

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

- I. **Call to Order** — Chair Kenny Blair called the meeting to order at 1:13 p.m.
- II. **Pledge of Allegiance**
- III. **Roll Call** — Present – 43; Excused – 19; Absent – 20; Resigned - 2
- IV. **Approval of August Minutes** — *Minutes from the August meeting were approved, as posted on the listserv.*
- V. **Officer Reports**

Chair – Chair Blair welcomed Pat Immerman of HR at Good Samaritan, and Robynn Pease, our new Director of Work-Life and reported the following:

President Todd has agreed to address the Staff Senate, just as he does the University Senate. Dr. Boyd will schedule a date.

The College of Agriculture's Staff Appreciation Day is September 26, 2007. Sen. Dorothy Rapp sent an email asking for volunteers. Please contact her if interested because we must have a table for a good part of the day.

Chair Blair and Sen. Kyle Dippery are collaborating to compile precinct lists.

Sen. Debbie Burton resigned from the Work Life Committee to serve on the Shared Leave Pool Committee. Three names have been forwarded to HR and Work-Life for a replacement.

The Staff Appreciation Day (SAD) Commission held its first meeting on September 5, and future meetings will be on the first Wednesday of each month (except January - that will be the second Wednesday) from 10:00 a.m. to 11:30 a.m. in 209 Robotics. President Todd agreed to co-sponsor the event.

Chair Blair and Office Coordinator Holly Clark attended the University of Louisville's (U of L) Senate Retreat on September 10 and Eastern Kentucky University's (EKU) Staff Council meeting on September 11. They had an informal discussion with EKU's interim President, networked, and shared some good ideas and information. Chair Blair also has contacted Morehead State University's chair to establish a relationship with them.

- David Ritchie, Chair of DanceBlue, met with the Executive Committee at its

retreat. Opportunities for Senate involvement include encouraging staff to make donations and volunteering the day of the event. More information will follow as the event nears.

Senators will be contacted after three unexcused absences from regular Senate meetings.

Letters to senators' supervisors will be mailed, thanking them for their continued support of the Senate and encouraging them to allow their staff to take time away from work to perform Senate duties.

Due to the State of the Campus Address the Staff Senate workshop was postponed until October 11 from 10:00 a.m. 12:00 p.m. The auditorium is reserved at that time, so the workshop will be split between the Gallery and the Keeneland Room. Senators should contact Ms. Clark or Chair Blair by October 1, if planning to attend. Ideas for the workshop are also being accepted.

Chair Blair met with the President on August 21 to discuss the Senate budget. The operating budget's allocation for current expenses remains at \$24,300. The past two years \$10,000 of the budget was donated to the Women's Forum for SAD. This year the Senate is in charge of SAD. The President approved the budget request of \$25,000 in recurring funds for SAD, and allowed the Senate to retain the \$10,000 in funding that traditionally was donated. SAD will have its own cost center. All committees are required to submit a budget proposal. In this proposal, committees will include how much money they are requesting and allocations. Proposals will be submitted to Treasurer Jann Burks by September 20. She will then compile a master request to be presented to the Executive Committee for approval on September 27. After getting approval by the Executive Committee, the budget will go before the full Senate for approval on October 11. The goal is to cut back on having a Senate vote every time money needs to be spent by a specific committee. Example: Public Relations/Communications (PR) for newsletters.

A. Secretary – *As moved by Secretary Nielson, the resignation of Terry Edin and recognition of Janet Tucker's vacated seat were seconded.*

MOTION PASSED.

VI. New Business

A. Strategic Plan Update – Chair Blair gave a timeline of the action taken on the strategic plan. He announced that after further research, study, and consultation with President Todd, members of the now dissolved ad hoc committee, and others, revisions were made to the plan, particularly with respect to measures of progress. The time period for review was shortened to six months. The plan will be administrative and executed by the leadership of the

Senate. It was adopted with the approval of the Executive Committee. Therefore Chair Blair explained that no motions would be necessary in the full Senate, but discussion would take place. Sen. Stephanie Risner suggested changing the name of the plan from Strategic to Administrative. Chair Blair said that he would consider that as a possibility and follow up with the Senate.

B. New Procedure – Audience Response System (ARS) – Chair Blair explained the new procedure for checking in and out the ARS remotes on loan from the Teaching & Academic Support Center (TASC). The procedure will serve to prevent fraudulent voting and loss.

