



Full Senate Meeting
July 11, 2012
1:15 p.m.
Wyoming Union Senate Chambers

Minutes

The meeting was called to order at 1:15 p.m. by President Scott. A quorum was present.

Roll Call

Administration: Mark Collins, Interim Vice-President of Administrative Operation; Laura Alexander, Associate Vice President of Human Resources

Senators Present: Aimee Appelhans, Rebecca Ashley, Laura Barton, Brian Beman, Beverly Bell, Tim Crawford, Mark Davidson, Niki Fifield, Leland Gaulke, Tonya Gerharter, Mark Gunnerson, Trish Hysong, Cherie Kelley, Steve Kiggins, Jim Logue, Michelle Lorenz, Ben Marks, Aneesa McDonald, Ed Moeller, Meghan Monahan, Heather Patterson, Farrell Rapp, Tod Scott, Maureena Walker, Rod Whitney, Kathi Zubrod

Senators Absent: Leo Clymer, Mannie Gallegos, Jon Kelly

Proxies: Beth Buskirk for Lori Dockter

Approval of Minutes and Agenda

There were no corrections or additions; the minutes were approved as circulated.

A motion to approve the July agenda was made and seconded by Senators Appelhans and Gaulke. Motion passed.

Administrative Reports

Interim Vice-President Collins reminded senators of the June 22nd memo from President Buchanan regarding central salary management in preparation for possible budget reductions. As pointed out in the memo, the University will be conducting an exercise to identify positions across the University to be held empty before filling to identify approximately \$4.4 million in cuts (\$2.2 million in salary revenue savings from July 1, 2012 through June 30, 2013, etc.). The goal is to hopefully avoid any reductions in force. All Vice-Presidents are discussing the processes and protocols to follow to identify vacancies that will be held – vacancies will go into a pool and all VPs, department directors and deans will talk about the vacant positions to determine the most essential to accomplish the core objective of the University. The President's office has requested individual plan from each department by September 15th.

Interim VP Collins mentioned the supplemental budget requests being prepared by administration to first be presented to the Board of Trustees (BOT) mid-July. The two items the administration seeks approval from the BOT to present to the Governor's office and the legislature are compensation request for UW employees (highest priority) and the remodeling and renovation of the Engineering College and the possible expansion onto Lewis Street. Ideas are also being discussed to build an Engineering Energy Research Facility (EERF) on a site yet to be determined. The current estimate for these plans is approximately \$100 million.

Interim VP Collins also noted that a new traffic signal/crossing unit will be installed at 13th and Grand by the WYDOT for bike and pedestrian traffic – one of the first of its kind in Wyoming.

Senator Davidson asked for clarification on whether the positions being held for filling included grant funded positions. Collins pointed out that the memo indicated all positions will be treated the same, both Section I and Section II. This decision could possibly change based on the processes developed by administration and HR to evaluate positions. Administration is recommending the meetings for decisions on positions occur more often than the quarterly suggestion in the memo, and instead meet bi-monthly and perhaps monthly.

Senator Docktor's proxy asked if the evaluation of all Section I and II positions (even though grant funded) included graduate assistants and post-docs, and with a little more clarification from Senator Rapp, Collins clarified that all full-time benefited positions would be evaluated.

Senator Patterson asked if the number of vacant positions were currently in the pool; Collins deferred to Associate Vice-President Laura Alexander who said the last snapshot taken from March 1, 2012 forward, the number was approximately 79.

Associate VP Alexander reported that the state's Employee's Group Insurance Advisory Committee has submitted recommendations for approval by the Governor to include a small (4-5%) decrease in health insurance premiums to take affect January 1, 2013. The official percentage depends on a person's deductible/coverage plan. This reduction is due in part to an increase in family plans being purchased (i.e. increase in plans with higher premiums results in an increase in the premiums reserves) The plan for reductions is in part because a rate reduction is generally favored more by the current legislature than a rate "holiday." Alexander also mentioned that dental premiums could go up by a very small amount, approximately 0.3%. There will be no other changes in the benefit plan for 2013. One change in 2013 that has been federally mandated is that the annual maximum for medical reimbursement (flexible spending) is being reduced from \$4,000 to \$2,500. One other change reported at the Advisory Committee meeting is that the state will begin requiring more documentation when new dependents are added to an insurance plan (spouse, child, etc.).

