



UPCOMING EVENTS & ANNOUNCEMENTS

Staff Senate Elections

- Elections to serve on Staff Senate are now open. Elections will close at 4:30 PM on Friday, May 19, 2023 for divisions who had multiple nominations for open seats.
 - Those elected will be confirmed in the regular Staff Senate meeting on Wednesday, June 7, 2023 and official Senator Duties will begin on July 1, 2023.
 - A member of the Staff Senate Governance Committee will contact all elected staff members the week of May 22, 2023 to provide details about official Staff Senate duties.

ADMINISTRATION REPORTS

President's Office, Kelsey Kyne, Chief of Staff

- A. President Siedel has been in conversations with Staff Senate on to discuss ways to align staff senate with the president's office in FY24.
 - a. President Siedel would like to identify 1-2 items that our offices can work toward together this year.
- B. All Staff members who won Awards at this year's Staff Recognition Day are invited to attend the President's convocation dinner next week. More details will be forthcoming.

Ombudsperson – Nellie Haddad

A. Overview of the Ombudsperson Office at UW

- a. This is not a replacement for any other office on campus, it is new and separate from all others.
- b. Ombudsperson, Nellie Haddad, Ph.D. is available to all staff members who need someone to talk to without fear of any repercussions, regardless of the subject.
- c. How to reach her if you need to talk:
 - i. Her office is located at 401 Main
 - ii. She can meet you elsewhere on campus if you prefer as well
 - iii. You may email her at nhaddad@uwyo.edu or call her at 307-766-3459
 - iv. She can meet in person, electronically (zoom, teams, etc.), or by email and/or phone
- d. Nellie has degrees in conflict resolution and experience in mediating conflicts.
- e. She is NOT a mandatory reporter, everything discussed with her is and will remain confidential.
 - i. Only you approve if anything should move further than her.

1. If you would like to escalate, she will help you and stay by your side the entire time.
 2. If you would like, she can facilitate a conversation with a supervisor or other UW entity.
- ii. If you do not want to escalate a situation, it will not be escalated.
- f. An Ombudsperson does not start nor participate in any investigations.

B. Updates

- a. Nellie has had 18 visitors to her office since accepting the Ombudsperson role.
 - i. 12 of the visitors have been staff. A common theme she has seen is tension between co-workers and tension between staff member(s) and supervisor(s)
 - ii. She is considering offering a campus-wide workshop on interpersonal communication to assist staff members when advocating for themselves.
 1. Staff Senate would like your feedback to determine if this is something campus staff members would be interested in. If you think it is a good idea, please email your Staff Senate Senator and let them know that you like this idea.

Academic Affairs – Vice Provost for Academic Affairs Anne Alexander

A. General Updates

- a. The Office of Academic Affairs has been holding town hall meetings in various colleges this spring and have been pleased with the results. The Office plans pause these for the summer but will resume the town halls this fall.
- b. Academic Affairs has been working on the University’s strategic working plan and the details surrounding how it will be implemented across campus. Please look for more information in the coming weeks.
- c. A new strategic partnership with Cardiff University has been approved and is now active.
- d. Academic Affairs has entered into an agreement with a new global recruiting partner “Shore Light” to assist with recruiting international students. The goal of this engagement is to increase the number of international students on campus.

Office of Research & Economic Development – Vice President Parag Chitnis & Director of Research Services Farrell Rapp

A. VP Chitnis would like to thank Senate for the time to update Senate and would like all to know that he appreciates the University Staff with a special thank you going out to the dedicated staff from the Research Office who have been diligent in their roles and enabling the college to make successful updates.

- a. Streamlining the work in the office was a team effort and the roll out of the software ROAMWyo, which will replace Info Ed, has now taken place.
 - i. Some of these changes involved not only implementing the new software, but also reviewing the results and making updates as needed.

B. Farrell Rapp – ROAMWyo

a. Software updates-ROAMWyo

- i. This is a software platform used to support the Sponsored Program side of Grants and Projects
- ii. The new platform will streamline and improve the lifecycle of grant applications and management as well as mitigate compliance risks.
- iii. This platform will allow better communication with procurement on equipment purchases as well.
- iv. There are 5 areas to the platform:
 1. Animal oversight is now live.
 2. Sponsored projects campus roll out Scheduled for June 1st. The blackout period has ended new projects are now be entered and processed.