C. GR Changes – UK HealthCare Good Samaritan Eligibility/Election Responsibility – Chair Blair presented the proposed GR changes that would 1) allow Good Samaritan senators to become senators by the next election and Center for Advanced Surgery staff in the hospital and 2) strike wording pertaining to the Staff Senate Development Task Force, now defunct. It is intended for the item to go on the October Board of Trustees (BOT) meeting agenda for the first reading.

VII. Presentations

A. United Way Campaign – Associate VP of Human Resources Kim Wilson delivered a presentation on United Way's efforts and extended an invitation to the Senate to be some of the first employees to donate. Over half of the staff present made donations at the meeting. The official campaign kicks off October 1. Eileen O'Malley of the Center for Women, Children, and Families also spoke and addressed the effectiveness of contributions from United Way regarding her charity.

B. Parliamentary Procedure – Sen. Glen White trained on parliamentary procedure via Powerpoint.

C. Make the Difference Program – Ms. Alison Preston addressed the Senate on the employee suggestion program that "recognizes the value in employee engagement" with cash rewards for those employees whose ideas are adopted. The purpose of the program is to improve the university in various ways through four major areas: safety, process improvements, customer service, and expense reduction.

D. National Work and Family Month Activities – Director of Work-Life Robynn Pease announced the schedule for October's Work/Family Month at UK that will include workshops on family/marriage counseling and working with people with disabilities. New events sponsored by TIAA-Cref and Fidelity also will be included, focusing mainly on retirement topics.

VIII. Standing & University Committee/Subcommittee Reports

A. External Affairs - Sen. Kim Trumble announced that the gubernatorial convocation is scheduled for September 28, 2007, from 12:00 to 1:00 in Worsham Theater at the Student Center, co-sponsored by the Student Government Association, University Senate, and Staff Senate.

B. PR/Communications - Sen. Dorothy Rapp reported that the fall newsletter is on track and thanked everyone for their contributions.

C. Shared Leave Pool – Sen. Burton reported that 440 days were donated to the sick leave pool, and 148 employees donated. Several departments donated 10 or more days. Four applications have been submitted, and two decisions have been made at this point.

IX. Items from the Floor – None.

X. Adjournment – There being no further business, the meeting was adjourned at 3:13 p.m.

Next meeting: October 11, 2007

*Respectfully submitted,
Aimee Nielson*

/hjc

**UK Staff Senate
Treasurer's Report
October 11, 2007**

Treasurer – Discussion of budget proposals took place, and Treasurer Jann Burks made the following recommendations:

- \$999.80 for the Election Committee to cover the costs of postage, a survey, and election ads and posters.
- \$510.00 for the External Affairs Committee to cover the costs of the gubernatorial forum and incidental expenses.
- \$9,000 for the Public Relations Committee to cover the cost of two newsletters, Staff Appreciation Day giveaways, and design of the new display board (once these expenses are covered, the committee's intention is to pay for some of the election promotional items not funded in the Election Committee budget).

**UK Staff Senate Executive Committee
9/27/07
11:00 a.m.
103 Main Building
Meeting Minutes Draft**

I. **Call To Order** – Vice Chair Miller called the meeting to order at 11:15 a.m.

II. **Attendance**

Officers / Committee Chairs

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

Ex-Officio Members

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

III. **Approval of August 30 Meeting Minutes** – *The minutes were approved as distributed.*

IV. **Officer Reports**

Vice Chair – Vice Chair Miller reported that planning for Staff Appreciation Day is well under way.

Parliamentarian – Parliamentarian White reported the Strategic Plan seems procedurally accurate and that he is still investigating,

Treasurer – Discussion of budget proposals took place, and Treasurer Jann Burks made the following recommendations:

- \$999.80 for the Election Committee to cover the costs of postage, a survey, and election ads and posters.
- \$510.00 for the External Affairs Committee to cover the costs of the gubernatorial forum and incidental expenses.
- \$9,000 for the Public Relations Committee to cover the cost of two newsletters, Staff Appreciation Day giveaways, and design of the new display board (once these expenses are covered, the committee's intention is to pay for some of the election promotional items not funded in the Election Committee budget).

