



## **UPCOMING EVENTS & ANNOUNCEMENTS**

### **Staff Recognition Day**

- Staff Recognition Day 2024 will be held in April in the Arena Auditorium from 11:00 AM – 1:00 PM
  - Food and drinks will be provided.
  - Staff Senate is requesting confirmation of work release time for employees to attend.
  - There will be recognition awards, games, and raffles during the event.
- This year's theme is "Come on down to Staff Recognition Day."

## **ADMINISTRATION REPORTS**

### **President's Office – Chief of Staff Kelsey Kyne**

- A. Pres Seidel will be hosting multiple events this spring for Staff:
  - a. All Staff meeting (also broadcast on WyoCast)
    - i. February 9<sup>th</sup> from 1:00-2:00 pm
  - b. Two coffee and conversation meetings
    - i. February 7<sup>th</sup> from 11:30 AM – 1:00 PM
    - ii. TBA

### **A. Ombudsperson – Nellie Haddad**

- A. Nothing to present this month.

### **Academic Affairs – Vice Provost for Undergraduate Education, Dr. Steve Barrett**

- A. Spring Semester starts next week!
- B. Matt Griswold, VP for Online and Continuing Education, has been developing and expanding UW's online programs.
  - a. The administration expects to have more coming online classes in the fall of next year.
  - b. They hope that additional online classes will also give UW staff members greater access to their education benefits.
  - c. There is now a listing of fully online programs that are available in many areas including some that may result in a fully online degree.
- C. UW is accredited by the HLC – Higher Learning Commission for a 10-year period.
  - a. We are 4 years into our accreditation and working on the final report for this period.
- D. AI and Chat GPT
  - a. A working group has been charged with defining and drafting guidelines detailing what and how UW will approach this modern technology.
  - b. There are some active guidelines effective across campus already.
    - i. Currently, it is up to each individual professor or faculty member to decide what is allowable in their course based on the requirements, goals & teaching needs of each course.
  - c. For anyone interested, there are training programs available.
- E. UW received the designation of a National Community Engagement Center recently.

### **Office of Research & Economic Development**

- A. Nothing to present this month.

### **Division of Operations**

A. Nothing to present this month.

### **Division of Budget and Finance**

A. Nothing to present this month.

### **Human Resources – AVP Bob Link**

A. Deloitte Study Update:

- a. HR overhauled their website recently for more transparency.
- b. The easiest way to access the information is through the HR web page under organizational change and reports.
- c. HR is currently in the process of updating market pay tables this week and verifying that the updated information is calibrated appropriately.
- d. This also involves developing career ladders that are based on mastery of knowledge amongst other factors.
- e. HR will be scheduling a meeting with Staff Senate to discuss these details in more depth this month.
- f. The proposed rollout of the new compensation plan and updates are currently under governance review.
  - i. The processes are being developed and administration is and will continue to have conversations with departments, colleges, and personnel to discuss needed training(s) and how to maneuver the changes. This includes specific training for anyone who may have a change in job description.
- g. HR and UW administration hope to roll out the new structure as quickly as possible but ask that we are patient with the timeline.
  - i. This is a work in process and all the pieces need to be accurate before a full roll out is enacted. HR and Staff Senate will keep you updated as the process progresses.
  - ii. Full implementation of the new structure as seen on the Case of Change documents on the HR website is anticipated to occur in the beginning of FY25.
  - iii. Once rolled out – professional development opportunities will be more available and built into the career ladders.

B. The Recruiting and Talent team have a new calendaring and scheduling system for anyone who wishes to visit with an HR representative to discuss any HR matters.

- a. Please use this if you need to speak with an HR representative or feel free to stop by the HR office in person as needed.

C. Employee Relations

- a. Goals are coming up at the end of this month and virtual trainings are available for anyone needing assistance.
- b. During employee annual evaluations, HR encourages individuals to enter next year's goals during this time. Having to enter goals retroactively at the end of the year is not best practice.

D. Benefits

- a. January 1 is the start of the new benefits year and deductibles start over.
- b. Short- and long-term disability is now carried by AFLAC.

E. UW is in the process of moving back to Mine & Associates for the Employee Assistance Program: this includes mental health, will preparations, etc. This platform is more robust than Deer Creek was. There will be more information to come as documents are finalized.

F. UW employees should make any applicable updates to their addresses and end of year information including selecting electronic delivery of W2's as soon as possible. W2's will be delivered as noted by the end of this month.

G. I9 compliance – all of campus has done fantastic – thank you too all.

- H. HR is requesting that all supervisors review their active employees and submit terminations for any employee that has left and as soon as possible when employees terminate employment.

### **Government Affairs**

- A. Nothing to present this month.

### **Student Affairs**

- A. Nothing to present this month.

### **Diversity, Equity, and Inclusion—VP of Diversity, Equity, and Inclusion Zebadiah Hall**

- A. Nothing to present this month.

### **Staff Senate Updates**

#### **A. FY25 Staff Senate President election results**

- i. There were five nominations from Staff Senators to fill the FY25 Staff Senate President position.
- ii. We are pleased to announce that Senator Adam Comeau will continue serving in this role for the upcoming year.

#### **B. Executive Staff Senate Presidential Report – Staff Senate President Comeau**

##### **a. Safety on Campus**

- i. President Seidel is in the process of forming a working group to collaboratively review, enhance and make recommendations regarding safety on campus and welcomes one representative of Staff Senate to serve on the working group.
  - 1. The charge: Safety on campus is a shared responsibility and spans many functional areas including physical, environmental, occupational, and psychological. In support of UW’s 2023 Strategic Plan, specifically objective three providing a supportive community. This group will identify opportunities to make UW a safer place.
  - 2. Senator Jeanne Moede will be representing Staff Senate in this group.

##### **b. Course Release Time**

- i. Senate President Adam Comeau will be joining Provost Carmen in the discussion of this topic at the Feb 1<sup>st</sup> Presidential cabinet meeting.
- c. All UW Employees are encouraged to sign up for UW emergency alerts to ensure everyone receives emergency notifications quickly.

### **UWPD Continues to Investigate Reported Assault**

January 10, 2024 -- The University of Wyoming Police Department (UWPD) continues to investigate a reported physical assault that took place on the evening of Tuesday, Jan. 9.

Based upon initial information gathered, it is alleged that a man approached a juvenile female and grabbed her by the shoulders near War Memorial Fieldhouse. The young woman reported she was able to successfully fight off the suspect and escape, at which point the suspect also fled in an unknown direction.

The UWPD thanks people throughout the community who called with information and sightings of those matching the description of the suspect, following a UW Alert text message and email sent to UW students and employees Tuesday night.

Despite several contacts, the identity of the suspect is still unknown currently.

The UWPD remains committed to the safety of the campus and is pursuing multiple avenues to gather more information. The department encourages those on campus to maintain increased vigilance and asks anyone who may have information to call (307) 766-5179 or text keyword UWYO to 847411/TIP411.