

**University of Kentucky Staff Senate
Regular Meeting Agenda
1/10/08
1:00 – 4:30 p.m.
W.T. Young Library Auditorium**

- I. Call To Order – Kenny Blair, Chair**
- II. Pledge of Allegiance**
- III. Approval of December Minutes**
- IV. Officer Reports**
 - A. Chair – Kenny Blair
 - B. Vice-Chair – Bart Miller
 - C. Secretary – Aimee Nielson
 - D. Treasurer – Jann Burks
 - E. Parliamentarian – Glen White
- V. Discussion / Action Items**
 - A. Flexible Work Arrangements Endorsement – Robynn Pease
 - B. Staff Senate Approach to Upcoming Legislative Session – Bart Miller
- VI. Presentations**
 - A. Six Month State of the Senate Address – Kenny Blair
 - B. DanceBlue Update – Angela Walton, Shari Levy, Holly Clark
- VII. Standing and University Committee / Subcommittee / Commission Reports**
- VIII. Items From the Floor**
- IX. Adjournment**

**UK STAFF SENATE
December 13, 2007
1:00 p.m. to 4:30 p.m.
W. T. Young Library Auditorium
MINUTES - DRAFT**

- I. **Call to Order** — Meeting was called to order by Chair Blair at 1:03 p.m.
- II. **Pledge of Allegiance**
- III. **Roll Call** — Present – 45; Excused – 14; Absent – 17; Resigned – 3.
- IV. **Approval of November Minutes** – The minutes were approved as distributed.
- V. **Officer Reports**

A. Chair – Kenny Blair

Chair Blair reported the following:

- Congratulations to the Senate for winning the blood drive challenge against the University Senate. The Staff Senate had 11 donors to their five for a 14 per cent participation rate;
- Letters requesting that representatives from Human Resources (HR) and the UK Medical Center (UKMC) address questions concerning UKMC issues were sent this week to Associate VP of HR Kim Wilson and UKMC Administrator Murray Clark;
- An effort is still being made to get Senate representation on the Work-Life Child Care and Ethics committees. Three names will be sent to Work-Life for Child Care, so anyone interested in serving should contact Chair Blair. With the resignation of Andy Workman, a new representative is needed for the Computer Security and Resource Allocation Committee. Anyone interested in filling that position should contact Chair Blair;
- Angela Walton and Shari Levy will serve as team co-captains for the Senate DanceBlue team. Thank goes to both senators for taking the lead on a very worthwhile cause. Please continue to share any fundraising ideas on the listserv, as the event is in February;
- Ron Lee is the new chair of the Presidential Advisory Committee (PAC). Thanks goes to him for agreeing to serve in a leadership position. If anyone has issues for discussion at next week's PAC meeting, please let Sen. Lee know;
- Chair Blair is in the process of establishing a new ad-hoc committee for Senate Leadership and Committees. This committee will be charged with examining the Senate leadership and standing / advisory / University committee structures to determine effectiveness and identify areas of strength and weakness. Those interested in serving on the committee should contact Chair Blair;

- There will be no Executive Committee meeting in December. Instead, there will be two meetings in January on the 3rd and 24th.
- A proposal concerning flexible work guidelines has been put together and the Work-Life office is working with small groups to get feedback. Director of Work-Life Robynn Pease will be on hand to discuss the proposal at the January 3rd Executive Committee meeting. Also, there are plans to have a representative from Parking to attend one of the January Executive Committee meetings to give a presentation on Parking's master plan. As always, all Senators are welcome to attend Executive Committee meetings that are held from 11:00 a.m. to 1:30 p.m. in Room 103 of the Main Building;
- Leaders of the Staff Senate / Councils / Congresses at Eastern Kentucky University (EKU), Morehead, and the University of Louisville (UofL) have been invited to attend January's regular meeting. Please make every effort to attend;
- An email recently was sent from Frank Butler's office concerning changes that will affect American Century Retirement Plan participants. After a request from a fellow Senator, Joey Payne was contacted and agreed to address any questions people may have.