3. S2S will roll out in the fall 2023.
 4. Outside interest will roll out in August 2023.
 5. Conflict of interest will have a soft roll out this summer.
- v. All areas have a dashboard where one can view the progression and status of a given project.
 1. Statuses such as submission, approvals, spending and routing
 - vi. The current *Green Sheet* is being replaced with a Proposal form in ROAMWyo. This will allow the progression of the proposal to be followed and monitored as needed.
 1. The 1st stop of the proposal form during routing is with the Research Office's pre award team then will continue to the College Dean, PI's etc. before being submitted to the sponsor
 2. The Research Office was not able to load all Green Sheet data into RoamWyo during the conversion.
 - a. PI's will be contacted if this affects you directly and may be asked to resend their Green Sheets to the Pre-awards team. Thank you for understanding.
 - vii. New: outgoing sub awards will also be processed in ROAMWyo.
 1. There will be a sub award form containing all sub award information and compliance information attached to the Subaward documents.
 - viii. Legacy data: any active FY22 projects have now been moved to ROAMWyo
 1. The Research Office will continue to build this data out as awards are renewed, amended or reviewed over time.
 - ix. The Research Office is in the process of scheduling training with individual colleges that will be College specific. Please look for invitations and more information.
 1. 3 general training dates are currently scheduled over the next month:
 - a. One is zoom only. The other 2 are hybrid.
 - b. 5/17 Berry Center auditorium at 2-4
 - c. 6/9
 - d. 7/20

Division of Operations – VP for Campus Operations Bill Mai

A. Parking Garage Update

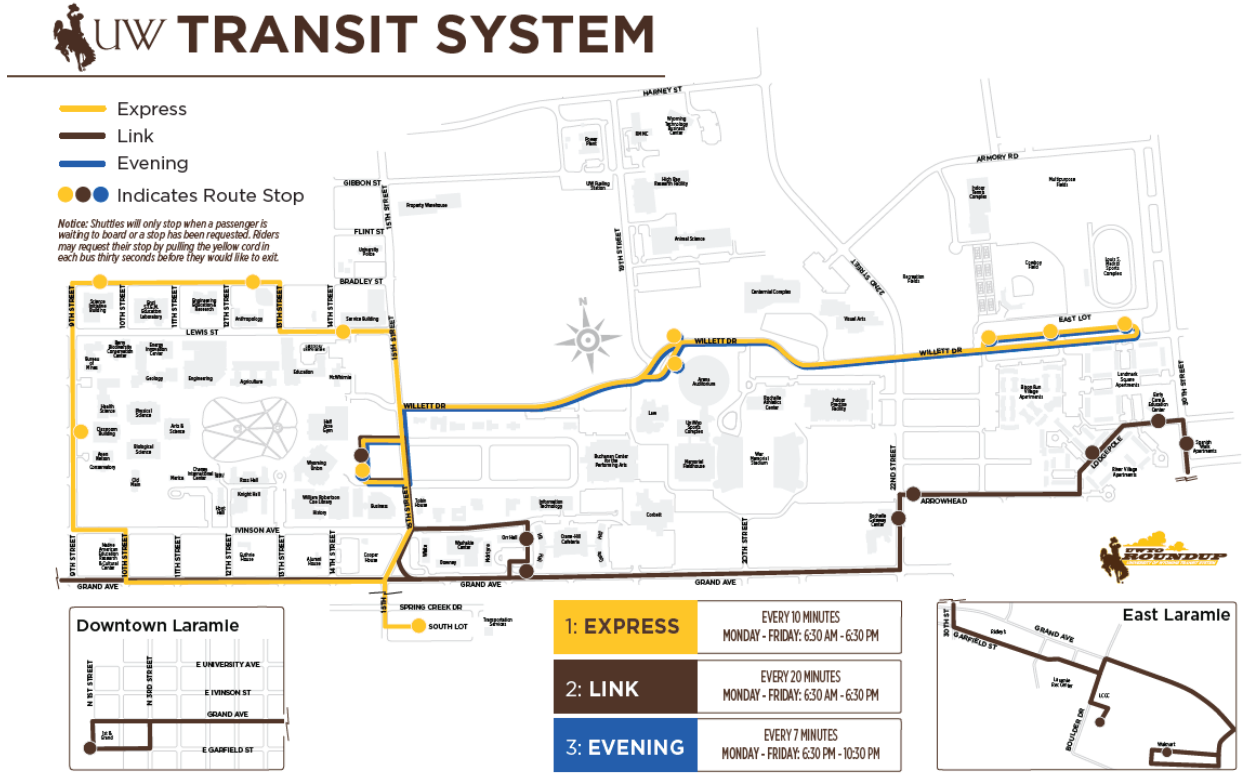
- a. The garage has opened – softly
- b. UW PD has already moved in and is now operating from the site.
- c. Paul Kunkle has advised that parking permits for the garage are now in the process of being sold for the summer with fall permit sales to be announced soon.
 - i. You should contact parking if you have a current permit and need to convert it into a new one.
 - ii. A formal announcement of the opening and more details will be coming out from the Transportation Department this week.
 - iii. Permits are not required for parking in the garage after 5PM on weekdays or at any time on the weekend.
- d. Levels 2 & 3 are permit parking.
- e. Level 1 has some metered parking available and temporary ADA accessible parking.
 - i. The elevator is not functional yet. The missing parts should arrive to be completed in July.
- f. The garage has 35 security cameras in operation within the building. It is now one of the safest buildings on campus.
- g. The entrances are on both the east and west side of the building.
- h. Ivinson street parking will be resurfaced starting May 15th. Once complete the street will again be available for parking.