Senator Gunnerson asked for clarification on where the 4-5% rate reduction in premiums will be applied, in the employee's 15% or the employer's 85%. Alexander indicated the reduction will be split between both. There is still discussion on what the state agencies will do with their portion.

Senator Monahan asked how the rate reduction affects domestic partnerships. Alexander indicated that the domestic partner benefit is different in that those partners are not put on the plan; the employee is given a cash value based on the employee's amount paid to UW to purchase their own plan, so this group will not be included in the rate reduction.

Senator McDonald asked if a note from the hospital will work as proof of birth to add a child to an employee's plan, since it takes a while to get an official birth certificate from the state. Alexander said yes, that would work.

Senator Appelhans asked when the request for more documentation will take affect (immediately or on a specific date); Alexander said January 1, 2013.

Senator McDonald asked when this proposal is being taken to the Governor and when we expect his decision; Alexander is guessing the University will know by September.

Officer reports

President: President Marks reported on information received in the VP Admin meeting, including; SafeRide is now under the administration of Transportation and Parking Services; parking permits are now available for purchase by employees; the fire teams battling the Squirrel Creek fire had many positive comments about the Laramie community and thank them for their support; President Marks mentioned Staff Recognition Day, limitations on hosting the event due to decreased revenue from

fundraising and balancing recognition of staff's efforts during this time of low morale related to budget cuts; UW's credit rating was upgraded from stable to positive outlook by Moody's.

President Marks reminded senators to please sign up for a Senate committee soon; otherwise assignments will be made after the August Senate meeting.

Vice President: No report at this time.

Old Business

Senator Marks noted the email sent by HR indicating there was still opening in the trainings for Writing effective PDQs, if senators or others in their departments wanted/needed to attend.

New business

A sign-up sheet was passed around for senators to indicate which documents from the Senate (newsletters, minutes, agendas, etc.) the senators would like to receive by paper copy to post at meeting spaces, break rooms, etc. for staff members who don't have regular access to computers. This would also help senators wishing to do this for their constituents use Staff Senate dollars for printing costs instead of their department's money.

Senator Kelley asked for clarification on whose responsibility it was to get information to custodians for departments, the senator of the department the custodian assists or the senator representing the department the custodian is officially a member of (e.g. physical plant). President Marks indicated it wouldn't be a bad thing for both Senators to work together to get the information out to this constituent group, but that the majority of the responsibility fell to the senator from the custodian's department.

Committee Reports

Communications Committee: Senator Ashley passed around photo releases that all senators need to sign; Lou Ann set up a photo session after the August meeting for all senators to have their picture taken for the website if they do not already have one or would like a retake; the committee set up a prize for a random fan after the Senate Facebook page received 100 'Likes' to boost fans of the page and it worked; Senator Hysong won this quarter's Facebook photo contest. The next meeting of the committee is August 20th from 9:00 to 10:00 am in the Union Skylight Lounge.

Compensation Committee: Senator Logue reported that the committee will have a web meeting July 16th at 1:30 pm to elect a chair and determine their agenda for the year.

Credentials and Elections Committee: Senator McDonald reported that the committee is still in need of members and a chair. Also, the Senate has had a recent resignation and there are still other vacancies, so please push people to consider serving.

Finance Committee: Senator Kelley reported that the committee met two weeks ago and did an inventory of the Senate closet and discussed that they would like a member of the Finance committee to attend other Senate committee meetings to understand what the committees are working on and assist with financial information. President Marks would like a description for which fund sources can be spent on which items; hopefully there will be more information to come soon. President Marks asked for clarification on where the discussion was on buying daily parking passes for off-campus senators to use when attending senate and possibly committee meetings and events. The committee will investigate further, including possibly using the bus system and whether that route is free or not.

Recognition Committee: Senator Gaulke reported that the committee met to discuss goals and ideas for the coming year. The next meeting is July 19th at 9:00 am in Knight Hall room 228 to continue discussing goals and brainstorm a theme for the 2013 Staff Recognition Day.

President Marks reminded senators that any staff member may serve on a committee, so please encourage staff who might be willing to serve on a committee.

Open Forum

President Marks and Senator Appelhans wanted to recognize the Faculty Senate chair for attending the senate meeting and they will make sure this liaison report is included on future agendas.

The meeting was adjourned by President Marks at 2:28pm.

Respectfully submitted by Senator Aimee Appelhans, Secretary pro tem

