



Contact Us

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8/1 Meeting Agenda

- I. Roll call
- II. Approve June minutes
- III. Approve August agenda
- IV. Guests
- IV. Administration reports
 - A. Div. of Admin.
 - B. Human Resources
 - C. Academic Affairs
- V. Officer Reports
- VI. Old Business
- VII. New Business
- VIII. Liaison Reports
- IX. Committee Reports
- X. Open forum

Dates to Remember

July 16-August-20

Annual Campus Steam
Shutdown

July 23

Issuance of University Catalog
departmental work copy from
Office of the Registrar

August 1

UW Staff Senate Full Meeting



STAFF SENATE NEWS

July 2018

Staff Senate Retreat

UW Staff Senate held its annual retreat on June 23, 2018. During the meeting, the Senate hosted several administrators, who provided updates on their work on campus. The Senate welcomed new senators, reviewed rules, policies and procedures, and discussed officer roles and committee work and assignments.

In addition, the Senate reviewed accomplishments during AY2017-2018, and established goals for the upcoming AY2018-21019.

Some of the UW Staff Senate 2017-2018 accomplishments include:

- Established a staff scholarship;
- Provided advocacy for UW staff on policy issues including;
 - o Successfully advocated for a course and program fee waiver for staff employees using the tuition waiver;
 - o Successfully challenged mandatory reinstatement of staff probations in units that were reorganizing;
 - o Provided staff input on regulations and policies that were being revised or created as a part of the UW regulatory review process;
 - o Provided input on the salary policy;
 - o Focused on relationship building with UW administration and the Board of Trustees;
- Won the Campus Spirit Award in the 2017 Homecoming Parade;
- Organized the Holiday Market to bring the community together and raise funds for the staff scholarship fund;
- Filled seat vacancies and worked to improve communication with constituents;
- Continued **Tip of the Hat** program to recognize staff and student employees;
- Organized the 2018 Staff Recognition Day to honor UW staff; and
- Reorganized Senate funds to better support staff activities and employee recognition events.



UNIVERSITY OF WYOMING

The Senate's AY 2018-2019 Goals are:

1. **Enhance Campus Communications**
 - a. Plan and implement shared events and meetings with ASUW, the Faculty Senate, and other campus constituents and community;
 - b. Produce more timely, consistent, and comprehensive public notices, newsletters, and web updates.
2. **Focus On Staff Opportunities**
 - a. Assess professional development needs through a staff survey in order to advocate for improved development and networking opportunities;
 - b. Advocate for an updated staff classification system that reflects current employment types and creates opportunities for career advancement;
 - c. Ensure non-exempt employees are fairly compensated under the FLSA;
 - d. Conduct a workload survey and request that annual workload assessments be included in each employee's PDQ;
 - e. Advocate for an improved employee evaluation system, which yields consistent results across all units and establishes measurable goals and outcomes (e.g., using rubrics, binary scales for appropriate tasks);
 - f. Advocate for consistent and thorough new employee onboarding in order to retain institutional knowledge;
 - g. Identify staff community engagement activities and advocate for recognition and administrative support of such;
3. **Enhance Internal Functioning of Staff Senate**
 - a. Run full Senate meetings more efficiently by:
 - i. Limiting time for guest presentations and Q&As;
 - ii. Assigning complex topics in to committee;
 - b. Charter ad-hoc committees to pre-plan and implement special events, such as the Holiday Market; and
 - c. Encourage service on Senate, emphasizing UW regulations regarding such.

New Salary Policy, Updated Salary Matrix

Administrators are in the process of using the new **Annual Salary Distribution Policy** to determine how the monies that have been set aside for employee raises for FY 2019 will be distributed; the policy can be viewed [here](#), and includes guidance for both market and merit adjustments to pay.

The **2018 Salary Matrix** has been completed and can be found [here](#) and compared to the old salary matrix (from 2008) [here](#).

Departmental/Unit Reorganizations

Over the past year, Staff Senate has been engaged in numerous conversations about how department reorganizations have been implemented, and how these changes impact staff.

Recently, the Department of Human Resources has developed a new set of guidelines to assist departments through the process of reorganizing, and it can be found on the website by clicking [here](#).

The guidelines specify the documentation needed and the process that a department or unit must follow when planning and implementing a reorganization.

In addition to considering the changes to the budget and the structure of the unit, department leaders will be asked to address the impacts to staff. This adds a step that allows for consideration of staff classification, salaries, and employment rights prior to changes being approved and implemented.

The Staff Senate is pleased to see this update to UW policy. We're hopeful that these guidelines will facilitate smooth, fair, and efficient reorganizations in the future.

Ask A Question: Satellite Energy Plant

QUESTION: "Our staff senator reported earlier this year that a satellite energy plant was planned for the west end of campus to help support the new buildings. When will the construction begin on that project? From what I have heard, the existing energy plant can't support another building and it would be a shame to have more cold weather damage to the existing buildings. That always makes UW look bad."

ANSWER (from Matt Kibbon, Deputy Director of Facilities Construction Management): "Construction is anticipated to start late 2018, early 2019 and is scheduled to complete late 2020. The current heating demand at Central Energy has reached 85% of design capacity. There are other issues with the campus steam distribution system. It has significant thermal losses that use approximately 20% of design capacity. The condition of several key sections of the steam tunnels is poor and replacing or rebuilding them is cost prohibitive. This plant resolves these issues."

Did You Know: Retirement Planning

Did you know that representatives from both VALIC and TIAA regularly visit UW? You can schedule free appointments with them to go over your retirement distributions and goals. No matter how old you are or what stage of life you're in, it's a great idea to meet with a financial advisor regularly – here are a few reasons why:

- You don't want to work forever – having a solid retirement plan will allow you to retire when you want.
- Your health care expenses generally increase as you age – a sizeable savings can alleviate those costs.
- You won't want to just sit around in when you retire – build in a cushion now for traveling and new hobbies.

Ask A Question

**CLICK HERE to access all
Ask A Question submissions
and answers, organized by topic.**