENATE NEWS

August 2018

Points to Ponder

In our regular Points to Ponder feature, we bring you administrative updates that were shared with us during our monthly Staff Senate meeting.

Salary Increases

As you know, the University is currently in the process of reviewing employee salaries and applying an increase for FY19. This process is governed by the UW Salary Distribution Policy, which can be viewed by clicking [here](#). For FY19 staff salaries, calculating salary increases is a three step process:

Salary Matrix

In July 2018 the Salary Matrix was updated for the first time since 2009. The first step in calculating 2018 salary adjustments is to bring all eligible staff members up to the minimum for their pay grade. To view the updated matrix, click [here](#).

Market Adjustment

Once the Matrix adjustment has been made, an analysis of each staff employee's salary in relation to market for their position is completed. The long term goal of the **Salary Policy** is to bring all staff salaries to 100% of market. In the short term, the goal is to bring everyone closer to market given the constraints in place based on the current pool of funds allocated to salary increases.

Merit Adjustment

Finally, a merit adjustment is applied based on the employee's performance evaluation. Eligible staff will receive one of three adjustments based on their overall rating on their evaluations:

3.0-3.49	Satisfactory performance raise
3.50-4.49	Exceeds expectations raise
4.50-5.0	Outstanding raise

Notification

Employees should expect to receive email notification of their increase for FY19 during the month of August.

Professional Development

The Academic Affairs representative at the August Staff Senate meeting was the Vice Provost for Academic Affairs, Tami Benham-Deal. She reiterated the Provost Office's commitment to increasing professional development opportunities for both faculty and staff. Check your email for a survey from Staff Senate asking what types of opportunities and training interest you!



UNIVERSITY OF WYOMING

Ask A Question

Got a question about the University of Wyoming or your employment here? Ask us at staffsen@uwyo.edu, or use our [anonymous survey](#).

QUESTION: “Some of the employees in my department had questions about the Environmental Health, Safety, and Risk Management Committee and we were wondering if you can post in the newsletter the name and contact info for the staff representative to that committee?”

ANSWER: The University is currently undergoing a comprehensive regulatory review process in which all regulations, presidential directives, and policies are being reviewed and revised. The Environmental Health, Safety, and Risk Management Committee was initially created by Regulation 1-2. Although Regulation 1-2 has not been revised yet, the duties of the committee have been reassigned to the Technical Review Sub-Council of the UW Facilities Council. In June 2018 the Staff Senate requested that a staff representative be assigned to the Technical Review Sub-Council in keeping with the intent of 1-2. This request was granted, and **Rachel Stevens** was appointed as the staff representative on the Sub-Council.

Policy Crosswalk



In order to help UW staff track the many policy changes that are taking place during the regulatory review, Staff Senate has developed a **Policy Crosswalk** document.

Our hope is that this document will be helpful to UW staff as new policies are implemented and existing policies are

revised. At this time we are not maintaining a comprehensive crosswalk of all policy changes. Instead we are focusing on policy changes that directly impact staff. This will become even more significant for staff once the review and revision of the Employee Handbook begins. You can view the Policy Crosswalk at our website by clicking [here](#). If you would like a hard copy of the crosswalk, please [email](#) us.

2018-2019 Senate Officers

In the June 2018 Staff Senate meeting, the senate held officer elections for the 2018-2019 year. The results are:

Vice President: **David Keto**

Secretary: **Kristen Smoot**

Parliamentarian: **Heather Earl**

Member at Large: **Kristin Blevins**

President elections are held in January to allow for a transition period. As previously reported, the Staff Senate President for 2018-2019 is **Renee Ballard**.

Are you curious who represents your division? Would you like to know where Senate vacancies are and which senators are currently serving as campus liaisons? We have recently updated our website with the 2018-2019 information on current senators, senate committee membership, and liaison appointments. These can be viewed at the directory page by clicking [here](#), on the committees and liaisons page by clicking [here](#), and on the UW Organizational chart by clicking [here](#).

Welcome to Neil Theobald

In July 2018 UW welcomed Neil Theobald, the new Vice President for Finance and Administration. We asked Neil if he would like to share a message, and we're pleased to share his response here.



I am delighted to write to you as the UW's new Vice President for Finance & Administration. It is also a joy to be back in Laramie, a place to which I've been a regular visitor for nearly a quarter century, ever since my friend, Dick Andrews, was appointed Dean of the Education School. During Dick's deanship, I came to admire the strong partnership that the UW has with the state, a trait that I hope to continue and expand upon. It is the

very rare occurrence in someone's life when the ideal job comes open in the ideal location.

My entire career has been looking at the unique challenges facing the institution I work for and then bringing people together to create innovation solutions. This experience has shown me how essential shared governance can be to a university's success. For the last 25 years, I have been actively involved in creating and then managing the kind of incentive-based, decentralized budgeting system called for in the UW strategic plan "Breaking Through". I work closely with deans, faculty, and staff to create an environment in which direct knowledge of what occurs in the engine room of the university - - in the classroom, the lab, outreach, student services - - can be used to determine priorities and drive budget allocations and campus services.

The challenges we face in higher education are daunting. The severity of the financial issues that public universities face cannot be addressed by dabbling around the edges. We need to make the kind of high-impact business decisions described in Breaking Through that move the needle significantly on both the expenditure and revenue sides of the budget.

In addition, the challenges we face are not temporary — this is not the time, in my view, for universities to seek to "kick the can down the road". The strategies we pursue need to generate lasting, long-term financial resources. This is where shared governance, by focusing the best minds across the university on these critical issues, can contribute most.

It is wonderful to be at the UW and I look forward to crossing paths and interacting with as many of you as possible as we work to allow the UW to achieve its immense potential.

Tip of the Hat

Have you received exceptional service or experienced a friendly interaction with a UW staff member or student worker that brightened your day? Give them a Tip of the Hat! [Click here](#) to tell us about your experience. Your comments will be posted on the Staff Senate website, and the staff member will be entered into a weekly drawing for fun prizes.

You can read through the current hat tips at our website by clicking [here](#). We appreciate your nominations!

