



Full Senate Meeting
1:15 p.m.
Wyoming Union Senate Chambers
01/14/15
Minutes

The meeting was called to order at 1:16 by President Rachel Stevens

I. Roll Call

A. Present: Aimee Appelhans, Kristin Blevins, Gary Boulware, Gary Browning, Lori Dockter, Heather Earl, Mark Gunnerson, Katy Hudson, Trish Hysong, Caroline Johnson, Kathy Kirkaldie, Meghan Monahan, Lou Ann Montgomery, Cecilia Schlup, Leland Schroyer, Susan Schulz, Rachel Stevens, Arron Sullivent, Maureena Walker

B. Excused: Kim Glidden, Lee Kempert, Elizabeth Traver

C. Absent: Mannie Gallegos

II. Approve December Minutes: Approved as circulated

III. Approve January Agenda: Approved as circulated

IV. Passing around thank you cards for Information Technology and TransPark for their contributions to the Holiday Food Drive

V. Administrative and Human Resources Reports

A. Associate Vice President Mark Collins

1. Board of Trustees Meeting

a.) Committee meetings begin Wednesday, January 14

b.) Information about the Board of Trustees meeting including salary distribution is available online at http://www.uwyo.edu/trustees/2015-meeting-materials/jan_2015_meeting.html

c.) Staff Senate President Stevens and Vice President of Administration Mai are in communication about the Legislative Services Report. The report is available online at <http://legisweb.state.wy.us/LSOWEB/ProgramEval/RptsProgramEval.aspx>

d.) Operations and Maintenance-Flood issues, update will be presented to the Board of Trustees on January 15, 2015. Systems malfunctioned and 10 buildings have various levels of damage. Belfor Restoration Company and the UW Physical Plant are working on restorations. A plan will be discussed to prevent future problems. The final costs have not been determined, but will include cleanup, restoration, and final repairs.

e.) Emergency Response Plan orientation sessions to be offered soon

B. Associate Vice President Nell Russell

1. Human Resources is moving to a new model. The new Staffing and Employment Partners are Nancy Olson, Taimi Kuiva, Christina Snowberger, and Deborah Rulf.

a.) Partners will provide the same services and take it up a step by working with departments and new employees. They will communicate with new staff about necessary paperwork and help them know what to do. They will provide the appointment letter and benefit packet.

b.) New employee orientation will coincide with start dates. New employee orientation will be offered twice per month. Start dates should be the 1st and 3rd Monday of the month.

c.) Partners will be a confidential resource. They will find answers, direct new employees, ensure a smooth and fluid hiring process, and continue to work with employees. They will also work with departments to develop a good process of what to do with new employees including reviewing essential duties of the PDQ, having meet and greets, and helping with the transition.

d.) This implementation of this new model will begin on February 1, 2015. Human Resources will help make sure new employees get to necessary trainings in timely manner and follow up with departments. They will work with hiring managers as positions open and let departments know about the new process.

VI. Old Business: None

VII. New business: Presidential elections. Congratulations President-elect Arron Sullivent. His term will begin July 1, 2015. He looks forward to furthering to everything put into motion by President Stevens. He will work with ASUW and Faculty to better UW and surrounding self with key individuals. Stevens set the bar high.

VIII. Guest Speaker Special Program: Jim Mantell, Wyoming Retirement System Retirement Plan Counselor

A. Jim helps employees understand pension and 457.

B. For more information, please visit: <http://retirement.state.wy.us/default.aspx>

IX. Officer Reports

A. President Stevens

1. UW's response to the LSO report can be found at <http://legisweb.state.wy.us/progeval/REPORTS/2015/UniversityReportwithSupplement1-5-2015.pdf>
2. Deans and Directors: UP 4 is in next round of updates. Deans and Directors will submit their suggestions. Please look at the most recent version of UP 4 available online at <http://www.uwyo.edu/acadaffairs/plans/> and let President Stevens know if you have comments or suggestions. Staff Senate will address the workload of staff as the University expands programs and outreach.
3. Task forces
 - a.) Leave Time Survey is ready for distribution
 - b.) Will send invitations to Human Resources
 - c.) Please let President Stevens know if you want to be on task force
 - d.) Evaluation task force is also being formed
4. Resolutions are in the process
 - a.) E-cigarettes: Recommendations are being finalized
 - b.) Endowed chairs: Recommendations are being finalized
 - c.) Concealed Carry: Will be tabled until the Legislature discusses the issue
5. Board of Trustees: Discussion on raises. Decisions will be made at the March meeting. President Stevens will attend the Board of Trustees meetings on January 15th and 16th. Please let her know if you have any questions or topics you want addressed.
6. Request for a resolution stating that construction cost is only 10% of lifetime cost of building. As the University footprint grows, so does the maintenance cost.
7. Attended conference call on residence hall construction.

B. Vice President Arron Sullivent

1. If you have Box Tops for Education, please send them to Arron.
2. Please stay tuned for e-mails about when Box Tops will be counted and distributed.
3. Seven families were helped by the food drive

X: Liaison Reports

A. Faculty Senate, Ed Janak was away at a subcommittee meeting for the Board of Trustees

B. ASUW: The students are out of session until January 26, 2015. The next meeting will be on January 27th.

XI. Committees

A. Communications: The committee is working on website updates, newsletters, and resolutions. The next meeting is TBA.

B. Credentials and Elections: Congratulations President-elect Arron Sullivent! The Senate will confirm a new senator in February. The committee is working on senator elections. Next meeting TBA. The committee will change meeting times this semester.

C. Finance: The committee did not meet in December. The next meeting is January 15, 2015 at 10am in Wyo Hall, Room 327.

D. Recognition: Met December 17th. The committee will begin canvassing for gift donations and sending letters to vendors. The theme for this year's Staff Recognition Day is "You Are an Essential Piece." Award nominations are open 12/22/2014-3/20/2015. Vice Presidents and Department Heads will be contacted. The next meeting will be January 21, 2015. The Employee of the Quarter is Amy Robohm. A reception will be held in Student Health on January 22, 2015 at 11am.

E. Staff Relations: Working on task Forces, sending questions to Human Resources and Administration about evaluation training. The next meeting is TBA

XI. Open Forum

Adjourned at 3:29pm

Respectfully submitted,
Meghan Monahan
Staff Senate Secretary

A large, light gray watermark of the University of Wyoming Staff Senate logo is centered on the page. It features the letters 'UW' in a large, stylized font, with the words 'PRIDE • PROFESSIONALISM • UNITY • INTEGRITY' arranged in a circular arc around them.

STAFF SENATE

UNIVERSITY OF WYOMING