To reiterate items in Chair Blair's report, Sen. Angela Walton reported that she has requested information on the Art Stamps fundraiser for DanceBlue. She also asked Senators to collect "Pennies for Pediatric Oncology" in cans through their departments as an easy way to kick off fundraising for the event. Dancers are still sought to represent the Senate, as well as an additional team captain to attend the entire event for the purpose of encouraging the dancers throughout the 24-hour marathon.

Mr. Joey Payne, Benefits Director, followed up on the benefits information that Chair Blair gave. He reported that Benefits will begin using on-line enrollment, but that American Century is not equipped to handle such a process. American Century neither offers loans and hardship withdrawals nor does it offer individual, in-person, one-on-one counseling. With recent changes in 403b regulations, there's more pressure on employers to educate employees about saving for retirement. All of American Century's funds will move over to Fidelity, except two money market accounts and a S&P 500 Index Fund, two generic types of accounts. Fidelity has comparable funds that have done better every period for the last 10 years. There will be no additional charges or fees to UK or employees, as a result of the change. Two more statements will be sent to American Century participants before Fidelity begins to manage. Mr. Payne also mentioned that no deductions will be taken from UK employees' checks in December 2007 for health, dental, vision, and life insurance because payments are now being paid on a current basis.

B. Secretary – Aimee Nielson

Sen. Nielson moved to accept the resignations of Senators Samantha Gange, Sean Scott, and Andy Workman, and it was seconded.

Discussion.

MOTION PASSED.

C. Treasurer – Jann Burks

Sen. Burks reported that November expenses were \$1,649.11 and that the current balance is \$19,704.40.

VI. Discussion / Action Items

A. Response to Mediation Committee Proposal – Sen. Debbie Burton, Associate VP of HR Kim Wilson

Sen. Debbie Burton reported that in June 2006, the Staff Issues Committee submitted a proposal to HR requesting the establishment of a mediation committee to serve as a middle step in the process before advancing to the grievance stage. Operations Director Mary Ferlan then presented and reviewed the letter response from HR that was recently sent to the Staff Senate. She reported that HR amended the grievance procedure and addressed some of the recommendations from the Senate, including removing the immediate supervisor from the process and expanding time frames. There are now three stages in the grievance process: 1) The grievance goes to the supervisor's supervisor 2) The grievance goes to HR for an investigation and subsequent response 3) The grievance goes to a panel of peers that reviews the grievance and provides a recommendation. Not all issues go through all stages. Some situations can't be helped due to poor communication or personality conflict. Therefore, Work-Life may get involved. HR doesn't support adding mediation at the beginning of the grievance process. In response to questions asking "why many employees feel that they must resort to legal actions with regard to their treatment regarding disputes with supervisors or policy makers" and "why many UK employees will not file a complaint because of repercussions from supervisors and the amount of time it takes to proceed through the system," Ms. Ferlan stated that stories in the media aren't always true and that situations aren't always handled correctly in work relationships because perfect people don't exist. She stated that it's a person's choice to retain an attorney, but that she doesn't know why they do so. Sometimes the process is long because HR tries to be thorough. However, sometimes the process is simple and quick. Repercussions shouldn't happen, and HR works with Institutional Equity (IE) to ensure that they don't. In response to a question on why the mediation response took so long, Ms. Ferlan apologized and stated that she immediately finalized the response upon realizing that the issue had not been addressed. In response to whether it would be helpful for the Staff Senate to pass a resolution to ask for Employee Assistance Program (EAP)

mediation resources to be provided, she stated that would be great. In response to whether there is oversight of the panel in the grievance procedure, Ms. Ferlan stated the Hearing Officer provides a recommendation; the Hearing Officer is not employed by HR. Ultimately, the Executive Vice President or Provost makes a decision. In response to whether an outside ombudsman might be better than an internal grievance procedure, Ms. Ferlan stated that mediators have different roles than ombuds and that policies and procedures must be known by either handling the situation. There is value to mediation in some situations, but it's not necessary as part of the grievance process. Rather, it would play a better role as a part of EAP. In response to whether monitoring on hot spot departments is being done, she stated that she believes things have gotten better and that HR works with department managers on the issues by communicating with them over the phone and advising them to address issues readily.

B. Staff Senate Newsletter Naming Contest

Senators voted for the *Staff Senate Advocate* to be the name of the newsletter.

