



## Contact Us

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## 2/7 Meeting Agenda

- I. Roll call
- II. Approve Jan minutes
- III. Approve Feb agenda
- IV. Administration reports
  - A. Div. of Admin.
  - B. Human Resources
  - C. Academic Affairs
- V. Guests and Special Programs
  - A. Athletics Planning Com Report
- VI. Liaison Reports
- VII. Officer Reports
- VIII. Old Business
- IX. New Business
- X. Committee Reports
- XI. Open forum

## Dates to Remember

### February 7

Staff Senate Meeting  
1:15 pm, Union Senate Chambers

### February 13

Diversity Workshop  
8:30-4:00, Union Ballroom

### February 14

Board of Trustees Conference Call  
8:00 am, Old Main Boardroom



# STAFF SENATE NEWS

January 2018

## Meeting Updates

### Board of Trustees

The UW Board of Trustees met January 17-19, and discussed a number of issues that may be of interest to UW staff. To view their meeting materials and report, click [here](#). Items discussed during the meeting include:

- The Housing Master Plan, which includes several options for development of new housing options (one option is pictured above) and improvement of existing facilities. The Housing Master Plan can be viewed [here](#). Staff Senate has expressed concerns over the lack of planning and budgeting for replacing campus parking that is displaced by new facilities construction and for construction of a satellite energy plant to support the East campus. The Board voted to accept the Master Plan without committing to implementation of any of the proposed options.
- The findings of the [Capacity Study](#) were presented with recommendations on moving forward with responsive tuition pricing and student recruitment and retention efforts.
- The Board voted in support of a motion stating that the Science Initiative is the number one budget priority for UW.
- The Northern Arapaho Business Council presented a [proposal](#) to provide tuition waivers for qualifying Native students from Wyoming.
- UW is in the process of establishing a Facilities Council that will advise the President on matters related to physical facilities. Staff Senate has appointed a representative to this Council and will provide more information on the proposed sub-councils as it becomes available. See pages 162-163 in the [meeting report](#) for more information.
- An update on the University reserve accounts was presented during the Budget Committee meeting. Balances and other information on those reserve accounts can be found in the committee materials linked [here](#).
- Associate Vice Provost Kyle Moore presented an [enrollment update](#).

### Staff Senate

During the January meeting the Senate held presidential elections for 2018-2019. We're pleased to report that Renee Ballard was elected, and her term will begin July 1<sup>st</sup>. Congratulations to Renee!



UNIVERSITY OF WYOMING



# LIAISON REPORT

## Liaison Reports

Staff Senate provides liaisons to a number of campus boards, committees, and task forces. If you have questions for any of the boards, committees, or task forces, feel free to contact the representative, or email us at [staffsen@uwyo.edu](mailto:staffsen@uwyo.edu).

## No More Committee

The No More Committee has deployed a student campus climate survey to assess attitudes and behaviors related to sexual violence on campus. The committee's next meeting is scheduled for February 9<sup>th</sup> at noon in the Union Senate Chambers, and staff members are welcome. For questions on the No More Committee, please contact [Renee Ballard](#).

## UW Facilities Council

The Facilities Council has just begun meeting, and is in the process of developing its policies and procedures and finalizing the sub-councils. For questions on the Facilities Council please contact [Jason Gonzales](#).

## UW Salary Policy Task Force

The Salary Policy Task Force has resumed meeting in order to provide additional information and clarification on the proposed salary policy. For questions on the Salary Policy Task Force please contact [Kevin Colman](#) or [Rachel Stevens](#).

## Vice President for Administration Search Committee

With the upcoming retirement of Vice President Bill Mai in June 2018, UW has assembled a search committee to hire his replacement. Staff Senate has named senator Kristin Blevins to the committee.

## 2017 Staff Awards

Staff Recognition Day is scheduled for March 28, 2018. During this event all employees who receive a staff award for 2017 will be honored, along with those who have reached a years of service milestone.



Staff Award nominations are currently open, and will remain open through February 28<sup>th</sup>. To read about the awards and to nominate a staff member, please click [here](#).

The list of employees who have reached a milestone in their years of service is also available online. Staff Senate requests your help in ensuring that the list is as complete and accurate as possible. Please take a minute to review the list, and **let us know** if there are any corrections needed.

## Ask A Question

Got a question about the University of Wyoming or your employment here? Ask us at [staffsen@uwyo.edu](mailto:staffsen@uwyo.edu), or use our [anonymous survey](#).

**QUESTION:** "I handle reimbursements in my department and am asked sometimes to submit receipts for travel that occurred too long ago to reimburse. In two situations when I informed the faculty member who was requesting the reimbursement that the reimbursement period had expired, he became angry and yelled at me. I felt very intimidated and felt like he is bullying me. My supervisor is sympathetic but doesn't think there is anything that can be done to prevent it. Is there any UW policy that prohibits this kind of behavior?"

**ANSWER:** The University currently has two policy documents that govern harassment and adverse treatment in the workplace. **Presidential Directive 4-2016-1** establishes policies and procedures for addressing harassment, hostile environment, and retaliation in the workplace toward individuals who are not considered a protected class under UW Regulations. Harassment and adverse treatment on the basis of race, sex, gender, religion, national origin, and other statuses that are protected by state and federal statutes and University Regulations is governed by **UW Regulation 1-5**. Presidential Directive 4-2016-1 defines harassment as "verbal or physical conduct that unreasonably interferes with an individual's work or academic performance or creates an intimidating or hostile work or educational environment."

At the current time, the **Equal Opportunity Report and Response (EORR)** office handles all complaints of workplace harassment or hostile environment, whether the complainant is considered a protected class or not. You can follow [this link](#) to submit a report and to review the assessment and follow up process that EORR personnel will follow once your report is submitted.

For further questions on reporting harassment and hostile work environment situations, please contact the EORR office at 766-5200 or Human Resources at 766-2377.

## Workshops on Diversity for UW Staff

A nationally recognized expert in creating inclusive organizational environments will lead workshops for University of Wyoming faculty, staff and students in February. There are two sessions scheduled for staff on February 13<sup>th</sup>. One option is to attend from 8:30-10:30 am. Participants will explore tools to interrupt and engage microaggressions and other exclusionary dynamics, and use an inclusion lens to analyze and revise policies and practices. Staff members who are able to attend for the full day (8:30-4:00) also will identify personal action steps for creating inclusive, affirming campus environments. To read more and to register for the event, [click here](#).

## Tip of the Hat



Have you received exceptional service or experienced a friendly interaction with a UW staff member or student worker that brightened your day? Give them a Tip of the Hat! [Click here](#) to tell us about your experience. Your comments will be posted on the Staff Senate website, and the staff member will be entered into a weekly drawing for fun prizes. We appreciate your nominations!