



Full Senate Meeting  
1/9/13  
1:15 p.m.  
Wyoming Union Senate Chambers

Minutes

Meeting called to order @ 1:18 PM by President Marks

I. Roll call

Present: Aimee Appelhans, Vince Bath, Beverly Bell, Brian Beman, Leo Clymer, Tim Crawford, Mark Davidson, Lori Dockter, Niki Fifield, Manuel Gallegos, Leland Gaulke, Tonya Gerharter, Mark Gunnerson, Trish Hysong, Cherie Kelley, Lee Kempert, Steve Kiggins, Jim Logue, Ben Marks, Aneesa McDonald, Meghan Monahan, Farrell Rapp, Tod Scott, Rachel Stevens, Arron Sullivent, Maureena Walker, Rod Whitney, Kathi Zubrod

Excused: Laura Barton, Danee Hunzee, Melissa Lawrence

II. Approve December minutes

Approved as circulated

Approve January agenda

Approved as circulated

Move to take handbook and move to VP of HR from New business Senator McDonald, Senator Gallegos seconded. Motion passed.

III. Administration reports

a. Vice President of Administration Representative

a. VP Mark Collins- CPM continuing, meeting tomorrow with executive council. Won't know final numbers and figures until the legislature finishes in March. That will be when our final number is announced.

b. Human Resources Director, Richard DelaCastro

a. Proposed changes to employee handbook

b. Retirement program- Employees who retire and are subsequently rehired into the retirement system. Eric Goldenstein, WRS was contacted. 30 day break in service, IRS regulation, to protect the plan there needs to be a bona fide break in service, there can't be a promise of employment upon retirement. Trying to go forward from here, there is now a statement that says I have not been promised any future employment

c. Handbook Proposal – See attached changes. Last change to handbook was in Feb of 2010.

d. Nancy Olson, HR employment area manager.

III. Probationary employee would not be eligible to apply for other positions during that period outside the department.

IV. Compensatory time will be used prior to vacation unless employee is at or near top of the vacation time. Vacation time is transferable with you but comp time has to be paid out prior to move. Leave the removal of the "holiday" time as time worked.

e. Mary Petroski- General list of changes made.

f. Shooting for Feb 1<sup>st</sup> to have it approved and in place. Gather questions and ask between now and next meeting

g. Effective January 1 SS tax has now reverted to 6.2% Tax tables have now changed so that taxable income guidelines have dropped and we will be seeing more federal income taxes coming out of our checks. Email from HR will be going out to all staff middle of the month regarding this change in Federal IRS tax code.

a. Dashboard Discussion - Arley Williams, Assistant VP of Budget & Institutional Analysis. Senator McDonald made a motion to move dashboard presentation before Officer Reports, Senator Gunnerson seconded. Motion passed. See attached information <http://www.uwyo.edu/oia/dashboard/index.html>

IV. Officer Reports

h. President, Ben Marks

III. Preparations for BOT meeting.

i. Vice President, Aimee Appelhans

III. 20 boxes and we supported 4 families. Brownbag with the President and Relay for Life. Get questions to VP Appelhans ASAP.

V. Old Business- None

VI. New Business

a. Presidential Election – Senator Hysong (Senator McDonald moved to make top of New business, Senator Gallegos seconded) Motion passed. Jim Logue was elected president of Staff Senate for the 2013-2014 term.

b. STEP – President Marks and HR

i. (Staff Training and Enrichment Program) Program Date will be 2/8-5/24 Orientation and ½ days for discussion of the topics in the program. 22 spots are available for staff to attend this training. Application process will be available through HR Training website and it will be up by Friday for Sure. This can be used in conjunction with the tuition waiver (Not an either/or option) Human Resources with President Marks will make the decisions if there are more than 22 applications.

c. Bill #43 – Update Service Term Limits in Rules & Procedures, first reading

VII. Liaison Reports

ASUW Rep – No Report

Faculty Senate Chair – Michael Barker No Report

VIII. Committee Reports

a. Communications Committee – Senator Kiggins

Meeting – 1/18/13 9-10 Skylight Lounge

- Facebook updates, EOQ survey's getting ready to go up. Holiday food drive will be updated to the website. Getting a new template for our newsletter, this will be used for this month's newsletter.

b. Compensation Committee – Senator Logue

c. Credentials and Elections Committee – Senator Hysong

Meeting – 1/24/13 10-11 Old Main, Room 321

d. Finance Committee – Senators Crawford and Monahan

- Different funding sources and understanding them better. Will have a meeting the 1<sup>st</sup> week of February. Move the EG Meyer awards back to 2 of \$1000 each.

e. Recognition Committee – Senator Gaulke

Meeting – 1/17/13 9-10 Union, Room 202

IX. Open forum

Meeting Adjourned @ 3:45 pm

Respectfully submitted

Lori Dockter  
Staff Senate Secretary

