STAFF SENATE NEWS

February 2016

Staff Senate Talks With Incoming President Dr. Laurie Nichols

In May 2016, UW will welcome Dr. Laurie Nichols to the President's Office. UW Staff Senate reached out to President Nichols for her thoughts on the opportunities and challenges that lie ahead. Her reponses, in their entirety, are recorded below.

QUERY: Looking forward to the end of your first year as President, what are you hoping you will have accomplished?

First and foremost, I hope to have spent considerable time on campus visiting colleges, schools, departments, units, divisions, senates, faculty, staff, students, etc. And not only do I want to do the typical "meet and greet" type meetings, but I would like to have time to listen and learn. Since I am new to Wyoming and UW, my learning curve will be very high. I want to know more about the university... its culture, traditions, people, programs, facilities, resources, strengths, challenges, and more. I also want to spend time with the Trustees, Foundation Board, athletic boosters, and many others who volunteer a significant amount of time and energy to the University and who are in positions to greatly influence the University. And finally, I plan to travel the state during the summer to visit community colleges and their leaders, the Casper campus, Extension centers, legislators, and alumni throughout the state. It will be a very busy summer! My goal in all of this is that by the end of my first year at UW, I will be much more knowledgeable about the University so that I can represent it in an accurate and positive light. And, importantly, that I am forming relationships on and off campus so that people feel like they know the UW President, and they feel confident that the University is in good hands with this new leadership.

While some of this is still formulating for me, here are things that I believe you will see in motion by the end of the first year:

- Hiring completed for a new Provost and Vice President for Academic Affairs;
- Initiation of the process to develop a five-year strategic plan for the University and have the process underway;
- Progress on academic program evaluation with recommendations that will strengthen many programs, but also gain greater synergy and efficiencies;

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2/3 Meeting Agenda

I. Roll call
II. Approve January minutes
III. Approve February agenda
IV. Administration reports
  A. Div. of Admin.
  B. Human Resources
V. Officer Reports
VI. Old Business
VII. New Business
VIII. Liaison Reports
IX. Committee Reports
X. Open forum

Dates to Remember

February 3, 2016
Staff Senate Meeting

Last day to add, drop, change sections, or grading options in semester courses

February 4, 2016
Registration for Summer Session 2016 main campus courses begins

February 29, 2016
Last Day to Submit Staff Award Nominations

- Progress on several ongoing initiatives for Science, Engineering, Education, and launching of one additional initiative which will recognize excellence in the humanities;
- Progress on a few building projects and planning underway for Residential Life (halls);
- Progress on the financial system including better integration of data and stronger reporting; and
- Insights on the salary situation with peer comparisons completed so that a plan can be developed
- Hiring completed for a Chief Diversity Officer and conversations underway to develop a strong diversity plan for the University (and by the way, this will be part of the University strategic plan)
- A "pulse check" on HLC accreditation including the status of a quality initiative (QI) which is required under the new Open Pathway accreditation track; timeline with milestones in preparation for the next accreditation visit.

Incoming UW President Dr. Laurie Nichols

QUERY: What strategies will you use to build your relationship with staff at UW?

As I mentioned above, I will get out across campus this summer to meet and begin conversations. I will also encourage invitations to the various shared governance bodies such as Staff Senate, Faculty Senate, ASUW, etc. I have enjoyed sponsoring an open "coffee" on campus as Provost and I think I will try something similar as President at UW. I need to think about how best to structure this, but it is a nice way to informally visit with people and hear what is on people's minds, without a formal agenda or need for immediate response. And, of course, I hope I get inundated with invitations so I fully participate in the events and activities on campus. A campus needs to see their President and know that she is interested and supportive.

One way to keep communication open on campus is to have a weekly "Monday Morning Message" from the President that goes out to all staff. In this short message, the President can share important announcements for the week, acknowledge important recognitions, and tell the campus what is on her schedule for the week so you know what the President is doing on behalf of the university. You may already do this, but if not, I will be sure to have it ready by the time fall semester starts.

I'm sure I will think of other ways as I get there and start my work. But these are some of my initial thoughts.

QUERY: UW is currently facing a lot of challenges as well as some great opportunities. What opportunities are you most excited about?

