



Full Senate Meeting
1:15 p.m.
Wyoming Union Senate Chambers
4/8/15
Minutes

The meeting was called to order at 1:17pm by President Rachel Stevens

I. Roll Call

A. Present: Debbie Allred, Aimee Appelhans, Kristin Blevins, Gary Browning, Lori Dockter, Heather Earl, Mark Gunnerson, Tori Holmquist, Katy Hudson, Trish Hysong, Caroline Johnson, David Keto, Kathy Kirkadlie, Meghan Monahan, Leland Schroyer, Susan Schulz, Rachel Stevens, Arron Sullivent, Elizabeth Traver, and Maureena Walker

B. Proxy: Elizabeth Traver

C. Excused: Mannie Gallegos and Jeanne Moede

D. Resigned: Kim Glidden, Lee Kempert, and Lou Ann Montgomery

II. Approved March Minutes: Approved as circulated

III. Approve April Agenda: Approved as amended to move new senator confirmations before reports

IV. Special Business

A. Parliamentarian Kirkaldie reviewed the colored cards used in order for senators to speak, answer question, assign to committee, and show agreement

B. Confirmation of Brandi Hecker and Alison Shaver

V. Administrative and Human Resources Reports

A. Associate Vice President of Human Resources and Diversity: Nell Russell

1. Performance evaluations were 90% complete as of April 7, 2015

a. Correspondence letters were sent to supervisors

b. A second letter was sent to supervisors who have yet to complete evaluations

2. Jesse Begin: Human Resources Training Specialist

a.) Has conducted performance management classes to help supervisors complete their evaluations

b.) Seeking input for new classes which are of need and interest to staff

3. Other trainings such as training involving Title 6 is also available

4. Human Resources Partner Program is continuing as different units within Human Resources develop partnerships with departments

5. For every course or training required, HRMS will track the completion

B. Associate Vice President of Fiscal Administration: Mark Collins

1. UW Crisis Team: There was a student suicide on April 7th in White Hall

a. Outreach is ongoing through Counseling Services and other resources and available to anyone

b. The President's Office will release a statement

2. Trees by College of Business were removed

a. The trees were damaged

b. The trees will be replaced

c. Trees by War Memorial Stadium may also have to be removed

3. The turkey vultures will return to campus shortly and the process for how to deal with the vultures is being discussed

4. In the future, issues dealing with cutting down trees may be put in the Campus Construction updates

5. The timetable for raise distribution has not yet been determined

- VI. Guests and Special Programs: Dan McCoy, Chair of Bicycle and Pedestrian Safety Committee
- A. Distributed copies of dismount and bike paths maps
 1. Maps are updated as frequently as possible, but as construct zones change, so do the dismount zones
 2. The Laramie City Ordinance stating that no bicycles can be ridden on city sidewalks is included on maps of dismount zones
 3. Maps of bicycle lanes are also available
 - B. The committee works closely with UWPD on sales of abandoned bikes
 - C. The committee is developing a repair station by Classroom Building for cyclists to do minor repairs
 - D. The committee is composed of key stakeholders throughout campus including the UWPD Chief, Associate Vice President of Fiscal Administration, and Director of the Physical Plant
 - E. A long-term goal of the committee is to develop a ticket diversion program
 - F. Bicycle registration program at the beginning of the semester
 - G. The new community service officer should be a good resource for cyclist and pediatrician relations
 - H. The committee will look into presenting at Freshman Orientation and New Employee Orientation to disseminate information to new students and employees regarding bike safety

VII. Officer Reports

A. President Rachel Stevens

1. Raise Distribution

- a. Deans and Directors have been asked to identify underperforming faculty so that the divisions can determine how raise money will be divided among the remaining employees
- b. Top administrators will be excluded
- c. Deans and directors were also asked to identify employees who have switched departments in order to correctly identify appropriate pool for raise money
- d. The split between market and market is 1.55% and 1.65% respectively

2. Community Colleges are pushing back on the 2+2 plan

3. Administrative Directors: Discussed Policy Bulletin developed by the Leave Time Task

Force

4. Staff Senate will facilitate communication by distributing information in newsletters and e-mails in a tactful and professional way

5. Following up with issues with Parking Appeals Committee

6. List of Resolutions for which we have not received feedback. In the future, the President will give a report of the status of the recently passed resolutions at each month's meeting

B. Vice President Arron Sullivent

1. Relay for Life April 10th -11th, please come for a few hours!

2. The Relay for Life goal is \$1,000 dollars and has been reached

3. Lunch with the President has been moved to May 20th from 11:30am-1:00pm. Submit questions by April 24th and RSVP by May 8th.

VIII. Old Business

A. Resolution 210, seconding reading, "Recommendations for Use of E-Cigarettes on University of Wyoming Campus:" Passed with amendments

B. Resoultion 213, seconding reading "Resolution in Support of Establishing a Comprehensive Anti-Retaliation Policy for UW Staff Employees:" Passed with amendments

IX. Liaison Reports

A. Faculty Senate, Ed Janak

1. Dr. Janak had to leave the meeting early due to another time commitment
2. His report will be given at the May 13th meeting

B. ASUW, Arron Sullivent

1. Resolution 2454: Support of Off-Campus Party Registration Program, passed
2. Resolution 2459, first reading: A resolution to add sections to Laramie Municipal Codes to prohibit discrimination on the basis of sexual orientation and gender identity
3. Resolution 2460, first reading: ASUW Support for Transparent and Inclusive Administration of the Wyoming Student Union
4. First diversity training during the meeting

X. Committee Reports

A. Communications, Kathy Kirkaldie

1. Newsletter was sent out
2. Maureena Walker is working on a packet which will become part of the committee's files for the next year
3. Printing posters for Staff Recognition, please let the committee know if you would like one
4. The committee continues to promote open and transparent communication

B. Credentials and Elections, Lori Dockter

1. Officer nominations opened in April for voting at May meeting, please e-mail your nominations to Aimee Appelhans
2. Nominations for new senators are open until April 10th. The election will run April 20th-24th

C. Finance Committee, Heather Earl

1. Made treat bags for employees who have completed one year of service. During the first quarter of 2015, 36 employees came off probation.
2. Staff Senate will provide up to \$50.00, if needed and requested, to departments who host Employee of the Quarter receptions

D. Recognition Committee, Cecilia Schlup

1. Please look at the Excel file in Share Point and contact potential donors
2. Will e-mail the sign-up sheet with times and duty stations for senators who are assisting with Staff Recognition Day
3. Please submit pictures for PowerPoint
4. The Employee of the First Quarter has been selected, please look for upcoming details
5. The nominations for Employee of the Second Quarter close June 12th

E. Staff Relations, Caroline Johnson

1. Committee Chair Mark Gunnerson had to leave due to another time commitment
2. Please refer to the committee's meeting minutes which were distributed via e-mail
3. The committee is discussing a resolution for release time for volunteer projects

XI. Open Forum

Adjourned 3:49pm

Respectfully submitted,
Meghan Monahan
Staff Senate Secretary



STAFF SENATE

UNIVERSITY OF WYOMING