V. **Discussion / Action Items**

A. Senate Budget Proposal/Workshop Plans/Senate Strategic Plan

– Chair Blair recommended that budget proposals be revisited by committees during the workshop and then presented to all senators present at the workshop. The Executive Committee agreed to use the workshop solely for the purpose of revisiting budget proposals for committees that submitted them and creating or revising committee goals and objectives for the year for committees that don't require funding. The Strategic Plan will be revisited in the Staff Senate workshop.

B. Letter to Senators' Supervisors – The committee agreed to send a letter to supervisors as soon as possible, reminding them of senators' duties and expressing appreciation for their support.

VI. **Committee Reports** –

A. By-laws – Sen. Shock reported that although attendance, absenteeism, and appointment of at-large senators were addressed by the committee, no action was taken for lack of a quorum.

B. Election – Ms. Mary Ferlan of Human Resources gave an update on Good Samaritan's transition and stated that interest probably will be low in the Staff Senate until the employees have made a complete transition to UK. A questionnaire will go out to staff in UK News. Laptops will be used for voting in the 2008 Staff Senate election. Two areas will be available for voting at Staff Appreciation Day. Booths for privacy may also be used. A color printer will be needed for election materials that would be housed in the Office of the Senate.

C. IFRA – Vice Chair Miller reported that Retirement 101 is going over long-term planning.

D. PR – Sen. Rapp reported that a survey for staff will be included in the October Staff Senate newsletter insert of UK News. A contest to name the newsletter will be announced in the newsletter. Donated prizes will be given to the winner. It is hoped that the Site Lab will

resume work on the new website now that the new UK website is completed.

VII. **Items from the floor**

A. CKBC Presentation – Sen. Rapp requested putting the Kentucky Blood Center on the October agenda for a brief presentation. It was agreed to do so, if the agenda isn't already full.

B. Precincts – Sen. Dippery reported that some department numbers have changed. H6, a new precinct, has been created, and now 78 people are unrepresented. Representation will be addressed later because more changes may take place with departments.

VIII. **Next Full Senate Meeting Agenda** – The Executive Committee set the agenda for the October regular meeting.

IX. **Adjournment** – As there was no further business to conduct, the meeting was adjourned at 1:02 p.m.

Respectfully submitted,

*Holly J. Clark
10/2/07*

University of Kentucky Staff Senate
Public Relations / Communications Committee
August 7, 2007
Robotics Room 209
Noon
Minutes

- I. **Call To Order - Dorothy Rapp**
Meeting called to order at 12:05

- II. **Roll Call - Stephanie Risner**
Present - Dorothy Rapp, Stephanie Risner, Linda Bach, Marilyn Hensley, Jen Martin, Will Swiney, Melody Mays (via conference call) and Tena Smith (via conference call)
Absent but Excused -
Visitors - Kenny Blair, Holly Clark, Gail Hairston, David Lautzenheiser, and Ben Rice

- III. **Old Business**
 - a. Introductions
 - b. Detailed discussion of content and deadlines to complete Fall Newsletter - Dorothy Rapp
 - i. List of Volunteers
 - 1. Gail Hairston - BOT
 - 2. Dave - Candidates for Governor
 - 3. Aimee Nielson - Standing Committees - Holly Clark will act as her back-up
 - 4. Glen White - feature on Holly Clark
 - 5. Shelia - Welcome to UK Healthcare Good Samaritan
 - 6. Kenny Blair - Message from Staff Senate Chair
 - 7. Carrie Quackenboss - feature on university committees
 - 8. Staff Appreciation Day - Stephanie
 - 9. Brief statement about open meetings and meeting times - Dorothy
 - 10. if space is needed to be filled - recap of last full Staff Senate meeting
 - ii. **Deadline is August 31, 2007 - submitted to Dorothy**
 - iii. Insert proof due by September 12th
 - iv. Each story should be 300 words or less
 - v. **Survey** - to be included on the back page of the insert -
 - 1. **questions include:**
 - a. Did you know about the Staff Senate before reading this newsletter?
 - b. Are you UK staff, faculty, alumni, retiree, or not an employee of UK
 - c. How do you get news about the Staff Senate?
 - d. Are you interested in running for the Senate in 2008?
 - e. Did you vote in the 2007 election of the staff rep to the BOT
 - f. Is there an issue you would like the Staff Senate to address?
 - g. Did you attend Staff Appreciation Day 2007?
 - h. Do you have any suggestions for future Staff Appreciation Day events?