Two things come to mind. First, I am very excited to facilitate an inclusive plan for the university. A strategic plan is a road map for the university. It sets a direction and helps people not only feel like they know where the university is going, but also conjures excitement about the plan. People feel more confident in a university if they see that it has a direction with an accountable set of metrics that gages progress toward reaching the goals of the plan. While the UW has so many exciting things happening, it seems like they are operating independently without a comprehensive and guiding plan. We can fix that! Everyone on campus needs to be involved in creating the plan and I look forward to getting a process underway to do so.

Second, I am really excited about the idea of building stronger relationships throughout the state with such entities as the community colleges, Wind River Reservation and tribal college, K-12 system, businesses/industry, and others. The University of Wyoming plays such a critical role to the state as not only the land-grant university, but also the only university. Having strong partnerships that address real needs of the state will ultimately benefit UW more than perhaps anything else. I look forward to working very hard on these over the course of my time as President.

QUERY: What should UW staff know about your leadership style?

My leadership style tends to be about consensus-building. I care about people's ideas and opinions and I listen to others so that I can include as many good ideas as possible. But I also know that once I have listened and weighed alternatives, I must make the best decision I can for the university. My leadership style centers around respect for others and strong communication. I believe that good leaders inform their constituents about the workings of the university. I try to hold little back unless it is confidential. I believe when people are informed, they are much more likely to understand and be supportive.

I am a positive person. I see the glass half full and want to capture people's strengths to build a strong university. I try not to take myself too seriously and I enjoy when one can find humor in a situation. Having said that, I am serious about issues that put the university or individuals in harm's way and I move quickly to action when something must be done to address a serious situation. I am not a person who looks the other way to avoid conflict or wrong-doings.

Finally, I would say that I have high standards for myself and others. I want UW to be the best that it can be, and I will push performance so we can accomplish our goals. I hold myself and others accountable for good work, and I will do anything I can to remove barriers, find resources, provide recognition, and otherwise facilitate the work of others.

QUERY: Is there anything else you would like to share?

I am very excited about joining the University of Wyoming and Tim and I are also excited about our upcoming move to Laramie. I plan to start on May 16 and Tim will join me some time during the summer….exact date not yet determined.

I plan to travel to Laramie and be on campus a few days each month. My first visit is scheduled for January 24-25 and I will also be on campus February 19-20. March and April dates will be determined soon. I hope to be able to meet with some campus groups as schedule allows.

Ask A Question: Performance Evaluations and Employee Comments

Got a question of about the University of Wyoming or your employment here? Ask away at: **staffsen@uwyo.edu**.

QUESTION: "My supervisor requires me to turn in employee comments to my performance evaluation in hard copy. Is there a way for employees to add comments to their performance evaluations electronically, since the forms are online?"

ANSWER: (from the Employee Relations section of Human Resources) **All performance evaluations are conducted electronically**; there is not a hard-copy option for the performance evaluation process at UW.

Performance evaluations are initiated by supervisors online using HRMS using this **link**. Supervisor training on the ePerformance system is available through March 2016 by registering on HRMS under Courses and Conferences.

The performance evaluation process is outlined in the following guides for supervisors and employees:

- **ePerformance Supervisor Guide**
- **ePerformance Employee Guide**
- **Performance Evaluations in 7 Easy Steps**

Instructional guides on PDQs are also available:

