

UK STAFF SENATE
May 8, 2008
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 1:06 p.m.
- II. **Pledge of Allegiance**
- III. **Roll Call** — Present – 43; Excused – 12; Absent – 7; Resigned – 2.
- IV. **Approval of April Minutes** — The minutes were approved as distributed.
- V. **Officer Reports**

A. Chair – Kenny Blair

In its meeting on April 22, the Board of Trustees (BOT) approved the second reading of changes to GR V. Everything has now been taken care of to enable the Good Samaritan and Center for Advanced Surgery employees to participate in the Senate election. Thanks goes out to everyone who helped in this process;

Voting begins on Sunday, May 11 and runs through May 21 for Staff Senate elections. Senators are urged to encourage their constituents to vote;

SAD is May 21st. Food choices are pizza, Subway in food court, salads in Café du Chat, hotdog and pulled pork sandwiches on the patio, plus sides and a drink. Over 50 vendors signed up and around one dozen participants in the Life Beyond UK segment. Every senator is expected to participate, even if it is for only 15-30 minutes;

Open enrollment ends tomorrow;

This year the Senate is not working with the Office of Assessment to conduct a full survey for the president's evaluation. However, senators will still have the opportunity to give input into the process. Chair Blair, via listserv, has sent the criteria for the president's evaluation. Information should be reviewed and submission of any comments may go to either Holly Clark or Chair Blair. The comments will be used by the Executive Committee to complete the evaluation. When Chair Blair receives the President's response to the criteria, he will pass the information along to the Senate;

Chair Blair met with President Todd on April 23 and reported that it went well. The president seemed very receptive to the Senate's memo on the budget. He would like the Senate to head up efforts to solicit input from staff on measures

that could be taken to improve efficiency and save money. Chair Blair asked that senators contact their constituents and share any ideas collected on the Senate listserv. To some degree thoughts have already been shared; ideas and efforts are appreciated. President Todd also reaffirmed his commitment to addressing the Senate, planning for a July meeting.

The Senate Office has received notices from the following people regarding their intentions to run for office: Chair – Bart Miller, Chuck Miday; Secretary – Aimee Nielson; Treasurer – Jann Burks; Parliamentarian – Glen White. Chair Blair gave a brief overview of the responsibilities of the chair of the Staff Senate, including, but not limited to the following:

- Meetings to coordinate/attend
- Full Senate and EC meetings once a month
- BOT meeting every six weeks, except summer
- Staff representative to the BOT meeting usually every other week at lunch time
- Associate VP of HR meeting usually once a month
- University Senate meeting once a month, except December and summer)
- PAC meeting one Tuesday a month after full Senate meeting
- SAD Commission meetings once a month and more frequently as event nears

Time is not distributed evenly. Some weeks the chair may spend most time in the home department.

B. Secretary – Aimee Nielson

Sec. Nielson moved to approve the resignations of Senators Anthony Hartsfield and Johanna Platt, and it was seconded.

Discussion.

MOTION PASSED.

C. Treasurer – Jann Burks

Sen. Burks reported \$13,226.45 in expenditures year to date.

VI. Presentations

A. Overtime Calculations – Ms. Mary Ferlan, Human Resources (HR) Operations Director

Ms. Ferlan explained the new process on overtime calculations, effective July 1, 2008.

1) Overtime pay is earned for hours worked in excess of 40 in the regular work week and compensated at a wage rate of one and one-half times the hourly wage rate.

2) In computing eligibility for overtime pay, only actual hours worked are counted and added to the actual number of hours worked in a work week. Leaves and other absence codes will not be counted or added to the number of “hours worked” in a work week and will therefore not be calculated in the overtime rate of pay. Leave hours will be at the regular rate of pay.

Benchmark institutions will be consulted on their current policies, as suggested by Sen. Megan Cox. Several senators expressed concern for fellow employees who currently benefit from the current process where all paid leaves, except temporary disability leave (TDL) and emergency closings, are counted as hours worked and added to the actual number of hours worked in a work week.

B. Vacation Leave Carryover Changes – Ms. Mary Ferlan, HR Operations Director

For staff, vacation leave accrued and available for use on June 30 of each year, will expire if not used within the following 12 months (existing policy allows 15 months from June 30 or the end of the fiscal year to use vacation leave accrued).

For vacation leave accrual subject to loss on September 30, 2008, hours still will expire on September 30, 2008; they will not expire on June 30, 2008.

Several senators commented that the change would adversely affect low-wage workers who have come to depend on compensation from overtime.

