



UPCOMING EVENTS & ANNOUNCEMENTS

Staff Recognition Day

- Staff Recognition Day 2024 will be held on April 16, 2024 in the Arena Auditorium from 11:00 AM – 1:00 PM
 - Food and drinks will be provided.
 - There will be recognition awards, games, and raffles during the event.
- 2.5 hours of release time has been approved through the President's Office so that all may attend.

Staff Senate Elections

- Senator and Senate Officer nominations for full senate and officer positions are open now.
- Voting on accepted nominations will occur on May 1.
- New Senators and new Officers will begin their duties on July 1.
- **Fill out this anonymous form to nominate yourself or a colleague for Staff Senate: FY25 Staff Senator Nomination.**

ADMINISTRATION REPORTS

President's Office – Provost Carmen

- A. Working with Advising Managers to work with community colleges to provide a smooth transfer process for students, to improve working relationship with community colleges. This is a high priority initiative.
- B. He is co-chairing the safety committee, looking at issues of safety at large. Any issues with safety, or if you would like to voice your concerns, you can report on the UW Safety Office's website, or email Senator Jeanne Moede, who serves on the committee representing staff at jmoede@uwyo.edu

President's Office – Megan Jones, Administrative Operations Manager

- A. If you missed the Presidential town hall meeting on February 29, 2024 you can find the recording on [WyoCast, Office of the President, Town Hall Meetings](#)
- B. Presidential Leadership Institute for UW Staff is about to be launched.
 - a. The program will take twenty people initially and grow year to year.
 - b. The platform of the program is to learn new skills, increase communication abilities, gain leadership skills, DEI, etc.
 - i. These skills are meant to assist with career growth, provide career enhancements and be applicable to career ladders.
 - c. Meetings will be held between May 2024 through September 2024.
 - i. The final meeting will be held at President Siedel's home.
 - d. Eligible UW staff members may apply for the inaugural cohort of the [Presidential Leadership Institute](#) (PLI) through this link.
- C. The President's Office is initiating a new award for Staff Members.

- a. Be ready to nominate a staff member for advancing excellence in support of UW's Strategic Plan, nominations due TODAY 3/8/24 by 5:00 pm. [Qualtrics Survey | Qualtrics Experience Management](#)
 - i. Enhancing Student Success, pursuing institutional excellence, providing a supportive community, engaging with, and serving the state of Wyoming and cultivating financial stability & diversification.
 - ii. There will be a \$1,000 cash award associated with this award.

Ombudsperson – Nellie Haddad

- A. Improving Staff & Supervisor Relationships
 - a. 2023 Annual Ombudsperson's report has been approved and can be found at on this [webpage](#).
 - b. The ombudsperson office will be creating a lending library with helpful books regarding to conflict resolution, difficult conversations, etc. If you are interested in lending a book through this office, email ombuds@uwyo.edu for more information.
 - c. Other workshops provided through her office are:
 - i. These workshops are available for anyone to attend – contact her office for details and times.
 - 1. Conflict Resolution.
 - 2. How to Get Along with Anyone.

Office of Research & Economic Development – Assistant to the VP of Research & Economic Development, Chelley Schneider

- A. Welcomed [Robert Macy as Director of Center for Entrepreneurship and Innovation](#). Macy will be reaching out to Deans, Department/ Unit Heads etc. to discuss entrepreneurship and innovation at all areas within the college.

Division of Operations – Associate VP Mike Samp

- A. Safety Initiatives: If you have any questions, concerns, thoughts of safety– the UW Safety Office is encouraging individuals to submit more information at their [website and online form](#).
 - a. The Safety Office will be analyzing and evaluating historical data related to worker injuries in order to assess if there are opportunities for improvement in safety, or issues that have not been addressed.
- B. 15th Street intersection with the new Housing/Union Locations: closed as of 3/7/2024.
 - a. There will be discussions on this during the March Board of Trustees meeting.
 - b. As current plan – 2 roundabouts (Ivinson and 15th and Willett and 15th)
 - c. During construction beginning this March, traffic will be even more limited than it is now.
 - d. Lab School access: this will continue to be a challenge.
 - i. The plan is to have 15th Street re-opened early in the school year (September/October).
 - ii. UW will be having conversations with the school district & lab school leadership this summer to develop a solution for access.
 - e. Emergency routes when 15th closed will be the same as last year.
 - i. The City of Laramie will re-route emergency services down 22nd and/or 9th Street as appropriate.
 - f. KUDOS was given to the dedicated staff within the shops and skill trade positions!!

Division of Budget and Finance – VP Alex Kean

- A. Wyoming Legislation is currently in session with the State Budget being discussed. Decisions during this session directly impact the University's budget. To learn more visit:
<https://www.wyoleg.gov/Legislation/2024>
- B. Budget for FY25 timeline:
 - a. Budget and Finance are currently building the FY25 budgets.
 - b. The deadline was March 1.
- C. The President's full budget must be turned into the Board of Trustees by April 15.
- D. The Board of Trustees will approve the FY25 budget during the June 12th conference call and it will be implemented July 1.
 - a. There will be budget assumptions, including:
 - i. A 4% tuition increase and a slight decrease in FY25 fringe rates.
 - 1. Non benefited 3.3%, Faculty 38.7% and Staff 43.7%

Human Resources – AVP Bob Link

- A. Deloitte Study Update:
 - a. HR is in the process of scheduling an overview of the Study as an upcoming deep dive.
 - b. Your senator will be providing more information regarding this study, and opportunities to provide your voice at upcoming town hall meetings. Please keep an eye out for any updates.
- B. UW has officially renewed the agreement with Mine & Associates for the Employee Assistance Program (EAP): this includes mental health, will preparations, etc.
 - a. HR's is committed to making sure there are no barriers for employees to access the services and resources that are available through our Employee Assistance Program.
 - i. They encourage you to reach out to HR directly if you have any questions.
 - ii. Also visit the [EAP webpage](#) to learn more and take advantage of any opportunity offered.

Diversity, Equity, and Inclusion–VP of Diversity, Equity, and Inclusion Zebadiah Hall

- A. In accordance with Title VI, the office is ensuring that Limited English Proficiency (LEP) qualified participants have meaningful access and equal opportunity to participate in UW programs, activities and services.
 - a. Language Line is available for anyone associated with the University, as well as throughout Albany County to use to communicate with LEP qualified participants. For more information, including directions on utilizing the line visit the [Language Assistance Resources webpage](#).
 - i. This includes verbal and written translation into Spanish. American Sign Language (ASL) is being considered, as well as other languages.
 - ii. UW provides all interpreters, translators, and other aids needed without the cost to persons access services.
 - iii. This service is available to the University of Wyoming, Laramie Police Department, Albany County Clerk, Iverson Memorial Hospital, and Albany County Sheriff with the intention of going statewide in the future.

Staff Senate Updates

- A. Staff Senate is currently working on Staff Senate Process and Procedures.