VII. Presentations

A. Blood Center Challenge Trophy Presentation - Kaveh Tagavi, Chair of University Senate

Chair Tagavi presented an award to the Staff Senate for winning the blood challenge between the University Senate and Staff Senate after Mr. Bruce Maples of the Kentucky Blood Center thanked the University for its support.

B. Women's Forum Update – Chair Catie Lasley

Ms. Lasley announced the 15th annual Sarah Bennett Holmes Awards Luncheon will be held in the spring semester, the Women's Conference will be held in April, and a new Book Award will help employees with expenses incurred from books or labs by reimbursing them.

VIII. Standing and University Committee / Subcommittee / Commission Reports

Staff Issues – Chair Debbie Burton reported that the 2003-04 motions/actions audit has been completed. Approval for an ad hoc committee for an ombud never occurred. A letter to address the “staff unfriendly policy” disallowing employees from earning more than a 20 per cent pay increase when transferring within UK, as opposed to outsiders not having a cap, was passed, but didn't make it to PAC, although the issue was subsequently answered. A request was made to send a letter to President Todd stating that Domestic Partner Benefits be applied only to married couples, but the Senate did not back it. The Benefits Committee decided not to proceed further with that issue. The committee now meets the first Thursday of every month from 11:00 a.m. to 12:00 p.m. in Room

419 of the College of Nursing building. Sen. Mari Marsh attended the Staff Senate workshop. Upon recommendation at the workshop, the Staff Issues Committee designed a mini-survey for staff that will be sent to the Executive Committee for approval. In the 2004-05 year, approval was made to purchase a flag. However, a flag is in the closet of the auditorium for groups' use, so a purchase will not be made.

IX. Items from the Floor

A. *Sen. Mike Adams moved that a waver of rules for expediency be made when a guest speaker has the floor, and it was seconded.*

For lack of a quorum, the motion was set aside.

B. Sen. Scott Marksberry asked about the next offering of Legal 101, and Chair Blair reported on the last session that some members of the Executive Committee attended. There will be future sessions for those interested in attending.

X. Adjournment – There being no further business, the meeting was adjourned at 2:42 p.m.

Next meeting: January 10, 2008

*Respectfully submitted,
Holly Clark, Aimee Nielson*

/hjc

**UK Staff Senate
Treasurer's Report
December 13, 2007**

November Expenditures - \$293.84

Current Balance - \$21,353.51

-JannBurks, Treasurer

UK STAFF SENATE
Executive Committee Meeting
January 3, 2008
11:00 p.m.
MINUTES - DRAFT

I. **Call to Order** - Meeting was called to order by Chair Kenny Blair at 11:06 a.m.

II. **Roll Call**

Officers / Committee Chairs

Kenny Blair (Chair) - Present
Bart Miller (Vice Chair) - Present
Aimee Nielson (Secretary) - Present
Jann Burks (Treasurer) – Present
Glen White (Parliamentarian) – Present
Eric Shock (By-laws) – Present
Chuck Miday (Election) - Present
Dave Melanson (External Affairs) - Present
Ann Livingstone (IFRA) - *Absent*
Ron Lee – (PAC) - Present
Dorothy Rapp (PR/Communications) - *Absent*
Debbie Burton (Staff Issues) - Present
Stuart Reedy (STAC) – *Absent*

Ex-Officio Members

Kyle Dippery (Immediate Past Chair) - Present
Holly Clark (Office Coordinator) - Present

III. **Approval of November Minutes** – Minutes were approved as distributed.

IV. **Officer Reports**

Chair

Chair Blair reported the following:

A meeting has been scheduled for selected members of the Staff Senate to meet with the Vice President of Institutional Diversity (VPID) candidates at the following times and places:

Dr. Judy “JJ” Jackson: Thursday, January 10, 2008, from 9:45 a.m. – 10:15 a.m. in 306 Main Building.

Dr. Overtoun M. G. Jenda: Friday, January 18, 2008, from 11:15 a.m. – 11:45 a.m. in 306 Main Building.