C. Summer Hours Program – Ms. Kim Wilson, Associate VP of HR

Ms. Wilson announced a program that would allow staff to reduce the number of hours worked in the summer. At least four weeks must be taken off to participate in the program. She stated the program is optional and will be piloted through the Office of Work-Life. Forty-six per cent of respondents to the survey replied that they would be interested in such a program. Regular employees with a FTE of .75 and in good standing with the department are eligible (see 2:10 mark). Feedback may be given to Ms. Wilson before she presents the idea to President Todd. In the future, there may be different parts of the year that departments can implement the program, since it is new.

D. Candidates for Officer Positions

The following senators delivered speeches for the following positions:

Chair – Chuck Miday, Bart Miller

Secretary – Aimee Nielson
Treasurer – Jann Burks
Parliamentarian – Glen White

Sen. Terry Olson moved to suspend the agenda, and it was seconded.

Discussion.

MOTION PASSED.

Sen. Terry Olson offered the following motion:

The Staff Senate strongly opposes changes to UK HR Policy & Procedure 30.0, Compensation Administration, as we believe it will adversely impact lower- paid staff salaries, morale, and quality of the services staff provide; we consider the policy revisions to be a staff pay cut. Seconded.

Discussion.

Sen. Robert Moreland moved to add the following sentence at the end of the motion, and it was seconded.

The Staff Senate respectfully requests a review of the policy to make exceptions for essential personnel.

Discussion.

MOTION FAILED.

Sen. Ann Livingstone moved to call the question.

Chair Blair declined.

Sen. Debbie Burton moved to strike “lower paid staff” from the motion, and it was seconded with no objection.

Discussion.

MOTION PASSED.

Sen. Robert Moreland called the question, and it was seconded.

CALL ON QUESTION PASSED.

MOTION PASSED.

E. Parliamentary Procedure Training – Parliamentarian Glen White

Mr. White went over key parts of the parliamentary process that allow for smoother running of meetings and answered questions. The Powerpoint presentation will be available on the listerv and possibly the website.

VII. Discussion / Action Items

Strategic Plan Status Update

Chair Blair reported the Executive Committee has made no changes to the plan at this point. However, in the process of reviewing, the committee felt it had been successful in its strategies to reach its goals in the following areas:

- supporting the University strategic planning process by enacting and promoting its own plan;
- seeking representation on University committees, most notably committees addressing Work Life initiatives;
- strengthening its relationship with the University Senate by having a representative attend all University Senate meetings;
- working collaboratively with Human Resources and other University departments to integrate the new employees from the Good Samaritan acquisition into the University and the Senate;
- increasing its efforts to publicize its accomplishments by means of UK News, Senate Newsletters, the Senate website, and other mediums;
- scheduling University policy makers at full Senate meetings to explain proposed policy changes and attentively responding to such changes;
- establishing partnerships with other Staff Senates and Councils throughout the state and working collaboratively on issues that affect all state colleges and universities; and
- utilizing email listservs, flyers, UK News, Senate Newsletters, the Senate website, and other mediums to provide appropriate, accurate, and timely information to constituents and solicit feedback.

Strategies yet to be executed are:

- developing and implementing strategies to increase faculty participation in the Institutional Finances and Resource Allocation (IFRA) Committee;

- actively seeking opportunities to work collaboratively on issues facing faculty and staff;
- seeking membership on the search committees for positions such as Vice President for Institutional Diversity;
- proposing a program that utilizes staff to assist in the University's efforts to address the issue of student attrition/retention;
- extending a Senate ex-officio membership invitation to the Provost;
- creating a database to track the status of action taken by the Senate and address any unresolved items or issues;
- developing a Senate mentoring plan workgroup during the 2008 Senate year with approved recommendations being implemented during the 2009 Senate year;
- creating a database to track the status and resolution of staff concerns;
- finalizing the redesign of the Senate website by January 2008 and keeping the site current with news, reports, links to University services available to staff, and other Senate business;
- actively participating in University diversity-oriented groups;
- seeking representation on diversity-oriented committees;
- staffing a Senate booth or table at multi-cultural events sponsored by the University;
- employing the Election Committee to produce recommendations on how to increase participation in the Senate from traditionally underrepresented precincts and groups;
- actively seeking referrals to current research being conducted by staff and research that has concluded, and whose findings have an impact on staff; and
- utilizing email listservs, flyers, UK News, Senate Newsletters, the Senate website, and other mediums to publicize this research.

The efficacy of the Staff Senate in conducting Staff Appreciation Day in a manner that promotes active participation from all areas of the university has yet to be determined.