- i. Holly will receive the surveys and Stephanie will tally the results
- vi. Name the Newsletter contest - approved by a vote of 6 to 2 - offer a Staff Senate t-shirt or a gift card
- c. New web design - Kenny Blair - the University as a whole will be rolling out a new web-site. Because of the new design, the site lab is applying all their resources to this project. The Staff Senate web site update has been placed on hold. Kenny will talk to John Soward at the site lab to get a new timeline.
- d. Campaigning on Staff Senate listserv - Dorothy - this item has been tabled indefinitely. We will discuss at another time if this becomes an issue again.

IV. New Business

- a. Discuss regular time, day, and place for meetings - it was agreed to hold the Staff Senate PR committee meetings on the third Wednesday of each month at noon, in 220K Robotics. Dorothy will send out an email with the meeting dates.

V. Items From The Floor - no new items

- VI. Adjourn** - Motion to adjourn by Stephanie at 1:00. Next meeting will be Wednesday, September 19 at 12:00 in room 220K Robotics

Election Committee Meeting Minutes

September 20, 2007

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

Chair Report

- Kenny and Holly are sending letters to all supervisors re: importance of letting off for Senate time. Have senators who have had trouble coming to meetings speak up so we can identify where the problems are. Chuck will ask at the next Executive Committee when the letters will go out.

Good Sam Acquisition

- Mary Ferlan from Human Resources came to the meeting to give an update on the Good Samaritan acquisition.
- HR is giving a 6-month period transition time (until January 08). Major discussions have been patient care and patient movement. Good Sam is looking at space usage at the hospital. Also have a HR team looking at hiring, recruiting, transitioning staff from Chandler, pay/ compensation, JAQs, etc. Good Sam will be hiring new staff, in addition to the 500 currently. They will be using the online employment system. Good Sam has two HR people currently, Mary has been working with them to get acquainted with their procedures and to update them on UK's.
- 20 Chandler RN's have moved to Good Sam. Appx. 175 of the employees are RN's. Leadership/ management accounts for about 40-50.
- Suggested we talk with her in the Spring to talk about their communication methods. All Good Sam employees have emails, is a closed system where they can get internal emails and are used to getting internal communication. Mary said it is very effective. Consider having Good Sam as its own precinct – projection is 600 employees by June 08 (ESTIMATE).

Representation

- Bob has a map of campus. 672 people are in the Ag. Department. Bob emphasized the need for people to help at the ag staff app day. Email is the only contact most people can have with their senators.

- Building proximity map rather than by department code. $\frac{3}{4}$ more precincts have someone up for election.

Retention and Procurement

- Staff Senate Join Us flyer – Mike is currently looking at getting the flyer printed. \$1.00/ sheet, heavy matte, folded. App. 1K copies would be app. \$900. Could reduce cost by going with lighter paper. Bring some to Ag. day, give to Good Sam employees.
- Patti will send a PDF of the document out for comment.
- Would like to develop a recruiting element for the brochure as well – with a list of positives about being a senator – send comments to Mike.

Reassignments

- By-laws committee is looking at election committee being able to reassign. There is a problem with the interpretation of the bylaw that gives power to election committee to reassign senators.
- Chuck Miday will follow up with Glenn White.

Election Needs Assessment

- Dean evaluations are being conducted, not enough time in the Office of Assessment to conduct the needs assessment as requested.
- Passed around assessment PR committee is putting in the UK News insert. Liked questions, they did incorporate some of the questions we developed. Will be in the October edition.
- Put on agenda again for December meeting, send out after the New Year.

Advertisement

- Chuck looked into ads in the Kernel, UK News and what the costs were for having posters printed.
- Megan suggested looking at having the Staff Senate on the news section of the UK homepage – not the spotlight.

2008 Election

- Voting machines- Only machine that we could use (change precincts) is the new one. New machine is more complicated than a laptop. Would prefer to make booths.
- Voting booths- Chuck checked with carpenter shop, they would be \$200/ ea to be made out of wood. Suggestion that he check instead with plumbing shop and build out of PVC. Be aware of not completely blocking laptop, but allow for voting privacy, to ensure laptop is not being tampered with. Would need 4 booths. Can use shower curtains and rings as walls. Chuck will follow up with Fred – head of plumbing department. The budget is due today.
- TASK has free computers. Set-up costs – Megan did not know. Look up in last years' budget. May have been in-kind donation. John Soward was senator who helped. System was built online. Site lab (Hardeman Building) took care of pictures, building the website, etc. Chuck will

follow up with John's supervisor to give him a heads up. Make sure he knows to use UK person ID and not ad, mc or ssn.