It was the consensus of the committee to have questions emailed to Chair Blair who will then address questions to VPID candidates;

Within a three-week period, all 20 laptops in the Laptop Loaner Program have been distributed to qualified employees and there are currently nine people on a waiting list. Human Resources (HR) is working on job grades, titles, and academic information to be provided later;

There is no response yet to the letter requesting that representatives from HR and the Medical Center (MC) come and address questions concerning MC issues;

The link for UK Employees is back on the main UK website;

The Executive Committee will be hosting lunch for representatives from Eastern Kentucky University, Morehead State University, and the University of Louisville's staff representative bodies before attending the January regular meeting;

The next Executive Committee meeting will be January 24, 2008.

V. Presentations

A. Flexible Work Arrangements - Robynn Pease, Work-Life Director

Dr. Pease announced that the Work-Life Advisory Council voted to approve the flexible work arrangement plan as guidelines. Discussion on the pros and cons of the proposal took place.

Vice Chair Bart Miller moved and it was seconded that the Executive Committee and Staff Issues Committee jointly recommend endorsement by the Staff Senate of all documents in the Flexible Work Arrangements report.

Discussion.

MOTION PASSED.

B. Staff Mini-Survey – Debbie Burton

Sen. Debbie Burton presented a three-question survey for staff to aid in bettering the work environment of all staff and requested feedback from the committee. Sen. Burton will work with Dr. Pease before proceeding with implementation.

B. DanceBlue Update – Holly Clark

Ms. Clark reported that senators should place “Pennies for Pediatric Oncology” containers in their departments if they have not already done so. Some departments have already made good progress with collecting. The Art Stamps fundraiser will not take place because of lack of time and also profit that might not be worth the effort. She and team captains Angela Walton and Shari Levy are working on starting multiple fundraisers simultaneously in which all staff will have an opportunity to participate both on and possibly off campus. The Executive Committee agreed to allow a collection to be taken at the January regular meeting, as \$250 per dancer must be raised to participate and to meet the Senate’s minimum goal amount of \$1,250.

D. Six-month State of the Senate Overview - Kenny Blair

Chair Blair referred to his inaugural speech that highlighted credibility and accountability. He declared that the Senate is making progress on credibility through actions such as adopting the Strategic Plan, acquiring approval of the revised budget proposal, and decreasing bickering on the listserv. He stated that accountability is being working on, specifically through the By-laws committee. He also noted that the Staff Appreciation Day Commission (SAD) is off to a good start.

VI. Discussion/Action Items

Committee Assignment Procedure

Sen. Dave Melanson moved to approve that the current process of assigning committee members be adopted as guidelines, and it was seconded.

Discussion.

Sen. Debbie Burton moved to postpone said motion until the January 24, 2008, Executive Committee meeting, and it was seconded.

MOTION PASSED.

VII. Committee Reports

A. By-laws – Committee Chair Shock reported the next meeting will take place on January 10, 2008, in the morning at the Keeneland Room of the Library.

B. Election – Committee Chair Miday reported that the committee will address Custodial Services in the Physical Plant about the workings of the Senate and encourage employees to run because currently the department is vastly underrepresented.

C. PAC – Committee Chair Lee announced that its next meeting will be on January 15, 2008, and that President Todd is scheduled to attend.

D. Staff Issues – Committee Chair Burton reported that the committee has finished the 2005 audit and all issues had been handled. Sen. Norma Tipton likely will resign because she will retire soon.

VIII. Items from the Floor

A. Paid Leave for Employees Wanting to Interview on Campus

Sen. Aimee Nielson on behalf of Sen. Stephanie Risner's constituents asked about the policy that exists on this topic, if any. Chair Blair will look into it with HR Associate VP Kim Wilson.

B. Response on Legislative Issues

Vice Chair Bart Miller expressed concern over responses to potential budget cuts and other legislative issues and suggested that we allow Chair Blair to take the lead on responding and expressing the sentiments of the Senate.

IX. Next Full Senate Meeting Agenda – The Executive Committee set the agenda for the regular meeting on January 10, 2008.

X. Adjournment

Motion to adjourn: On a motion by Vice Chair Miller and a second, the meeting adjourned at 1:28 p.m.

