

**EASTERN WYOMING COLLEGE  
STAFF ALLIANCE  
Meeting Minutes  
April 15, 2015**

The Eastern Wyoming College Staff Alliance met April 15, 2015. Twenty members were present with Clyde Woods presiding.

- I. Mr. Woods called the meeting to order at 9:00 A.M.
- II. **It was moved by Sue Schmidt and seconded by Holly Branham to accept the minutes of the March 11, 2015 meeting as presented. Motion carried.**
- III. Messages/Announcements
  - a. The Employee Recognition Reception is May 11<sup>th</sup> at 1:30 P.M. in the EWC cafeteria.
  - b. Student Services is hosting “Pop In” today. Students are invited to stop in for a bag of popcorn and to register for fall classes.
- IV. College Area Updates
  - a. The new counter is installed in the Student Center.
  - b. Jamie Black will graduate with a master’s degree in May.
  - c. Over 100 EWC graduates will walk in this year’s commencement ceremony.
- V. Mr. Woods reported on the Executive Committee meeting held April 7, 2015.
- VI. Unfinished Business
  - a. The Alliance reviewed the proposed Donated Health/Wellness Days policy. **It was moved by Kim Russell and seconded by Linda Evans to present the proposed Administrative Rule 3.15.1 changes to administration as presented. Motion carried.**

Proposed:

Health/Wellness leave may be donated by any employee who has accrued a minimum of twenty (20) days of sick leave. The maximum number of days a person is allowed to donate during a fiscal year (July 1 – June 30), to any recipient who has an immediate and reasonable need for such assistance, will be based on the following scale:

Accrued Days	Maximum Donated Days
20 to 29	2
30 to 39	4
40 to 59	6
60 to 79	8
80 to 120	10

Donations between immediate family members who are employees are not subject to the designated maximum. Donors shall submit a completed “Donated Leave” form. All other accrued leave must be taken prior to requesting donated days.

Employees donating the maximum Health/Wellness days in a fiscal year, may donate up to 5 days of vacation to another individual provided you are going to lose the vacation days on August 31<sup>st</sup> of that year.

- b. The Alliance reviewed the proposed Summer Work Schedule. **It was moved by Kim Russell and seconded by Sue Schmidt to present the proposed Summer Work Schedule to administration as presented. Motion carried.**

Proposed:

Monday – Thursday 7:30 am to 4:00 pm with 30 minutes for lunch  
Fridays 7:30 am to 1:00 pm with NO lunch break

Custodians

Monday – Thursday 10 am to 6:00 pm  
Fridays 10 am to 3:00 pm (NO lunch break)

Sick Leave and Vacation taken on Fridays will be at the 8 hour rate.

This schedule needs to be followed by all departments.

- c. Mai Lee Olsen presented information on a Faculty & Staff Fitness Challenge. **It was moved by Kim Russell and seconded by Kellee Gooder to implement the Faculty & Staff Fitness Challenge program during the period the College observes summer hours. Motion carried.**

VII. New Business

- a. Holly Branham reported on the Board of Trustees meeting held April 14, 2015.  
b. Julie Sherbeyn presented information on the March of Dimes. She reported fund raising activities will be held to support the March of Dimes, including a Rally on May 1<sup>st</sup>.

VIII. Open Discussion

Kate Norton reported a Vet Tech open heifer calved recently.

- IX. **There being no further business, it was moved by Kim Russell and seconded by Aaron Bahmer to adjourn; motion carried.** Mr. Woods adjourned the meeting at 9:50 A.M.

The next regularly scheduled meeting of the EWC Staff Alliance will be Wednesday, May 13, 2015, at 3:00 P.M. in the EWC cafeteria.

Respectfully submitted,

Holly Lara  
Secretary/Treasurer

---

Clyde Woods, Chair