- Will still need lists of Staff ID's – which has no cost.
- Site survey - go over and take a look at the space and we can suggest where we want to be. Suggested that we do this for our next meeting. Dave knows where booths will be, he can give us an idea of where things will be set up. Look at traffic flow and where the ideal spots will be. Buses will be out front – suggested that was not a good place to put booths, nor near the food place as that was very congested last year. Free speech area had a lot of people outside.

Items from the floor

- Suggestion that at-large senators be assigned by physical location.
- Mike suggested the Senate consider getting a color printer for committees to use.

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

- I. **Call To Order – Dave Melanson, Chair**
- II. **Welcome / Updates - Present – Dave Melanson, Chair; Kim Trumble, Secretary; Scott Marksberry; Angela Walton; Terry Edin; Kyle Dippery; John Soward. Absent –Ryan Pennington. Guest – Holly Clark**
- III. **Old Business**
 - A. Gubernatorial Convocation – Several days at several locations have been booked from 9 am to 5 pm. Setting the day to September 27 was discussed (the Beshear campaign then asked for October 1) at 12:30. It was decided to allow a representative if the gubernatorial candidate was not available. Buck Ryan will be asked to moderate and the format will include a representative from each organization (Chair Blair will be asked for staff) and each will be allowed 3 questions. If there is time, questions from the audience may be accepted. Each candidate will also be allowed an opening and closing statement. We will look into “gifts” for the candidates and Dr. Ryan to thank them. We will not have tickets and the forum will be open to the public. We will coordinate with the PR Committee and with PR for ads, flyers, and other news outlets
- IV. **New Business**
 - A. Board of Trustees Appointments – Scott Marksberry – The history of the current discussions between the Governor and the Attorney General in regards to the political party of Board of Trustees appointments was discussed, including a timeline as to when it became known as a problem.
 - B. Executive Committee Retreat – Dave Melanson and Holly Clark – A good retreat was held with many great ideas exchanged. The U of L and EKU Staff Senates sent representatives and Chair Blair and Ms. Clark will be attending their retreats Sept. 10 and 11 to improve communications and connections between the schools.

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.

V. **Items from Committee Members**

- A. Minutes – Kim Trumble – Given the timeline of our meetings versus when minutes are due to the Staff Senate, it was decided to send minutes over email with a one week time for changes prior to them being sent on to Ms. Clark.

VI. **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.

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

Members Present

Rebecca Scott, Chair
Kenny Blair (ex-officio)
Doug Boyd
Rebecca Flanagan
Marguerite Floyd

Jeff Goins
Ron Lee
Lisa Pierce
Pat VanMeter

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

1. Minutes. The minutes from August were accepted and will be filed as presented.
2. Scott asked Boyd about staff involvement in the ongoing See Blue Tour, including how staff were involved. Boyd explained that there are relatively few faculty on the bus, and in fact the entire tour was planned by staff members. Jay Blanton and Kelly Bozeman from Public Relations can provide more detail.
3. Blair provided a recap of the September 13 full Staff Senate meeting. Highlights include:
 - A procedure document was adopted on Senate's use of the Audience Response System (ARS) during meetings for recording votes and establishing quorum.
 - Proposal to change Governing Rule V to allow for special elections when staff from acquired entities.
 - The president has agreed to address the Senate.
 - The organizers of the Ag Roundup have requested volunteers from the Senate.
 - The Staff Appreciation Commission has held its initial meeting and future meetings will be held monthly.
 - The Staff Senate will participate in DanceBlue.
 - Our revised Strategic Plan is now in place.
 - Blair has met and is working with other university Staff Senates.
 - The Staff Senate is co-sponsoring a Gubernatorial Forum on September 28.
4. No issues from President Todd for our input were offered.
5. There are several items for which the Staff Senate asks for advice from Dr. Todd:
 - a. Problems with parking for graduate assistants. They were formerly allowed E-permits as were teaching assistants and research assistants. With the implementation of IRIS, they have been eliminated from eligibility, and we would like some advice about how to correct this problem. Boyd advised that Lance Broking may be able to help.
 - b. What suggestions can be offered for keeping the cost of parking permits steady? Boyd explained that this has to do with the bonding authority and how new parking spaces were paid for. The more buildings built, the more remote parking will become. Blair will ask the Executive Committee if they would like to see a presentation about the master plan for parking.
 - c. Traffic at University Drive and Huguelet (sp?) Avenue has become a problem due to increased traffic flow caused by rerouting. Pedestrians are vulnerable to speeding motorists. We are seeking advice on how to resolve these safety concerns, and some suggestions have been offered on the Staff Senate listserv. Boyd advised us to engage Bob Wiseman in conversations about this.