- **PDQ User Guide**
- **Browser Fix for PDQ Report**

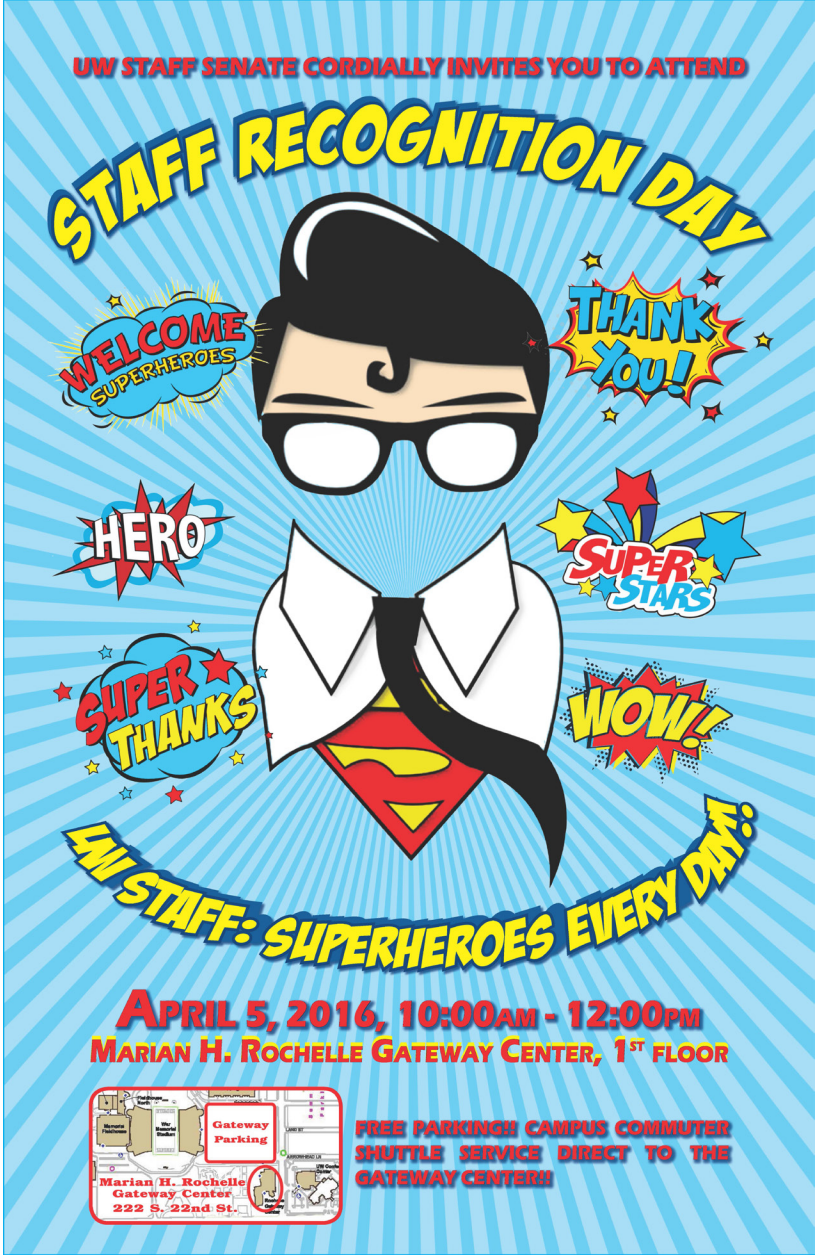
Employees who do not have access to a computer in their workplace have the right to use any public computer on campus, such as in the Union or Coe Library, to access HRMS and participate in the online performance evaluation process.

Use the following steps to sign on to HRMS:

- Open a web browser window.
- Go to the University of Wyoming Home Page, **www.uwyo.edu.**
- Click on the **WyoWeb link** on the right side of the page:
- Click on **Employee Self Service**.
- Log in using your normal network username and password.

If you do not know your network username and password, please contact your supervisor or call HR at 766-2438 or 766-5484. All employees, regardless of position or access to a computer, are assigned a username and password that enables access to UW-specific employee information such as UW e-mail and records found under Employee Self Service in HRMS.

If you have further questions about the performance evaluation process, please call Human Resources at 766-2438 or 766-5484.



Points to Ponder: Provost Search

One of incoming President Nichols' top priorities is to hire a new Provost and Vice President for Academic Affairs.

A 17-member search committee has been formed that is charged with seeking input from campus constituencies, discussing desired qualifications and characteristics before reviewing candidates; considering applicants; and developing a list of finalists for consideration by the president, who will recommend a selection to the Board of Trustees.

The committee began meeting in January, and campus-wide focus group meetings were held on January 28 to solicit comments from UW students, faculty, and staff concerning the Provost position.

A **SurveyMonkey form** has been made available for UWconstituents to submit comments about perceptions and thoughts for the Provost and Vice President for Academic Affairs position and what it entails and the search process, Please note that the form is set to allow only one response per computer.

