



Full Senate Meeting
1:15 p.m.
Wyoming Union Senate Chambers
2/11/15
Minutes

Meeting called to order at 1:17pm by President Rachel Stevens

I. Roll Call

A. Present: Aimee Appelhans, Kristin Belvins, Gary Browning, Lori Dockter, Heather Earl, Mannie Gallegos, Kim Glidden, 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, Elizabeth Traver, and Maureena Walker

B. Excused: Lee Kempert

C. Resigned: Gary Boulware

II. Approve January Minutes: Approved as circulated

III. Approve February Agenda: Approved as circulated

IV. Administrative and Human Resources Reports

A. Vice President of Administration William Mai

1. Employee share of retirement contribution: On July 1, 2016 there will be a .25% increase in employee contributions and on July 1, 2017 there will be an additional .375% increase
2. An additional amount of \$1,000,000 is currently appropriated for raises, but that could change during the legislative session
3. If the funds remain in the budget bill, there will be an approximate 3.2% raise, but if those funds are stripped from the bill, the raise will be 2.7%.
4. Currently \$375,000 in the budget bill for operations and maintenance
5. Currently \$125,000 in the budget bill for Environmental Health and Safety
6. There was a footnote in budget bill that University bill match IT monies up to \$1,500,000, but the University does not have those funds, so that piece has been removed
7. Board of Trustees meeting minutes will be available online at <http://www.uwyo.edu/trustees/>.
8. Cold Weather Emergency plan is being discussed and there will be a policy change.

B. Associate Vice President of Human Resources and Diversity Nell Russell

1. Human Resources is currently working on a way to inform employees regarding their vacation accrual time balances. A statement will be included in the e-mail sent to employees when paystubs are available.
2. The salary matrix is not up-to-date, but there is a link to the Human Resource's benefits page on the advertisement for each position.
3. Human Resources is continuing with plans for the updated new employee orientation. The first new employee orientation will occur on Monday, March 2nd in the Gateway Center. New employees will have the option to purchase a tax sheltered parking permit at orientation.

V. Student Affairs: Vice President of Student Affairs Sara Axelson, Enrollment and Policy Strategist Mary Aguayo, and Interim Associate Provost Alyson Hagy: Discussion of Capacity Study Report

A. Concerted efforts around enrollment, management, recruitment, and retention

1. Aim is to have a strong enrollment from Wyoming and serve out-of-state and international students as needed
2. Over last two years a number of studies have been conducted: recruiting analysis, retention analysis, price study, tuition study in relation to scholarships and overall cost of attendance, and space analysis
3. The total enrollment of students was 13,500 at the end of fall semester. That figure includes main campus, UW Outreach, online, and University of Wyoming at Casper students.
4. Need to have steady growth and have entire campus in support of recruitment and retention
5. Launched early alert notices to freshmen and transfer students and tutoring sessions in an attempt to increase retention
6. Copies of the Capacity of Management study summary were passed around. The University could add more students with better utilization of classroom space, utilization of the department shared classes, and ensuring each classroom has a projector.
7. Although there is great classroom capacity data, there is little known about the instructional capacity. Academic Affairs believes slow and steady growth is the best option. Many departments have room for increased enrollment, especially at upper divisions. The University has signed onto the Delaware study which will provide additional data.
8. Some areas are overwhelmed. The majority of growth is occurring in STEM fields.

B. Please look for updates and feel free to ask questions regarding the study at any time

VI. Officer Reports

A. President Rachel Stevens

1. Board of Trustees met Monday, February 9, 2015
2. Deans and Directors have been focusing on UP4 and dean searches for the College of Business and College of Law. The most recent version of UP4 is available online.
3. Administrative Directors
 - a.) The Ivinson Street construction project has been postponed until summer 2016
 - b.) Traffic light at 30th and Willett will be installed summer 2015
 - c.) Hilton Conference Center has transitioned to the University effective February 1, 2015
4. Leave time task force invitations have been sent to Human Resources personnel. The survey data has been posted on Staff Senate's website.
5. President Stevens is continuing to work on evaluation survey
6. The Concealed Carry bill will go to the Senate for discussion next week. President Stevens will attend to discuss staff's position.

