

UK Staff Senate Executive Committee
8/2/07
11:00 a.m. – 1:30 p.m.
387 Ralph G. Anderson Building
Meeting Minutes Draft

I. **Call To Order** – Chair Blair called the meeting to order at 11:07 a.m.

II. **Attendance**

Officers / Committee Chairs

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) – Present
Chuck Miday (Election) – Present
Dave Melanson (External Affairs) – Present
Ann Livingstone (IFRA) – Present
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

Visitors

Sen. Terry Olson

III. **Welcome/Member Introductions**

IV. **Approval of June Meeting Minutes** – *Sen. Glen White moved to approve the minutes, and it was seconded.*

MOTION PASSED.

V. **Officer Reports**

Chair – Chair Blair reported that we are awaiting approval of the budget; \$25,000 was requested for Staff Appreciation Day (SAD). He contacted the Staff Senate Chairs at the University of Louisville and ECU to network/collaborate with our body. He also will meet with the chair of DanceBlue to discuss staff involvement. BOT Orientation will

be Friday, August 3, from 9:00 to 11:00 a.m.

VI. **Old Business**

A. Disciplinary Proceedings Motions – Cox, Burton – Chair Blair presented the timeline on correspondence between Sen. Kyle Dippery and Legal Counsel T. Lynn Williamson regarding disciplinary proceedings by the Staff Senate. Chair Blair also presented a written report that was requested from Sen. Carol Harmon stating where violations of senators' rights may have been made.

B. Staff Appreciation Day Commission – Chair Blair stated that Senate volunteers, as well as Executive Committee members, will assist the SAD Commission, in addition to campus volunteers. Vice Chair Miller plans to meet with the Commission before August ends.

C. UK Healthcare Good Samaritan Integration – Good Samaritan Resource Fair volunteers reported there was a steady stream of new employees visiting the booth, but that people seemed somewhat overwhelmed with all of the information. Chair Blair and Office Coordinator Holly Clark will represent the Senate at the second and final resource fair on August 7, but welcome anyone else who may be interested in participating. A revision to the governing regulations is required to allow representation from Good Samaritan employees on the Senate prior to employment of one year. Chair Blair expressed interest in reviewing precinct make-up this year.

VII. **New Business**

A. Audience Response System (ARS) Demonstration – It was a consensus of the body to use the ARS from TASC to expedite voting after experimenting with the system. If funding permits, the Senate may look into jointly purchasing a system with other University offices.

B. Executive Committee Retreat – The retreat will be held August 30. Items are still being added to the agenda.

C. Full Senate Retreat – Chair Blair reported it will take place on September 13 from 10:00 a.m.- noon in the library. Parliamentary Procedure will be the main item on the agenda.

D. Committee Reports at Full Senate Meetings – There was a consensus of the body to call for committee reports in the regular meeting, rather than calling for reports from every committee and listing them on the agenda.

E. Role of Executive Committee: Goals and Issues to Address

Sen. Stu Reedy commended Chair Blair for using consensus versus voting on applicable issues in the Executive Committee and expressed the need to define true shared governance and figuring out how to achieve it. Sen. Burton stated that setting the agenda for the regular meeting as a committee is important. Both points were well taken.

VIII. **Committee Reports**

A. Bylaws – The committee will hold its first meeting of the year on Thursday, August 9, at 11:00.

B. Election – The committee found that one senator on the member list no longer works for UK. They discussed the acquisition of Samaritan and determined that an interim election before the May 2008 regular election would not work. They're looking at rearranging precincts to have a 1:100 ratio and more cohesive groups and plan to formulate an action plan that would, among other things, survey retention and attendance. Voting will take place during Staff Appreciation Day on laptops, and the voting process should be finalized by January. The committee will work with the PR Committee to ensure that staff understand the purpose of the Senate and will use questionnaires to solicit feedback.

C. External Affairs – The committee will hold its first meeting of the year on August 7 at 2:00. They are working on the gubernatorial convocation at this time with Student Government.

D. IFRA – The committee will hold its first meeting on August 16. Sen. Livingstone and Vice Chair Miller are continuing to work on retirement planning for employees through a project titled Retirement 101 and will meet with Benefits Director Joey Payne soon.

E. PAC - No report.

F. Public Relations – The committee will hold its first meeting August 7 at 12:00. Preparation for the first newsletter is underway. Plans are being made to include distant members in the meetings via conference call. A liaison will be selected to work between External Affairs and PR.

G. Staff Issues – The committee will hold its first meeting of the year August 9 at 11:00.

H. STAC – The committee will have BOT Orientation August 3 from 9:00 to 11:00.

IX. Items from the floor

A. By-laws Audit – The committee has worked on the areas of greatest contention. Submission for approval is expected August 9.