If you would like to make a nomination for the Provost position, you can submit the nomination to Vice President for Research and Economic Development **Bill Gern**, **Angela Faxon**, Manager, Research and Economic Development Business Services, or **Alberto Pimentel** (of Storbeck Pimentel, the consulting firm assisting with the search). Please refer to "UW-PVPAA" in the subject line.

NOMINATE a deserving staff member for a 2015 Staff Award today!!

Nominations close 2/29/2016.

Cathy Shuster (shown w/Staff Senate Pres. Arron Sullivent) is the Employee of the Fourth Quarter for 2015. Cathy, an office associate with UW Extension, was praised for her positive attitude and strong sense of fairness and concern for others.

Did You Know? UW Outdoor Program Rentals

The **UW Outdoor Program** has a large variety of outdoor gear available for rental, such as backpacking and camping equipment, winter recreation equipment (e.g., skis, boots, and poles), climbing and mountaineering gear, and gear for water/river sports.

Rental equipment is only available to UW students, faculty, staff, and dependents and spouses with a valid WyoOne card. Pricing for UW employees is available **here**.

The **Rental Center** is located at the northeast corner of Half Acre Gym. To rent equipment, bring your WyoOne Card with you and along with an accepted form of payment (cash, checks, or Visa, MasterCard, or Discover credit or debit cards).

The Rental Center accepts reservations up to seven (7) days in advance by phone or in-person only. No payment is required at the time of reservation. Payment must be made prior to checking out the equipment. Advanced reservations must be picked up and paid for by 1:00 p.m. on the day of check-out, or the equipment will be released and available for others to rent.

The Rental Center recommends coming in person to make reservations for items that require sizing (e.g., skis, boots).

Policies regarding use of rental equipment can be found on the **Rental Center homepage**.

Software Vendors Demonstrate Cloud-Based Systems

As the University of Wyoming moves forward with a project to improve its fiscal and reporting system, two software vendors are on campus to demonstrate their cloud-based financial and human resources systems.

Oracle is on campus Tuesday, Feb. 2, and Workday is onsite Wednesday, Feb. 3, both in the Wyoming Union West Ballroom. The schedule both days will be: 8-9 a.m., executive overview for the university's Executive Council; 9:15 a.m.-12:15 p.m., financial system overview for all campus users; 2-5 p.m., human resources system overview for all campus users.

The sessions will be broadcast via WyoCast for those not able to attend in person. Use the following links to access the presentations (for live-stream viewing, a browser that supports Silverlight is required; use either Internet Explorer or Firefox):

ORACLE -- Tuesday, Feb. 2:

- **Financials demonstration**
- **HR demonstration**

WORKDAY -- Wednesday, Feb. 3:

- **Financials demonstration**
- **HR demonstration**

Any interested campus user is invited to participate in the demonstration sessions to get a preliminary look at current fiscal and reporting system technology in the cloud. These sessions will be followed by a formal request for proposals (RFP) this spring to select a new technology solution for the university's enterprise-wide financial and human resource system needs. More detailed demonstrations will be part of the RFP process.

Share feedback/questions/concerns to Shared Business Services office by February 4th at **uw-sbs@uwyo.edu**.

Policy Corner

Staff Senate receives numerous questions about labor law and UW policy. In this **Policy Corner**, we share resources and information with you that may be of help. For further questions or concerns, employees can contact Human Resources or browse the information available from the **U.S. Department of Labor** or **Wyoming Workforce Services**.

What options are available to a post-probationary employee who disagrees with his/her performance review?

If a post-probationary employee disagrees with his/her annual performance evaluation, the employee may:

1. Insert a response to the performance review within the employee comments section; and/or
1. Request reconsideration by the next level supervisor appointing authority.

The final decision is made by the appointing authority, taking into consideration any attached responses, reconsiderations, and/ or guidance from the Director of Human Resources.

All pay increases allocated using performance evaluation ratings are discretionary and employees shall have no expectation of any pay increase.

Although staff may appeal an evaluation as provided in this section, there is no appeal process to contest a pay adjustment associated with a performance evaluation rating.