VIII. Standing and University Committee / Subcommittee / Commission Reports

A. Election Committee

Committee Chair Chuck Miday reported that 47 people are running from across the university for the Staff Senate.

B. External Affairs

Sec. Kim Trumble announced that a town hall forum will be replaced with an address by a representative from Budgeting.

IX. Items from the Floor

Sen. Robert Moreland moved to adjourn, and it was seconded. Due to objection, Chair Blair denied adjournment.

A. Overtime Changes - Sen. Jeri Smith inquired where the proposed overtime changes originated to which Chair Blair replied that HR was asked to review and make a recommendation on the policy.

B. Address from President Todd – Sen. Terry Olson asked if President Todd is planning to address the staff on issues at Staff Appreciation Day. No plans have been made for the president to address staff issues at the event.

X. Adjournment

Next meeting: June 12, 2008

*Respectfully submitted,
Holly Clark, Aimee Nielson*

/hjc

2007-08 Staff Senate Current Expenses Summary

Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Monthly Beginning Balance	\$24,300.00	\$23,739.35	\$22,880.07	\$22,143.85	\$21,666.88	\$21,352.28	\$19,329.78	\$15,885.59	\$15,564.53	\$13,624.87	\$13,139.45	\$8,363.11	N/A
Recurring Charges	\$213.46	\$377.75	\$213.56	\$441.90	\$295.07	\$226.15	\$376.84	\$321.06	\$461.72	\$301.76	\$98.48	\$0.00	\$3,327.75
Office Supplies	\$17.19	\$109.37	\$178.72	\$4.21	\$19.53	\$1,358.93	\$0.00	\$0.00	\$861.00	\$183.66	\$237.78	\$0.00	\$2,970.39
Parking	\$330.00	\$0.00	\$0.00	\$7.50	\$0.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$757.50
Printing / Publications / Promotional	\$0.00	\$320.00	\$251.28	\$23.36	\$0.00	\$17.42	\$3,067.35	\$0.00	\$590.94	\$0.00	\$4,440.08	\$0.00	\$8,710.43
Professional Development / Training	\$0.00	\$52.16	\$92.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26.00	\$0.00	\$0.00	\$0.00	\$170.82
Total Monthly Expenditures	\$560.65	\$859.28	\$736.22	\$476.97	\$314.60	\$2,022.50	\$3,444.19	\$321.06	\$1,939.66	\$485.42	\$4,776.34	\$0.00	\$15,936.89
Projected Available Budget	\$23,739.35	\$22,880.07	\$22,143.85	\$21,666.88	\$21,352.28	\$19,329.78	\$15,885.59	\$15,564.53	\$13,624.87	\$13,139.45	\$8,363.11	\$8,363.11	N/A

UK STAFF SENATE
Executive Committee Meeting
May 22, 2008
11:00 a.m.
MINUTES – DRAFT

- I. **Call to Order**—Meeting was called to order at approximately 11:24 a.m.
- II. **Welcome** - Chair Blair greeted the visiting members of staff representative bodies from around the state. Institutions included Eastern Kentucky University, Morehead State University, Northern Kentucky University, and the University of Louisville. Following the business portion, senators from UK and guests discussed current issues both mutual and exclusive at their institutions in an effort to effectively collaborate on strengthening and preserving staff influence at the university and state level.

III. **Roll Call**

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

Ex-Officio Members

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

- IV. **Approval of April Minutes** – The minutes were approved as distributed.

V. **Officer Reports**

A. Chair – Kenny Blair

The letter to Associate VP for Human Resources (HR) Kim Wilson concerning changes to overtime calculations was sent and a letter inviting President Todd to

a town hall forum was sent, as well. In place of a town hall forum with President Todd, VP for Planning, Budget, and Policy Angie Martin and Ms. Wilson have agreed to address the Senate at the June meeting. Ms. Martin will do a budget presentation and Ms. Wilson will be available to answer any HR-related questions;

Chair Blair has confirmed that President Todd plans to attend our August meeting to address the Senate. He had intended to attend the July meeting, but had a schedule conflict;

The 2008-09 budget proposal was sent to the President's Office last week, but is now being modified after receiving feedback from Chief of Staff Doug Boyd and Director of Fiscal Operations Kristen Cheser. The Senate is being asked to work in a 4% cut to the overall budget that is a little over \$100,000. This equates to about a \$5,000 decrease. Plans are to ask for the Staff Appreciation Day (SAD) budget to be cut to offset this amount;