6. Items from the Floor

- a. Problems have recently surfaced as a result of the stadium lot shuttle relocating its drop-off point from the front door of the hospital to the front door of the VA due to construction. Some riders are physically impaired or in poor health and find it difficult to ambulate from the new drop-off point to their work station. This has had a significant impact on their desire to work at UK. Boyd will speak to Lance Broking about this decision.
- b. Parking on game day has also caused significant problems for employees who work these Saturdays. This will continue until there are other arrangements made. Perhaps a shuttle service from The Red Mile could be arranged. Scott will also speak to Bob Wiseman about this issue.
- c. Some senators have expressed that they are not receiving the appropriate support from their supervisors to attend Staff Senate meetings or conduct other associated business. There have even been instances where they have been asked to take vacation time or make up time in order to serve. We asked that another letter be sent to senator's supervisors stressing that Staff Senate service is work-related and employees are to be allowed release time to serve. Boyd agreed and a letter will be presented for Dr. Todd's signature that will be sent to supervisors, with a copy to senators.

7. The next meeting is scheduled for Tuesday, October 16, 3:00 pm in 101 Main Building.

Future meeting dates:

October 16, 2007	March 18, 2008*
November 13, 2007	April 15, 2008
December 18, 2007*	May 13, 2008
January 15, 2008	June 17, 2008
February 19, 2008	

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

There being no further business, the meeting was adjourned at 3:55 pm.

Submitted by:

Rebecca Flanagan, Secretary

SHARED LEAVE COMMITTEE
September 26, 2007

Since this committee is on a meet as applications come in schedule, we have no set day or time to meet. Therefore I will only be giving a summary of applications received, days awarded and total days available in the pool.

Applications received to date – 7

Applications reviewed – 4 (will be meeting week of Oct 1 to review other 3)

Days awarded – 0

Days available – 440

The committee is trying to meet within a two week period of receiving the application for review and giving the applicant a decision within a week of the review.

Submitted by Debbie Burton

EMPLOYEE BENEFITS COMMITTEE (EBC)

Tuesday, September 18, 2007

2:00-4:00 p.m. – 317A-Wethington Building

Meeting Agenda

- | | | |
|------|--|--------------|
| I. | Call to Order | Joe Claypool |
| II. | Introduction of New/Old Committee Members | Joe Claypool |
| III. | Review and Approval of Minutes from May 15, 2007 | Joe Claypool |
| IV. | Financial Education Series | Joey Payne |
| VI. | Adjournment | Joe Claypool |

Chair Joe Claypool called the UK Employee Benefits Committee to order.

Introductions were made of the new members and the returning members.

The minutes from May 15 were approved.

Joey Payne from Benefits spoke to the committee about a financial education series that is being piloted due to the many requests for topics concerning financial issues that staff need assistance with. Sue Badenhop from the College of Agriculture has been presenting topics on making a budget, writing down entries reflecting where money is spent over a week's period, etc. to a group of 15 Medical Center PPD employees thanks to a request by their supervisor. These classes are taught for 30 minutes every two weeks for a period of 16 weeks. Joey indicated that HR hopes to make these classes available as part of the professional development/training classes offered to all staff. It was also mentioned that Tom Payne with the UK Credit Union also presents these types of classes at the high schools.

Discussion took place about how UK mandates staff enroll in the retirement program at the age of 30 and why don't they have retirement contributions start when a person is hired in a full-time position. Joey is going to be doing comparisons with our benchmarks, vesting scheduling, and looking at the cost and will get back to the committee.

Meeting adjourned approximately 3:30.

Next meeting will be Tuesday, October 16 same time and location.

Submitted by Debbie Burton