

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. It will be the same amount as you received the end of July.

Staff Recognition Day

- Staff Senate is working hard to bring recognition to campus for ALL employees.
- This year's celebration will be held at the Gateway Conference Center on Thursday, April 13th – mark your calendars!

ADMINISTRATION REPORTS

Academic Affairs – Provost Carmen

A. A warm welcome to Dr. Zebadiah Hall the new VP for Diversity, Equity and Inclusion!!!!

B. UW has entered into a contract with a company named Shore Light to assist with international student recruiting – more details to follow in the coming months.

C. January Board of Trustees Meeting

- a. UW administration will be presenting UW Strategic Plan to the Board for approval this month.
 - i. The plan includes implementation strategies and indicators to review and access strategic goal progress.
- b. UW Administration will also be discussing where UW's enrollment numbers are now, where the projection is for the future and retention.
- c. The Science and Math Center will be moving to College of Education with Board of Trustee approval.

D. USP Updates

- a. The committee working on updates to UW's USP has asked for a pause.
 - i. They are forming subcommittees that will be gathering information on a more detailed level and anticipate these groups to begin this spring.

E. New Committee to be formed

- a. Administration has become aware of an existing artificial intelligence device (ChatGPT AI) that can write detailed essays for the user rather than the user writing the essay. How this is going to affect UW and challenges this will present has been a subject of conversation recently. Administration has decided to establish a committee to review the details and make a proposal on how to manage the areas potentially affected by it.

Division of Administration – Bill Mai – VP of University Campus Operations

A. Update on Campus Operations

a. Parking

- i. Parking garage update
 - 1. It will be mid to late spring semester before it is opened.
- ii. Union Parking Lot
 - 1. Construction has begun on the North Dorm building leading to parts of union lot being fenced for the project.

2. It is not anticipated that additional space will be lost during this semester and/or before the garage is opened.
 3. Please remember: All Union parking will all be gone after garage is opened.
- b. Update on the Standardized Uniform Policy**
- i. Operations is working on updating policies for all employees and department to be aligned and should now be equitable.
 1. This includes employees who are on probation having the same access to clothing and gear immediately as those who have finished their probationary period.

Division of Administration – VP of Budget & Finance Alex Kean

- A. The Budget module for FY24 is now open for everyone working on their FY24 budgets**
- a. The numbers are based on the original budget that was approved last year
- B. FY24 Potential Salary Increases**
- a. The State of Wyoming Budget hearing was last month.
 - b. The state legislature heard from various stakeholders, has reviewed and had discussions related the requested budget increases.
 - c. This month the UW Board of Trustees budget committee will review the updates they received from the legislature.
- C. Budget updates**
- a. UW will give a 6 month to actual budget update to the Board of Trustees this month
 - i. We are tracking on scale with the forecast.
 - a. Travel/supplies/utilities are higher than last year.
 - b. We are spending more monthly than we were a year ago due to many factors, including inflation.

Human Resources – Bob Link - AVP of Human Resources

- A. End of the Year Performance Goals & Review:**
- a. 2022 Performance review has begun and is open until 03/31/23.
 - b. Training is available if you have questions or want a recap.
 - c. Staff Senate asked if HR could implement a consistent rating scale across campus.
 - i. Ratings are interpreted differently with each supervisor, and we are seeking consistency.
 - ii. We discussed and hope to hear more on the topic later.
- B. HCM Review:**
- a. HR will continue to use Deep Dives to deliver information to everyone.
 - b. All QRG's, hiring information and checklists have been updated.
 - c. Revamped non-benefited position # is done.
 - d. Sterling, the company UW uses for employment checks has updated their I9 form. For new employees, this will look different, but contains the same information as previous versions.
- C. Year-End Information:**
- a. Make sure your address is up to date and you have selected electronic delivery for your end of year documents.
- D. Classification & Compensation & Staffing Study Updates:**
- a. Deloitte Consulting is now on campus and is in the beginning their study.
 - i. They have sent out emails to interview individuals.

1. Questions and comments should be directed to Deloitte through the contact information provided on the survey.
 2. Some employees have communicated confusion in the effort reporting:
 - a. Please be aware that your total will always be 100%, you can increase the time you work per week, but a person can only work 100% of the time the work.
 - ii. Deloitte Consulting is almost done with the State assessment that compares UW positions to the same across the state of WY.
 - b. Not all employees on campus will be surveyed, but there will be a mix between departments.
 - i. Deloitte is currently comparing apples to apples, verifying that a named position in one department is doing the same work as the same named position in a different department.
 1. HR is creating a process for the compensation side of the Deloitte review that can be used by UW to continuously review the market value of positions without having to bring in an outside consultant.
 - c. Working groups have been formed to represent staff, staff senate, faculty senate and faculty that will be effected by the study so that all voices are heard to review the results once completed.
 - i. Benefits (value added to employees) and Gaps (areas that UW can support employees will also be review and discussed.
 - d. **Please note there was miscommunication from the December meeting. This survey will be applied to all non-faculty positions and be inclusive to all staff members.**
- E. **Position Reviews:**
- a. HR is still doing these during the Deloitte survey.

Discussion: 12/22/22 Flexible Operations Discussion

Bill Mai – VP of University Campus Operations and Academic Affairs – Provost Carmen

Staff Senate would like to thank everyone who reached out and brought their concerns into the light!

- It is much better to address an issue when it happens so it can be resolved and prevented in the future rather than letting those thoughts fester and deteriorate morale.
- You have made a difference.

Staff Senate recapped many of the issues that were brought to Senators by constituents across campus:

- F. Consistency and carrying out of operations across campus:
- a. There was a perception across campus of staff members feeling less than others due to the schedule.
 - i. Ex: Some were required to be on campus because the campus was open – therefore the office had to be staffed even without any traffic.
 1. There is not consistency in how this is handled across campus –who stays and who remotes?
 - b. The hybrid module was new and created issues:
 - i. It takes IT time to set someone up for remote work and cannot be done instantly. Not every staff member opted into remote work when it was rolled out.
 - c. Definition of “Essential Employee”:

- i. An essential employee is defined differently on campus depending upon who you ask.
 - ii. The Employee handbook says that it is determined by each unit.
 - iii. This can cause issues during situations as we have seen.
- d. Would the result have been the same if students were on campus? – Resounding yes – the campus should stay open as much as possible, closures should be very rare.

Both VP Mai and Provost Carmen were very open and forthcoming in their answers.

G. VP Mai detailed the closure process, which aligns closely to that of ACSD1 (as published on the ACSD1.org website).

- a. VP Mai and his team (which includes UW PD) begin monitoring road and weather conditions when alerted of an incoming extreme weather phenomena.
- b. They contact local entities: the City of Laramie, ACSD1, County offices, and such when gathering information.
- c. Based on the facts, they make a recommendation to the UW president on the University remaining open or having to close.
 - i. The campus should stay open as much as possible, closures should be very rare.
 - 1. An exception to this process was an instance when the City of Laramie asked UW to close as Laramie was anticipated to receive large quantities of wet snow and the city wanted to ensure there was not a lot of traffic as their staff was trying to keep roads open and clear.
 - ii. UW Administration's goal is to have this decision made in the early hours of the morning of the weather event.

Provost Carmen gave us some very good examples of other Universities procedures he has been a part of and their procedures were in line with how UW handled on the 12/22/22 Weather Alert.

There will be further discussions taking place between UW administration and Staff Senate to see if we can prevent these issue *when* the situation arises again.