



Full Senate Meeting  
3/13/13  
1:15 p.m.  
Wyoming Union Senate Chambers

Minutes

Meeting called to order @ 1:16 pm by Vice President Appelhans.

I. Roll call

Present: Aimee Appelhans, Laura Barton, Vince Bath, Beverly Bell, Brian Beman, Lori Dockter, Niki Fifield, Manuel Gallegos, Leland Gaulke, Tonya Gerharter, Mark Gunnerson, Danee Hunzee, Trish Hysong, Cherie Kelley, Lee Kempert, Steve Kiggins, Jim Logue, Aneesa McDonald, Meghan Monahan, Tod Scott, Rachel Stevens, Arron Sullivent, Maureena Walker, Rod Whitney, Kathi Zubrod

Absent: Tim Crawford, Melissa Lawrence

Excused: Mark Davidson, Ben Marks

Proxy: Jake Hayden for Farrell Rapp

II. Approve February minutes approved as circulated

Approve March agenda approved as circulated.

III. Administration reports

a. Vice President of Administration Representative

a. Janet Lowe- Budget bill done awaiting governor signature.

b. 1% retention incentive has been approved. Working though distribution will be paid in October, does require satisfactory performance evaluation, (Due date 3/31). For UW means minimum score of 3.0 or higher. Running through the costing models, separate check or add to pay check. Costing model looks like will have the least negative impact to just add to payroll instead of separate check.

c. Budget and AML bill will help formulate the budget that will go to the board later this year.

d. Retirement contribution increase was passed by the legislature. Will be going through the legislation to get the numbers right and they think 75/25 for next 3 years.

b. Human Resources Director, Richard DelaCastro

a. 100% grant funded not subjected to performance evaluation requirement, faculty, and probationary employees. All still eligible for 1% bonus. Have to be employee as of July 1<sup>st</sup> of 2013, and as of the date the pay is sent out. (hired in August not eligible) and if you quit before payment is made you are not eligible. Very preliminary at this time until Executive council meets tomorrow and then they will vet with the legislative to make sure interpretation is correct. (commenting in conjunction with VP Lowe)

b. Employee handbook

III. Meeting with HR folks and compiling the final version of recommended changes to the handbook, hoping to meet with exec council and president and get the final version passed. Once it's adopted, HR will be getting the information in the hands of the employees.

- c. House bill 79 that formalized in the state code, employers may on an employee's termination not pay out the accrued vacation. UW will not be acting on that bill, they will pay out the vacation accrual upon termination. No change to comp time, it will be paid at termination.

#### IV. Officer Reports

##### a. President's report, VP Appelhans

- a. Section 330 of governor's veto memo.
- b. Contact if you are interested in participating in an Ad Hoc committee for the probationary employee.
- c. Planning document for Staff Senate, if you are interested in participating let President Marks know.
- d. Pass along that we don't condone "laying down" on the job.

##### a. Vice President, VP Appelhans

- a. Boxtops, only collected ½ as many as last year. Check on where bins have been placed and get them cleared out and collected.
- b. Order form for luminaries' see VP Appelhans if you are interested. Labels for education we also collect those.

#### V. Old Business

- a. None

#### VI. New Business

- a. Academic Calendar Updates, Senator Kempert
  - i. See attached information No vote yet

#### VII. Liaison Reports

##### ASUW Liaison – Senator Sullivent

- Urging members of community to attend UW counseling center training. [uccstaff@uwyo.edu](mailto:uccstaff@uwyo.edu), April 4<sup>th</sup> & April 23<sup>rd</sup> are the upcoming training.
- Digital signage for Coe library bill.
- 2392 Senate bill, creation of student memorial in the plaza, commemorating student's who lost lives while attending UW.

##### Faculty Senate Chair – Michael Barker no report

#### VIII. Committee Reports

##### a. Communications Committee – Senator Kiggins Meeting – March 15, 9-10 am Skylight Lounge

- Website work and work on newsletter. Welcome ideas for news letter and any information that needs to get out to staff en masse.

##### b. Compensation Committee – Senator Logue Meeting –

- Minutes sent to the committee.

##### c. Credentials and Elections Committee – Senator Hysong Meeting – March 15, 1:15, Old Main, Room 404

- Senator nomination will open the 3<sup>rd</sup> Wed of March. See attached committee minutes.

##### d. Finance Committee – Senators Crawford and Monahan Meeting – 3/27/13 next possible meeting

##### e. Recognition Committee – Senator Gaulke

Meeting – March 26, 9-10, Union, Room 202

- Reminder for Door prizes, Due date is March 29<sup>th</sup>. Still looking at nomination for awards.
- Senators can buy Raffle tickets per vote of the committee.
- Signups for SRD help will be at next Staff Senate meeting.

IX. Open forum

Meeting adjourned @ 2:33 pm

Respectfully submitted

Lori Dockter

Staff Senate Secretary