Next meeting: January 24, 2008

*Respectfully submitted,
Holly Clark, Aimee Nielson*

1/4/08

/hjc

Election Committee Meeting Minutes

December 20, 2007

Present were: Mike Adams, Dave Lautzenheiser, Chuck Miday.	Not present: Megan Cox (excused), Anthony Farley, Bob Holley (excused), Patti Naber (excused), David Quam (excused), Charles Moore, Robert Moreland, James Todd, Kurt Volk and Sarah Wells.
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Chair Report

- Chuck will check with the Kentucky Kernel after Christmas about the newspaper ads.

Representation

- Goal is to have the list updated by late January, in time to be presented to January 24 Executive Committee meeting, in time for presentation at Feb. 14 Senate meeting.
- Reorganizing precincts developing.
 - Geographic organization for campus almost done. Med Center work progressing.

Retention and Procurement

- The Chuck will talk to George Brown in Services over Break about what we can do to get better Services participation in the election.

Recruitment flyer

- Mike will contact Dorothy about finalizing the flyer.
- Dave L. would like some copies to take to Spindletop in January to pass out at the farm.

Election and Public Relations Outreach

- While working in the Med Center over break, Dave will look for suitable sites for booth kiosk locations

Not having a quorum the meeting adjourned.

**UK Staff Senate External Affairs Committee
Meeting Agenda
December 4, 2007
2-3 p.m.
Room 236 Peterson Service Building**

- I. **Call To Order** – Present: Dave Melanson, Chair, Kim Trumble, Secretary, Scott Marksberry Angela Walton, Linda Bach

- II. **New Business**
 - A. Chair Report – Steve Byers spoke with the EC about the upcoming legislative session and the top priorities and answered questions about funding and raises.
 - B. Staff Senate image – The discussion occurred about the differing views of the Staff Senate and if it is seen as independent of the Administration. The need to present ourselves as diplomats and ambassadors of the staff was discussed and how to best represent the differing views. We also discussed the issue of notifying new staff of the listserv's. The idea of a “floating holiday” was discussed and Dave will do more investigation into this idea. We also asked the PR committee for the responses to the survey so that we can analyze them in light of this discussion.
 - C. Diversity Event – There will be a 10 week training class for DBE's that will be free starting Feb.11.

- III. **Items from Committee Members** It was asked that we be provided the contact information for the other Staff Senates in the state.

- IV. **Adjournment**

Respectfully Submitted,
Kimberley Roark Trumble
Secretary

External Affairs Committee Responsibilities

- 1. Lead Staff Senate informational initiatives on issues affecting the University with regard to the local and state governments of Kentucky, other institutions and other external affairs in a fair and equitable manner; and
- 2. Generate recommendations to the Staff Senate for action on such issues.

External Affairs Committee Responsibilities

1. Lead Staff Senate informational initiatives on issues affecting the University with regard to the local and state governments of Kentucky, other institutions and other external affairs in a fair and equitable manner; and
2. Generate recommendations to the Staff Senate for action on such issues.

**Minutes
Presidential Advisory Committee
Staff Senate
University of Kentucky
Tuesday, December 18, 2007**

Members Present

Kenny Blair (ex-officio)
Doug Boyd
Becki Flanagan
Ron Lee
Pat VanMeter

Guest

Holly Clark

The meeting was called to order at 3:05 pm.

1. Minutes. The November minutes were approved as corrected.
2. Blair provided a recap of the December 13 full Staff Senate meeting. Highlights include:
 - The Staff Senate won the Big Blue Crush blood drive competition with the University Senate.
 - Letters were sent to Murray Clark and Kim Wilson with regard to having someone come to the next Senate meeting to answer questions about how a reduction in workforce among registered nurses at the Medical Center was handled.
 - Fundraising for the Staff Senate Dance Blue team is under way.
 - An ad-hoc committee is being formed to analyze committees, committee assignments, and staggered terms.
 - Representatives from the University of Louisville, Morehead University, and ECU will attend the regular Staff Senate meeting on January 10.
 - Joey Payne presented information about changes to retirement plans for American Century plan participants.
 - There was discussion about the response recently received from HR about our recommendation regarding a mediation committee. Some changes have been made with regard to information deadlines.
 - The Staff Senate held a contest to name its newsletter; Maria Lykins submitted the winning name, "Staff Senate Advocate." Maria is the budget officer for Development Administration.
 - Catie Lasley from the Women's Forum talked gave an update on what the group has been working on, including the upcoming Sarah Bennett Holmes Award Luncheon and a new Book Award to help employees with educational expenses.
3. No issues from President Todd for our input were offered. He did, however, send his regret at having to reschedule our face-to-face meeting to January due to another commitment.
4. No issues for President Todd from the Staff Senate were presented.
5. Items from the floor.