The officers met to draft the letter on the president's evaluation. Chair Blair plans to send the draft in the afternoon for feedback from the Executive Committee (EC). He apologized for the quick turnaround and asked senators for any comments by 2:00 p.m. the next day. Everything must be mailed then, since Chair of the Board of Trustees Mira Ball wants materials postmarked by May 26, the Memorial Day holiday;

The standing committee assignment process has begun. The deadline to submit preferences is June 19th, one week before the June EC meeting. Chair Blair encouraged everyone to submit preferences, including officers and EC members, as there will be no special consideration given to members of the EC during the assignment process;

The College of Agriculture Staff Appreciation Day (Ag. Roundup) will be held in the fall. The deadline for registration is June 6. The Staff Senate is encouraged to participate and volunteers for the table are welcome;

Annual reports are due at the June EC meeting. To request a template, contact Ms. Clark;

Chair Blair announced that the May meeting is the last EC meeting where he will preside as chair. He will be involved on a mission trip to Jamaica at the time of the June meeting. He thanked the committee for its assistance and work this year. Vice Chair Bart Miller will preside at the June EC meeting.

B. Treasurer – Jann Burks

Some invoices have yet to be sent to the Staff Senate office, so the balance has not changed since the last Treasurer's report at the May regular meeting.

VI. Committee Reports

There were no committee reports.

VII. Discussion / Action Items

A. Strategic Plan Overview

Chair Blair reiterated the need to work on areas of weakness in the strategic plan.

B. Election Update

Chair Chuck Miday reported that 871 total votes were cast. A few precincts had contested elections. Several people voted at SAD. Eight people from Good Samaritan voted. Results will be broadcast next week.

VIII. Items from the Floor

President's Evaluation Resolution

Sen. Dorothy Rapp moved, and it was seconded to pass the following resolution:

On behalf of the Staff Senate, the Executive Committee would like to express profound concern that once again inadequate time was given to respond meaningfully to the President's evaluation. The Executive Committee respectfully requests that it be given until May 30 to complete the evaluation.

Discussion.

MOTION PASSED.

IX. Next Full Senate Meeting Agenda

The agenda was set for the June regular meeting.

X. Adjournment

Motion to adjourn: The meeting adjourned at 2:15 p.m.

Next meeting:

*Respectfully submitted,
Holly Clark, Aimee Nielson 6/4/08*

/hjc

**UK Staff Senate External Affairs Committee
Meeting Agenda
April 8, 2008
2-3 p.m.
Room 236 Peterson Service Building**

- I. **Call To Order** – Present: Dave Melanson, Chair, Kim Trumble, Secretary, Angela Walton, Kyle Dippery.

- II. **New Business**
 - A. Budget email – Email going out from the Administration about no raises and budget cuts.

- III. **Items from Committee Members**

- IV. **Adjournment**

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.

**UK Staff Senate External Affairs Committee
Meeting Agenda
May 6, 2008
2-3 p.m.
Room 236 Peterson Service Building**

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

- II. **New Business**
 - A. Staff Appreciation Day reminder – please volunteer and ask others in the department to do so.
 - B. Forum proposed at Staff Senate meeting – Write a letter to the PAC suggesting having someone from budget office (Angie Martin) come to a Senate meeting rather than suggesting a town hall.

- III. **Items from Committee Members**
 - A. “Get out and vote” e-mail – Kimberley Roark Trumble – Send a campus-wide email reminding people to vote with a link to the Board of Elections site with sample ballots and polling locations.

- IV. **Adjournment**

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.

President's Commission on Diversity
May 8, 2008
11:00am – 2:30pm

1. Approval of Minutes from the May PCD Meeting.
2. Address of Commission Members present was given by Dr. Allan Richards, Chairperson.
3. Discussions regards the Diversity Awards Ceremony---some members had suggested that the Diversity Awards Ceremony should expand and that nationally known Speakers be invited to address at future ceremonies.
4. Discussions regards a need to increase our Community outreach efforts. (A proposal is being devised to increase our Community outreach, and if approved, would provide introductions to artistic endeavors to a local elementary school that is currently without an Arts Program)
5. Discussions regards the finalization of a group of recommendations suggested for implementation by the Commission. These recommendations will be presented to Dr. J.J. Jackson when she is in place effective July 2008. (Additional information regards these recommendations will be shared at a later date)

The next PCD Meeting will be held on June 12th with no additional meetings until August.

President's Commission on Diversity Adjourned.