B. Vice President Arron Sullivent

1. Box Tops for Education distribution: 1800 Box Tops to nine local schools
2. Labels for Education distribution: 564 Labels to six local schools
3. Relay for Life is April 10th-11th. The event is open to all staff. Let's get a great team together!
4. Please submit questions for lunch with President McGinity

VII. Old Business: None

VIII. New Business

- A. Confirmation of Senator David Keto, Academic Affairs
- B. First reading of Resolution of 209: Staff Senate Position on Concealed Carry of Firearms on Campus
 - 1. Motion to suspend the rule that the second reading will not occur until the next meeting
 - 2. There was not a 4/5 majority vote to suspend the rules. The second reading will occur at the March 11, 2015 meeting.
- C. First reading of Resolution of 210: Recommendation for the Use of E-cigarettes on the University of Wyoming Campus
- D. First reading of Resolution 211: Recommendations for Endowed Chairs Initiative
- E. First reading of Resolution 212: Staff Senate Position on Cost Analysis Procedures for Capital Construction Projects

IX. Liaison Reports

- A. ASUW: Arron Sullivent
 - 1. ASUW voted down Resolution 2445: ASUW Position Regarding Faculty Senate Resolution 325. Faculty Senate Resolution 325 is a resolution to uphold current University policy in regards to firearms on campus and stance against House Bill 114.
 - 2. Anime club conference on April 10th-11th to promote Japanese anime culture
 - 3. African Awareness Week is February 9th-14th. Please look for and attend events.
- B. Faculty Senate: Ed Janak
 - 1. Faculty Senate passed resolution asking Governor Mead for more diversity on Board of Trustees
 - 2. Communication Supervisor and First Year Seminar Coordinator added to USP committee
 - 3. Faculty Senate has postponed its response to the Endowed Chair Initiative while waiting for the Board of Trustees' response
 - 4. Will look at a resolution to expand Faculty Senate to include departments which are not currently represented
 - 5. Will look at a bill to add an exception to law students seeking both a JD and degree in Environment and Natural Resources
 - 6. Will introduce a bill at March meeting to reduce number of upper division hours from 48 to 42 required for a Bachelor degree in order to give programs more flexibility
 - 7. Will discuss the status of electronic Tenure and Promotion packets

X. Committee Reports

- A. Communications: Maureena Walker
 - 1. Communications is working with the Recognition Committee to advertise Staff Recognition Day. Working on posters, postcards, and letters to businesses
 - 2. Senator Walker is continuing with work on newsletters.
 - 3. Nominations for awards are available online.
- B. Credentials and Elections: Aimee Appelhans
 - 1. Thank you and congratulations to new senator David Keto
 - 2. Recruitment table in Union on March 12th
 - 3. Nominations open March 20th- April 17th
 - 4. Elections on April 17th- April 24th

C. Finance: Heather Earl

1. Ongoing discussion of ways to recruit new senators. Will hand out small treat bags to those who have completed first year at the University
2. Will assemble bags at meetings and distribute to employees every quarter. If you're interested in helping fill the bags or passing them out to employees in your division, please let Senator Earl know.

D. Recognition: Cecilia Schlup

1. A slide show will be shown at Staff Recognition Day
2. The committee is working on contacting Vice Presidents, deans, and directors to present 25 year and above awards
3. Nominations for awards are open until March 20th. Please nominate and encourage others to nominate.
4. Years of Service awards will be the same type of awards as last year
5. Please sign up to help with Staff Recognition. A signup sheet is being distributed
6. The Employee of the Quarter deadline is March 13th

E. Staff Relations: Mark Gunnerson

1. Discussed the lack of an anti-retaliation policy
2. Working on questions for lunch with the President

XI. Open Forum

Meeting adjourned at 3:02pm

Respectfully submitted
Meghan Monahan
Staff Senate Secretary

STAFF SENATE
UNIVERSITY OF WYOMING