Senator Debbie Burton seeks advice on the procedure for follow-up from an outstanding issue sent for Dr. Karpf's input regarding posters with information about employees who need assistance with bills. Boyd suggested contacting his Chief of Staff, since it may have been a missed communication.

The Boone Center is scheduled to open sometime in February. Bids are currently being accepted for a company to manage it.

A question was raised about an endowment fund for retiree health benefits. This can be handled by Joey Payne in Human Resources.

There was a discussion about the search for the Vice President for Institutional Diversity, which is ongoing. There are two outstanding external candidates who will be interviewing on campus January 9.

6. The next meeting is scheduled for Tuesday, January 15, 2008, at 3:00 pm in a room in the Main Building to be determined. Boyd will follow-up and provide the room number since Dr. Todd will be joining us.

Future meeting dates:

January 15, 2008*
February 19, 2008
March 18, 2008*

April 15, 2008
May 13, 2008
June 17, 2008

*Scheduled face-to-face with Dr. Todd.

There being no further business, the meeting was adjourned at 3:36 pm.

Submitted by:

Rebecca Flanagan
Secretary

University of Kentucky Staff Senate
Public Relations / Communications Committee Minutes
October 17, 2007
Robotics Room 220K
Noon

I. Call To Order - Dorothy Rapp
Meeting called to order 12:07

II. Roll Call - Stephanie Risner
Present - Dorothy Rapp, Stephanie Risner, David Lautzenheiser, Jen Martin, Melody Mays (via telephone), Tena Smith (via telephone), Will Swiney, and guest Holly Clark
Excused absence - Linda Bach
Unexcused absence - Lena Howard, Debra Hutchins, Floyd Johnson, and Carrie Quackenboss

III. Old Business

- a. Approval of September Minutes - since there were no corrections after the August minutes were submitted to the list serve the minutes were approved.
- b. Discussion on status of new web design - Dorothy Rapp
 - i. Nothing to report. New web design is still in limbo due to the update to the university web design. Web design users group meetings have been stopped until new standards are established.
- c. Volunteer for election committee meetings- Dorothy Rapp
No one has volunteered to be the PR representative for the Election committee.
Update from last Election Committee meeting - discussed Staff Appreciation Day and setting up voting booths and flyers. PR committee will help with the advertisements.
Election committee is still working on realigning precincts.

IV. New Business

- a. Overview of Senate Workshop and Goals discussed there - Dorothy Rapp
During the workshop several suggestions were made by Senators present. We had some discussion about those suggestions. The committee decided not to pursue community newspapers or local noon news programs. BAI classes are concluded. Senators may volunteer for KET fundraisers (if enough volunteers are willing to help answer the telephones). Tena agreed to make sure the Staff Senate meetings are on the UK community calendar. Since Tena was attending the meeting via telephone and was at her desk, she checked the "community" calendar and found the Staff Senate meetings were all ready listed.
- b. Establish an "official" list of goals for current year - Dorothy Rapp
It was decided that the production of the newsletter, progress on the website, and assistance for the Election Committee was a full plate and no further goals need be set at this time.

V. Items From The Floor
Budget request discussion.

Most of the spring UK News insert will be devoted to the Senator elections. Insert will be published after the nomination but before the election.

Dorothy will bring up Staff Senate shirts with the Election Committee to see if they want to bring the issue to the full Senate.

Blood Drive challenge Staff Senate against the Faculty Senate. Dorothy will try to get on the Faculty Senate Agenda.

Adjourn - Motion to adjourn by Stephanie, seconded by Jen, adjourned at 1:00.
Next meeting 11/28/07 at noon Robotics Room 220K.