**The Work-Life Advisory Council
Staff Senate Report
May 13
1:00 to 3:00 p.m.
Room 214B Wethington Building.**

Flexible Work Arrangement Guidelines Update

1. Supervisory Training on Flexible Work Arrangement Guidelines
 - Binder available for training, includes ppt presentation, guidelines, success stories, employee responsibilities, exercises
 - WL Office will give presentations to depts by request
 - Discussion: this program may be pushed forward by gas prices and economy more than any other reason right now.
2. President's Endorsement of Guidelines
 - Doug Boyd sent email 4/21/08. President Todd endorsed.

Projected budget impact on work life initiatives

- Staff enhancement pool (\$5 million): \$3.3 million spent for first quartile raises; \$2 million set aside for Family Education Program; \$500K for Career Enhancement and Supervisor Series; some money for EAP, Manager for CE, another counselor and staff support stuck in hiring freeze.
- Filled positions on Career Enhancement and Supervisor Series
- Discussion of non-recurring funds for WorkLife Initiatives
- UK might take back \$50K of uncommitted funds.
- WorkLife specialist confirmed. Hopefully staff support is coming soon.
- Probably no new money coming or going

EAP program initiative- partnering with UK Employee Health Services

- EAP manager hired
- Contact with Sean Buckley to head up employee concerns task force
- \$134K? Put WorkLife Specialist with Buckley and allow up to 5 consultations, beyond 5 consultations, identify community resources for long-term care.
- WL Specialist would have MSW
- Health Services lately restructured, noted that program would be well-supported by Dr. Karpf.

Summer Meeting Schedule

- Meet in September to discuss Work & Family Life Month in October.

Work Life Brochure/Web Site Update

- Pet Resources most popular on WorkLife site.
- Many requests for childcare, these must be directed off campus.

Other Items

- Will meet about possible grant from LexTran for commuters.
- Software for AlterNet Ride Carpool program. Program gets people in touch with each other to arrange carpooling for employees. Software is \$250. This will be discussed in the Staff Issues Committee meeting June 5th to propose that Senate and WorkLife work together on this proposal.
- Several HR policy changes outlined: changes on OT hours calculation, changes in vacation time carry-over, next year's TDL conversion to vacation and vacation donation to sick leave pool will move up 3 months to allow more people to donate.
- Vacation carry-over will produce a one-time savings of \$4+ million for staff and \$10.8 million for faculty.

Respectfully submitted by Jennifer Eskew, Staff Issues Committee, Staff Senate Representative for the WorkLife Council.

Staff Issues Committee Meeting May 2008

MINUTES

MAY 1, 2008

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	Debbie Burton, Jennifer Eskew, Jerry Hart, Mari Marsh, Steven Mock

ABSENT: Amy Atkerson (E), Jan Burks (EC), Kurt Buterbaugh, Jeri Smith (E), Dan Wentz

Agenda topics

60 MINUTES

GROUP DISCUSSION

DISCUSSION	STAFF ISSUES
	<p>1. Meeting called to order</p> <p>2. Minutes for April meeting approved</p> <p>3. Discussion on what to work on for May & June --Suggestions from Burton on 4/10/08 --Iowa University Senate gets some money from the campus Coke contract—can UK Staff Senate do the same? --Ombudsman Issue. Discussed differences between ombudsman and mediator: Which does UK need? How do people expect an objective ombudsman in HR without that person becoming one of “them,” because in effect they would be an HR employee? --Supervisor Evaluations. Would supervisor training be part of the issue? --Options for something to replace the absence of a raise. Floating personal day?</p> <p>4. President’s Evaluation --Need to read president’s website and the legislative agenda, as it is a document about what has been discussed at the State level. --Need to read the BOT executive minutes for evaluation notes. --Discussion of the progress of town hall meeting about the budget. --Will the President speak to the Senate, has he spoken to a committee?</p> <p>5. Items from the floor --Discussion of election concerns and the number of empty seats. How many people want to be elected?</p> <p><u>Questions for the WorkLife Committee representative, Jennifer Eskew</u> --Progress on 2nd daycare facility, childcare and professional assistance --\$5 million incentive: is the money gone? how much was used? who evaluated the usage? --\$2.5 million went to WorkLife Programs? Confirm with WorkLife Office. --\$2.5 million went to first quartile raises? Confirm with WorkLife Office. --will the WorkLife programs continue in “budget situation?” Confirm with WorkLife Office.</p> <p>Jennifer’s WorkLife meeting will be Tuesday, May 13th.</p>
NEXT MEETING: 11AM-12PM, June 5, 419 College of Nursing	