B. Lot on 12th and Bradley

- a. This lot opened the 1st week of May and has 40 spaces.
- b. Parking permit sales are open to faculty and staff now for the summer and fall permits will open for purchase in July.
- c. This is a Brown permit lot.

C. Bus routes – Paul Kunkle

- a. Transportation will have routes running from the union to the parking garage every 20 minutes.
- b. There is a bus route running from the Express Lot to the Union and from the Union to Hill Hall.
- c. All routes are part of the Link system.
- d. Go to A-Z to transit to maps to see the current stops and times for pick up drop offs:



D. Parking along 9th Street and Iverson – Paul Kunkle

- a. The City of Laramie is doing work from Iverson to Lewis therefore parking has been shut down on the 9th Street corridor until the project is completed.
- b. Once the project is complete, parking availability should be back to how it was with the exception of a possible loss of about 6 spaces.

E. The Union parking lot will be closing permanently on May 26th.

F. General summer construction and demolition updates

- a. West Stands at War Memorial updates will start after Nov 2023.
- b. UW pool. The University is reviewing many details right now. They should know more in the spring of 2024 about the design. There are various locations under consideration, but nothing has been finalized as of this week.
- c. The South dorm is still delayed.

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

A. FY24 Salary Increases

- a. The new Pay matrix is almost completed and will be more sustainable moving forward.

- b. In general, 2/3 of the \$12.3 mil allocated for salaries will go to staff and 1/3 to faculty pay increases.
 - i. This will allow the University to move the minimum hourly salary up to \$15 per hour.
 - ii. Budget & Finance anticipate having a 3-step process to distribute the funding, similar to what we saw last year:
 - 1. A flat rate increase will be given 1st to avoid compression in salaries:
 - a. The flat rate I anticipated to be \$1900 for current salaries that are under \$149,999 base pay and above \$1400 for those at or above \$149,999.
 - 2. The 2nd step will be to bring staff positions up to the market value of those positions based on the new pay matrix
 - a. There are differences across UW that have made salaries discrepancies exist and these are being addressed in this step.
 - 3. The 3rd step will be for discretionary raises on a division/departamental level including increases based on merit, internal compression, etc.
 - a. Budget & Finance plan to have spreadsheets out to the campus units outlining the funding that is available for this step by the end of May.
- c. UW administration will be presenting this information and implementation plan to the Board of Trustees during this month's board meeting for board approval and making pay raises effective on the July 2023 payroll.

Human Resources – AVP Bob Link

A. Deloitte Study Update

- a. Desired future state of Classification:
 - i. To be able to standardize roles, workload, have clear career paths, etc.
 - 1. **Deloitte's** work revealed that this can be done, but it will take more work and planning from the University to roll out the new format.
 - ii. Once the changes are implemented all UW staff and administration will benefit.
 - iii. Timeline for implementing:
 - 1. Step 1 begins now.
 - 2. UW is aligning executive perspectives and creating a design on how the role out will be enacted and sustained long term across campus.
 - iv. It may take up to 12 months for full implementation to occur on campus due to all of the moving pieces.
 - 1. Implementation may take less time than 12 months, but it shouldn't take longer than that. More details will be available as we move through the process.
 - v. Distributing the results of the study to the campus community:
 - 1. Human Resources is waiting for UW leadership to review the results and implementation plan before sending anything out to campus.

B. Classification & Compensation:

- a. Human Resources is updating the current pay matrix based on market metrics and is currently pricing and slotting all jobs into this model using the updated pay matrix and pay policies.
- b. This model will provide a process for continual review of positions and salaries.

C. There are no freezes, pauses or holds currently on campus for hiring.

- a. Human Resources currently has over 300 requisitions open.
- b. Colleges should not hold the hiring processes and should consult with HR before delaying any hiring processes.

Staff Senate Updates

A. Staff Senate Resolution #249 regarding University Regulation 3-1

- a. Staff Senate passed Resolution #249 during this month's senate meeting.
 - i. Staff senate proposal confirming Staff Senate and Staff Senate President release time and organization of staff senate.
- B. Staff Senate Employee Relations Committee is drafting a resolution regarding course release time for staff.**
 - a. The Staff Senate is working on a resolution recommending that release time for taking classes be placed back in the handbook and release time re-affirmed. More details to come as this resolution is drafted.