Melody Mays - 270-692-0222

Tena Smith - 1-800-851-7512, select 7, ext. 83577

Staff Issues Committee Meeting

MINUTES

NOVEMBER 8,
2007

11:00 AM – 12:00
PM

419 COLLEGE OF NURSING BLDG

MEETING CALLED BY	Debbie Burton
TYPE OF MEETING	Staff Senate – Staff Issues Committee
FACILITATOR	Debbie Burton
NOTE TAKER	Jennifer Eskew
ATTENDEES	Amy Atkerson, Debbie Burton, Jennifer Eskew, Jerry Hart, Mari Marsh, Steven Mock

ABSENT: Jan Burks, Kurt Buterbaugh, Samantha Gange (E), Jon Nichols, Sean Scott, Jeri Smith (E), Norma Tipton (E), Dan Wentz

Agenda topics

60 MINUTES

GROUP DISCUSSION

DISCUSSION	WORK-LIFE, MINUTES AUDIT, SURVEY, STAFF ISSUES
	<p>1. Robynn Pease from the WorkLife office met with the committee to discuss the implementation of Flexible Work Guidelines. She will bring a presentation to the full Senate in the future.</p> <p>2. Amy Atkerson reported from her minutes audit for July - December 2002. Every motion brought up was eventually resolved, none left tabled.</p> <p>3. Mari Marsh spoke about attending the October Staff Senate workshop. Later, a rough draft of a simple survey was emailed to the committee, containing questions about work environment, needs, and morale. Costs and means of distribution discussed, final decision to be made in December meeting.</p> <p>4. Several recommended issues brought forth by Samantha Gange earlier in the year were discussed:</p> <p>a) Retirement plan estimator. We should provide online tools for employees to use in order to figure out when they can retire, how much they will receive, benefits, etc. This would be really helpful to a lot of people especially given the recent retiree health changes. Available at the retirement carriers' websites, and the HR retirement representative will also assist staff with this information. Also new program "Retirement 101" is being piloted right now.</p> <p>b) Awarding staff, I am not too familiar with the current awards, but does the Staff Senate give awards? If not they should! For example, maybe an award for participation/volunteer in the community, of course this would be a nomination process. They could receive a cash award/gift certificate and a certificate of achievement. I don't feel the Staff Senate currently does enough of this other than Staff Appreciation Day, but I could be wrong. This could be done on a monthly basis. Staff Senate doesn't give out any awards but I will ask Kenny to look in to this.</p> <p>c) A "Thank you" coupon/freebie book that individual staff can be nominated for or can nominate themselves based on achievements and/or current projects and/or service to the community, etc. Could be called Outstanding Employee or something to that extent. This would be done on a monthly basis and should appear in the UK News. This would be very good for staff morale. The coupon/freebie book could include free/discounted movie tickets, meal tickets, etc. We could work with local businesses that would make this very cost effective. I can't imagine why we wouldn't be able to provide this! This is usually handled with the Staff Appreciation Day event but will see if this could be on a monthly basis. Some departments and colleges do have some type of staff</p>

awards. There is also one or two university awards for staff, example – Paul Nestor award.

d) We need a “submit issue” button/icon on our website!!!! Could be called “Let Your Senator Know.” How do we know the issues that staff are concerned with at the University? This would be a great feature and could be very beneficial for staff – make them feel INVOLVED! **This is supposed to be happening once the problems with SAP are ironed out for Holly to develop.**

e) A computer loan program for staff – I think we discussed this before, but not sure of the outcome. Many of our benchmarks have this. **This is one of the programs Dr. Todd just implemented in July and HR is handling the loaning of computers to staff that are currently enrolled in a program and on a first come first serve basis.**

f) Does the Staff Senate have any involvement/say in the budget? Many Universities have a committee with both faculty and staff that make suggestions/recommendations to the budget staff BEFORE they start it! How does the administration get input from faculty and staff? We need to make this better! **The IFRA Committee that Ann Livingstone is on deals with the budget.**

g) Staff Fellowships and/or Scholarships – to my knowledge we do not have this program. WE could award fellowships/scholarships in the fall and spring semester – staff who need help with books for classes, single moms wanting to take course could have help with child care, etc. **The Adult Services area that Cecile McKinney works in offers several scholarships to adult students.**

