



Staff Newsletter

September 2019

CURRENT TOPICS

In our regular Current Topics news feature, we bring you campus news and administrative updates that are shared with us during meetings throughout the month.



WyoFolio Training

With a new semester starting, many staff will be busy helping faculty in their departments with Tenure and Promotion materials. If this describes you, the Office of Academic Affairs has a detailed [information page](#) with schedules, access to WyoFolio, instructional guides, and assorted forms.

WyoFolio is an online system for uploading tenure and promotion materials that is being used for all academic departments across campus. If you are helping with this process and have not received training, contact [Annesa McDonald](#).

DID YOU KNOW?

There may be an increase to teaching loads for Full-Time Staff:

University of Wyoming Regulation 5-2 states that full-time staff members may not teach more than the equivalent of one 3 credit hour course in a calendar year. Though the regulation has not yet changed, departments will be able to make exceptions to this 3 credit hour limit. This regulation is expected to be reviewed by the Board of Trustees in the future.

LinkedIn Learning

Jesse Begin, a training specialist in Human Resources visited Staff Senate for our September meeting to tell us a little more about LinkedIn Learning. We told you a bit about this new professional development tool last month, but we've got some more information to share.

You can access LinkedIn Learning through your [Employee LearnCenter](#) portal, and when you log in for the first time, you can choose if you'd like to link your personal LinkedIn account with your university log in information. From there, you can choose from several areas of learning, from creative applications to continuing education. Training options vary from short microlearning videos (highlighted by Jesse in his weekly emails) to multisession learning paths.

Jesse also mentioned that he'd like to start working with various departments and divisions across campus to create learning plans merging offerings from both LinkedIn Learning, Human Resources, Information Technology, and other areas across campus. If this is something you or your department is interested in, contact [Jesse](#).



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 [@UWStaffSenate](https://www.facebook.com/UWStaffSenate)



Staff Senate invites you to ask any question about the University of Wyoming or your employment here. We will do our best to discover the answers from the experts on campus and publish them in the staff newsletter. You can [email](#) your questions or [use our survey form](#).

Question:

On our pay stubs, it is missing all the information under “Employer Paid Benefits”, will we be able to see that in the future?

Answer:

A recent upgrade changed the benefits section. There is a new tile that now has this type of information in it. James Thein will create the retirement portion for the pay slip. We will no longer be receiving emails stating the pay slips are ready to view like we did before.

LIAISON REPORTS

Faculty Senate

Faculty Senate has formed a Shared Governance working group focused on engaging entire University community in open discussions. Members include Caroline McCracken-Flesher (Chair), Warrie Means, Robert Sprague, Adrienne Freng, and Jacquelyn Bridgeman.

No More Committee

- Secured funding for a prevention educator for Green Dot Program
- Will be recruiting sexual harassment and assault prevention trainers—contact Dean of Students if interested.
- Will serve as an advisory council to SMART Team in Dean of Students office, which stands for “Sexual Misconduct & Response Team.”

UW Strategic Improvement Work Group Goals:

- Working on longevity survey that will go out to those with 25+ years of service.
- Professional Development—possible release time policy for employees to work on LinkedIn courses.
- Working on standard practice across campus for exempt employees as the Great Colleges Survey indicated exempt employees are the most dissatisfied group.
- Vacant position analysis will question why positions are not being filled.



KNOW YOUR SENATOR

Brianna Casey
Academic Advisor, ACES

Brianna Casey is originally from Kansas, but she has considered Wyoming home for most of her life. After graduating from UW-Casper with a B.A. in English, she entered the M.A. in English at the University of Wyoming in Laramie. For the past year, she has worked as an Academic Advisor in the Advising, Career, and Exploratory Studies office (ACES), where she advises students in the Fall Bridge and Exploratory Studies programs, pre-nursing students, and students coming back from academic suspension.

Brianna was confirmed to Staff Senate in August 2019. She has a deep love for UW, and wants to help it continue to provide an excellent experience for students. Brianna sees staff as a crucial part of that mission, so she would like to work in whatever way possible to make the university the best it can be.

In her spare time, Brianna likes to eat all the great food Laramie has to offer, work on embroidery projects, and expand her record collection.

PRESIDENTIAL SEARCH

The [UW Presidential Search website](#) is up and running. Please check it out, write comments or suggestions and encourage co-workers and other stakeholders across campus and the state to do the same. All comments made are anonymous and delivered directly to Committee Chair John MacPherson. We as an institution cannot continue to have this kind of turnover in the UW President’s office and I believe staff input is essential to a successful search.

- James Wheeler, *Staff Senate President*

UPCOMING EVENTS

● Accredicarnival

*Thursday, September 26th, 11:30AM - 1:30 PM
Union Yellowstone Ballroom*

● Highway Clean-Up

*Friday, September 27th, 3:30 PM
Meet at the Water Treatment Plant
8 miles West on Highway 230*

Bring sunscreen and work gloves, and Staff Senate will provide the vests and trash bags. Everyone is Welcome!

● October Meeting

*Wednesday, October 2nd
1:15 PM, Senate Chambers in the Union*