STAFF ALLIANCE ALL STAFF MEETING MINUTES
September 28, 2013, 9:00 a.m.

Attendees: Laura Burnett, Melody Dugan, Anna Miller, Cindy Burgess, Becky Burton, Marilee Pickering, Michelle Higgins, Kathy Coe, Sue Easton, Sarah Olson, Mark Hladik, Stephanie Marker, Lisa Brown, Andrea Covert, Brice Day, Bill Mayfield, Tanya Peterson, Sarah Tooker, Laurie Johnstone, Tonya Clemens, Renee Sietmann, Maggie Abbott-Wills, Ann Dalton, Shereen Matheson, Megan Schafer, JoAnn Heron, Karel Mathisen, Shannon Eskam, Darian Eskam, Teresa Bogucki, Mike McLemore, Erin Siems, Kathy Snyder, Sara Whited, Chris Carlson, Scott Miller, Chauncy Johnson, Vickie Weber, Chuck Griswold, Daniel Canfield, Gwen Stockham, Belle Stapleton, Dana Boe, Bryan Goltermann, Mindy Carlisle, Peggy Candelaria, Paula Epperson, Mark Clark, Sarah Feeney, Vicki Pollock, Karen Arnold, Danielle Gallegos, Christine Maguire, Karen Trohkimoinen, Jed Odermann, Bill Hout, Danica Sveda, Bob Kelly, Dan Dike

Call to order by Karel Mathisen at 9:01 a.m. Karel thanked Wes Bertagnole for providing the cinnamon and caramel rolls. She then introduced Katie McMillan, Staff Advisor; Chauncy Johnson, HR Director; and Scott Miller, Assistant HR Director

I. Guest: Katie McMillan, Staff Advisor, spoke about the role of advisor and the meaning of her role in relation to our group. She mentioned the change to the title in policy from Staff Advocate to Staff Advisor better reflects what the role actually performs for us. Katie let us know this position is appointed by the President of the college, and that she has been in the role for a couple of years. She said she is there to listen and then direct to the policies pertaining to the issue and collaborate with HR is the issue deems necessary. The Staff Advisor does not give legal advice. Katie encouraged the group to contact her if they feel they need her assistance and provided her telephone number and office location. Katie assured us that the conversations are kept strictly confidential. Chauncy Johnson reiterated the importance of Katie’s role and to contact the HR office for issues with employment as well.

II. Guests: Chauncy Johnson, HR Director and Scott Miller, Assistant HR Director, spoke about leave balances and payroll advices which will be available online through WebAdvisor starting in October 2013; more information will be forthcoming. Chauncy encouraged everyone that is not currently on direct deposit to sign up so that they can have access to online pay advices. Chauncy also mentioned that since there will be access to multiple years of an employee’s pay advice information to help an employee that is applying for a loan or needs proof of income, they can access this information more readily. Paychecks will still be mailed. Webadvisor training will be provided.
III. Policy Updates –
A. Chauncy provided information regarding the new Tuition Reimbursement policy passed by the Board in late May. This policy is to provide assistance with additional costs associated with advancement to your next degree.
B. The Voluntary Early Retirement Incentive, Smoking, Drug and Alcohol, Accident Reporting, and Sexual Harassment policies are currently going through College Council. No huge changes to these policies; mostly updates.
C. Chauncy thanked everyone for their hard work in supporting admin and faculty.
D. Gwen Stockham asked about the increase to retirement plan contribution. The increase for employees is effective 9/1/13 and will change from 1.43% to 1.68% of salary.
D. Gwen also asked about Obamacare and how it will impact us. Chauncy mentioned that while it is a big deal, our employer coverage is solid and will continue on as normal. There will be more information forthcoming regarding the Affordable Care Act in October.
E. Chauncy also talked about the one-time retention bonus happening in October as mandated by the State of Wyoming. It will be approx. 6/10 of a percent of your salary.

IV. Minutes: Approval of the April 15, 2013 minutes: Mike McLemore made the motion; Shannon Eskam seconded it; All in favor.

V. Reports
A. College Council: Karel Mathisen reported that they have mostly been working on policies as Chauncy mentioned earlier. Other items from College Council will be addressed when the group gets to the New Business section of the agenda.
B. Treasurer’s Report: Maggie Abbott-Wills reported that we currently have $796.46 on account including .11 in interest from last quarter. We also have $330 in dues to be deposited.
C. CCA (Activities) Report: Shannon Eskam reported the next event is the Fall Bowling Event on Friday, October 25, 2013 at Sunrise Lanes for employees and their families. Food and drinks will be provided. The Holiday Breakfast is scheduled for Friday, December 13, 2013. Watch for additional information regarding both of these events via e-mail and posters around campus.
D. Employee of the Month Committee Report: Melody Dugan reported that the next three months of recipients have been decided and we currently have 11 nominations in total. Melody encouraged the group to nominate their fellow staff members for this prestigious award. Dana Boe asked if there is a list of those that had won the award previously and Melody directed everyone to the Staff Alliance website which houses all of the current information and forms for nomination.
E. Durst Committee Report: Ann Dalton reported that this committee will be starting up soon and she encouraged others to volunteer for the opening she has on the committee. Karel explained that the Durst Award is for the outstanding staff member of the year. This award is named after Bob Durst a longtime employee in the Custodial Department.

F. Staff Development Fund Committee Report: Ann Dalton reported that five staff members’ requests have been approved and there is $1200 remaining; Ann encouraged staff to apply. Karel Mathisen proposed reducing the $300 maximum per employee per fiscal year. After thoughtful discussion, Karel made a recommendation to keep the max at $300; Cindy Burgess made the first motion; Jo Ann Heron seconded it; All in favor.

VI. Old Business
   A. Update on Platte River Parkway cleanup (announced at spring meeting): Karel Mathisen reported that the cleanup was a great success and a lot of fun with a choice location for the eight volunteers.

   B. Benevolent Fund update: Karel Mathisen reported that the Benevolent Fund Committee has been meeting and are going forward with their efforts. Faculty Alliance has approved a contribution amount to the fund which is for all benefited employees. The Casper College Foundation is going to providing matching funds up to $2200. Dana Boe asked if an individual can also contribute to this fund and Karel confirmed that, yes, an individual may contribute as well as the Alliances. Karel explained that the CCA brought about this idea to help out our employees with extreme or emergency situations. After discussion motion was made to contribute the amount of $300 to the fund this year. Laura Burnett made the first motion; Shannon Eskam seconded it; All in favor.

VII. New Business
   A. College address proposal: Karel Mathisen reported that there is a proposal to change our college address. Karel explained that our current address in GPS systems places people off campus. The proposal is to change it to 100 Thunderbird Drive which guides GPS users actually onto campus. Members of the alliance mentioned the cost of changing the address on business cards, printed materials, etc. could be cost prohibitive. Karel asked that we contact her via e-mail to let her know our thoughts so that she may pass them onto College Council.

   B. Summer 2014 calendar: No report; Schedule is available online
C. Elections Results as follows (Katie McMillan and Chauncy Johnson officiating):
   Chair: Ann Dalton, Workforce Training Specialist
   Vice Chair: Sarah Tooker, Accountant
   Secretary/Treasurer: Laura Burnett, Community Education Specialist
   CCA Activities Reps: Shannon Eskam and Lisa Brown
   General Reps: Maggie Abbott-Wills, Becky Burton, Laurie Johnstone, Karel Mathisen, Anna Miller, Erin Siems

VIII. General Discussion
   A. No additional discussion items.

IX. The meeting adjourned at 10:10 a.m.; All in Favor

Minutes recorded by Maggie Abbott-Wills, Secretary