



UPCOMING EVENTS & ANNOUNCEMENTS

Staff Recognition Day

- Staff Recognition Day 2024 will be held in April in the Arena Auditorium.
- This year's theme is "Come on down to Staff Recognition Day."
- There will be games and food.

Staff Senate Holiday Market

- This year's Holiday Market will be held on December 8, 2023, from 9 AM to 5 PM at the UW conference room at the Hilton Graden Inn.
- Staff senate has requested release time for employees to attend.
- Come join us for vendor table, raffle drawings and interaction with fellow staff members.

Employee of the 3rd Quarter has been selected.

- Aaron Wolfinbarger
 - A reception will be held at the Rendezvous Café on Tuesday November 7th from 9:00AM-10:30AM.
 - Donuts and Coffee will be served.

ADMINISTRATION REPORTS

President's Office, Kelsey Kyne, Chief of Staff

- A. Not present during the November meeting but provided a statement to be read at the meeting.
- a. President Seidel sends his sincerest thanks to outgoing Staff Senate President Tim Nichols for his dedication to advocating for UW staff. President Nichols has been a collaborative, solution-oriented leader and President Seidel wishes him well in his new endeavor. He also wishes Staff Senate well in selecting their next president and looks forward to working with them.
 - b. The Wyoming Business Alliance is hosting a forum focused on mental health on Monday, November 13 from 12:00-4:00 p.m. The event is free, and the President encourages staff to attend as they are able. To register, visit the Wyoming Business Alliance website.
 - c. Planning for the Presidential Leadership Institute for staff continues. The purpose of PU is to empower our talented faculty and staff to become exceptional leaders and it will focus on key competency areas including communication, conflict management, diversity, equity, and inclusion. President Seidel anticipates this program will launch in summer 2024, with a call for applications in spring 2024.

Ombudsperson – Nellie Haddad

- B. Ombudsperson Office at UW – not present during the November meeting.

Academic Affairs – Vice Provost, Enrollment Management – Kyle Moore

- C. Enrollment
- a. Admissions and enrollment numbers have increased since last year by 200 applications.
 - b. UW staff members have contributed greatly to increasing recruitment efforts.
 - i. Recruitment happens everywhere on campus. There have been more than 60 events for recruitment held and attended on campus by UW staff.

- ii. A special thank you should be given to Christy Oliver from the Office of Admissions who has updated the application process and has made it more transparent and easier to complete.
 - 1. The updated application has made the process of applying to UW more efficient and user friendly for applicants.
 - 2. Her hard work and that of the Office of Admissions has been greatly appreciated.
 - c. If you would like to recommend someone for admissions, please contact the Office of Admissions at visit@uwyo.edu with your recommendation. A member of their team will direct contact the potential applicant.
- D. Question from Senate: Dorm Space
- a. Is administration anticipating that the dorms will be full next year?
 - i. VP Moore will find out if they will be full next year, or projected to be and will follow up with us.

Office of Research & Economic Development – Director of Research Security & Conflict of Interest, Carrie Hesco

E. Conflict of Interest Annual Disclosures

- a. Emails were sent out at the beginning of August asking affected users to complete the “Conflict of Interest Acknowledgement Annual Disclosure Statement”.
- b. Currently 97% of the disclosures have been completed.
- c. Carrie is currently contacting departments & supervisors for additional support for those still outstanding.
- d. If anyone has constructive feedback that they would like to relay to help refine this process for future years, please contact either your Staff Senator or Carrie Hesco at chesco@uwyo.edu.
- e. General Council has been reviewing sections of the employee handbook.
 - i. The current review is related to nepotism.
 - 1. You cannot have a supervisor that you are related to (nepotism).
 - 2. In prior years this was addressed by changing an employee’s supervisor anytime this occurred.
 - 3. Now we will have a written plan on how this process is handled.
 - a. Having a written plan will also ensure that the process is reviewed annually, and anyone with such plan has their information updated as changes occur.

Division of Operations – VP of Campus Operations Bill Mai

- F. Not present during the November 2023 meeting.

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

- G. Not present during the November 2023 meeting.

Human Resources – AVP Bob Link

H. Open Enrollment

- a. Open enrollment for employment benefits is underway.
- b. If you have changes that need to be made to a part of your plan, please update them now.
- c. Employees may reach out to the HR benefits team if any questions arise.
 - i. This includes adding Pet insurance which is a direct pay benefit.
- d. EAP (EE assistance Plan) updates:

- i. An RFP has just been completed and interviews are being completed.
 - ii. HR will have more information as soon as more information is available.
- e. Classification & Compensation
- f. HR will be gathering information and will be holding sessions to gather feedback from campus members. Feedback is being gathered from larger groups rather than individuals.
- a. The first group of employees has been contacted, Directors of Business Operations from Academic Affairs.
 - ii. Once this session has been completed, HR will be moving on to other groups on campus to schedule sessions.
- a. If you would like to ensure you receive an invitation to one of these sessions, you may email HR at Human Resources hr@uwyo.edu.
 - iii. Just let them know you would like to ensure you are included in the group you represent when that session takes place.

Staff Senate Updates

- A. Confirmations
 - a. Senator Adam Comeau – Staff Senate President for remainder of FY24
 - b. Senator Tori Henderson – Staff Senate Vice President for remainder of FY24
 - c. Senator Jesse Grosinger – Staff Senate Secretary for remainder of FY24
- B. Staff Senate Director of Outreach and Engagement – Appointee Sala-Boggs
 - i. Giving day was a success.
 - 1. The staff senate reached our goal!
 - 2. The Outreach committee will be meeting next week to determine where this funding will be allocated: staff recognition, mental health issues, education, etc.
 - 3. If you would like to join a meeting whether you are a senator or not, please email the Staff Office Associate, Christina McDonald at cmcdon19@uwyo.edu and she will assist in getting the meeting invitation to you.
- C. New Legislation: Bill #60 Senate Realignment of Representation
 - a. Increasing the scope of Staff representation
 - i. Staff Senate will begin representing ALL staff (Fulltime Non Academic Personnel) Classified, Administration and Contract employees as of July 1, 2024.
 - 1. There are a total of 40 Staff Senate seats.
 - a. The population of each division will determine the distribution of the number of seats proportionally.
 - i. There will be 29 seats available for classified staff senators, 8 for administrative staff senators, and 3 contracted employee staff senators.
- D. Faculty, ASUW and Staff Senate have been asked to endorse the Freedom of Expression Report as outlined by President Siedel.
 - a. Faculty Senate has written a resolution endorsing the findings.
 - b. Staff Senate is currently discussing the findings and will draft a resolution this month once all senators have provided feedback.