NEXT MEETING: 11AM-12PM, December 13, 419 College of Nursing

Staff Issues Committee Meeting

MINUTES

DECEMBER 13,
2007

11:00 AM – 12:00
PM

419 COLLEGE OF NURSING BLDG

MEETING CALLED BY	Debbie Burton
TYPE OF MEETING	Staff Senate – Staff Issues Committee
FACILITATOR	Debbie Burton
NOTE TAKER	Jennifer Eskew
ATTENDEES	Amy Atkerson, Debbie Burton, Jennifer Eskew, Jerry Hart, Mari Marsh, Steven Mock, Jeri Smith

ABSENT: Jan Burks, Kurt Buterbaugh, Samantha Gange (E), Sean Scott, Norma Tipton, Dan Wentz (E)

Agenda topics

60 MINUTES

GROUP DISCUSSION

DISCUSSION	MINUTES AUDIT, SURVEY, MEETING DATES FOR 2008, STAFF ISSUES
<p>1. Meeting called to order</p> <p>2. Minutes for November meeting approved</p> <p>3. Audit of the Senate Minutes July—December 2003, Jennifer Eskew</p> <ul style="list-style-type: none"> -Ombudsman issue came up in August. Case closed in August because of non-existence of Staff Issues Committee. No ad-hoc committee was created for this issue. -Compensation letter from August, regarding cap limits on current UK employees' salaries but no cap on external applicants, sent to Executive Committee, not brought up again to full Senate. -Discussion of Domestic Partner Benefits brought up and tabled in October not un-tabled in audit timeframe. <p>January—June 2004, Samantha Gange (read by Debbie Burton)</p> <ul style="list-style-type: none"> -Matters having to do with changes in bylaws, all passed. -Election Committee to do proportional representation, passed. -Noted that nothing was unresolved. <p>July—December 2004, Jerry Hart</p> <ul style="list-style-type: none"> -Merged Benefits Committee and others to create Staff Issues Committee. -Motion for a sidewalk between Haggin Hall and Donovan Hall (still not sidewalk). -Sick Leave Pool brought up for the first time, referred to Employee Benefits. -Hospital gets Election Day off as holiday -Kathy Shepard-Jones begins the Staff Issues Committee issue searches. -Boone Center issues arise in the Senate -Staff Senate website discussed at length, no motions made. -Advisory ad-hoc Salary Committee brought forth an informational report, wanted Staff senate to approve it. Too much information was in the report to be digested and a quorum was not met in the meeting. Report tabled, resolved in December when the committee brought up more relevant/"better" information. -Ombudsman issue discussed 	

4. Survey

- Very informal survey created as flyer/leaflet based on needs expressed in Senate workshop attended by Mari Marsh
- SIC approved survey
- Survey will be sent to the EC for approval since it was their idea.
- Will eventually need full Staff Senate approval
- Some concern expressed about people thinking we are rewriting the WorkLife survey, but it was created very simply to avoid this.

5. Meeting Dates & Times

- 419 College of Nursing, 11am-12noon, FIRST Thursday of the month, beginning in January.

6. Items From the Floor

- Discussion of the UK Make a Difference Program.
- Committee voted to endorse the WorkLife Flexible Time guidelines.
- Discussion of HR reply to letter drafted in 2006, regarding mediators for staff grievance procedures. Letter to be read at 12/12 full Staff Senate meeting. Mediation Panel will not be created because HR feels that this need is already met in other procedures, and feels that issue should be returned to the WorkLife Committee. To the SIC, it seems that most employees feels that the current process is too formal and that they want something informal and a chance to be heard, to be mediated, and repair the process before official grievances are filed, because many problems may just be personality differences and miscommunication.
- Information Booklet info has been forwarded to HR, need to check status.
- Question about the salary 1st quartile change and updating the JAQs for equivalency to qualify—tying job requirements to education level. Does experience qualify as education, especially for older, more experienced employees, when applying for jobs? Does experience level listed on open positions mean any work experience or relevant work experience? This issue seems to affect mainly the med center.

NEXT MEETING: 11AM-12PM, January 3, 419 College of Nursing