X. Next Full Senate Meeting Agenda – Action items for August 9 will be the by-laws audit, minutes audit, and newsletter funding authorization. There will also be a last call for Staff Appreciation Day volunteers.

XI. Adjournment – Sen. Shock moved to adjourn, and it was seconded.

MOTION PASSED.

*The remainder of meetings will take place at 103 Main Building.

Respectfully submitted,

Holly J. Clark
8/16/07

UK Staff Senate Executive Committee
8/30/07
9:00 – 4:00 p.m.
Max Kade German House and Cultural Center
Retreat and Meeting Minutes Draft

I. **Call To Order** – Chair Blair called the meeting to order at 9:15 a.m.

II. **Attendance**

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*
Rebecca Scott (PAC) – Present
Dorothy Rapp (PR/Communications) – Present
Debbie Burton (Staff Issues) – Present
Stuart Reedy (STAC) – Present

Ex-Officio Members

Russ Williams (Board of Trustees Staff Representative) - Present
Kyle Dippery (Immediate Past Chair) – Present
Holly Clark (Office Coordinator) – Present

III. **Welcome/Member Introductions**

Eastern Kentucky University (EKU) Staff Council Chair Beverly Burrus and Executive Committee Members Ann Cotton, Jennifer Evans, Carol Thomas, and Stephanie King *and*

University of Louisville (U of L) Staff Senate Chair and Board of Trustees Staff Representative Brent Fryrear

IV. **Approval of June Meeting Minutes** – Chair Blair called for corrections, and Sen. Chuck Miday said that in the Election Committee Report, “would not work” should be substituted for “would work best.

Secretary Aimee Nielson moved to approve the minutes with the change, and it was seconded.

MOTION PASSED.

V. **Officer Reports**

Chair – Chair Blair reported Dr. Todd agreed to address the Staff Senate this year. Volunteers are needed to staff the booth for the College of Agriculture’s Staff Appreciation Day on September 26. Precinct email lists are being updated. Senators Jennifer Eskew, Anthony Hartsfield, and Angela Walton were nominated as potential replacements for Sen. Debbie Burton on the Shared Leave Committee. The Staff Appreciation Day (SAD) Commission will meet on September 5 in Student Center room 203. President Todd agreed to co-sponsor Staff Appreciation Day with the Staff Senate. Chair Blair, Treasurer Burks, Office Coordinator Holly Clark, and SAD Commission Chair Stephanie Risner will meet to discuss that budget. Chair Blair and Ms. Clark will attend the Staff Senate Retreat and meeting at U of L on September 10, as well as the Staff Council meeting at ECU on September 11.

VI. **Discussion / Action Items**

A. Senate Strategic Plan Update – Chair Blair presented the Strategic Plan. There was some discussion, and it was received with strong support by the Executive Committee, as well as commendations from U of L and ECU. The plan will be implemented immediately, as it serves to guide Chair Blair and the leadership in executing administrative duties.

B. Senate Budget Update – Chair Blair reported that President Todd approved the current expenses budget under the operating budget for \$24,300, and he approved the Staff Appreciation Day budget for \$25,000. The planning of budget proposals for each new fiscal year to be submitted by each committee chair was stressed.

C. Governing Regulations (GR) Changes – UK Healthcare Good Samaritan Eligibility / Adding Retiree Senators – Chair Blair presented this change for approval: In Section V, Part A – Membership, paragraph 4, “In rare and unusual circumstances, e.g., the purchase of an existing business by the University or the merger with another institution, the Senate is authorized to create procedures that provide an exception to the one year of continuous employment for senator elections.” Also, the last paragraph of Part C will be struck from the GR, as the Staff Senate Development Task Force served its purpose and no longer exists. Retiree senators will be addressed, pending further research recommended by the legal office.

D. New Procedure – Audience Response System (ARS) – Chair Blair presented the new ARS procedure that will facilitate responsible handling of the system and will implement it at the next regular meeting.

E. Round Table Discussion – An exchange of information and ideas took place by all present that proved to be informative and helpful.

VII. **Presentation – Dance Blue** – UK student and Chair David Ritchie talked about the work and success of Dance Blue and asked for support from the Staff Senate for this year's project and received an enthusiastic response. Mr. Ritchie will be in touch with the Senate with specific requests in the near future.

VIII. **Parliamentary Procedure** – Parliamentarian Glen White delivered a helpful Powerpoint presentation based on Robert's Rules of Order.

IX. **Committee Reports**

A. Bylaws – The committee will be looking at appointments of at-large senators, expenditure approval amounts, and attendance.

B. Election – Chair Chuck Miday reported the committee discussed Good Samaritan Senate elections. HR representatives from Good Samaritan will be at their next meeting. Vacant seats will be replaced in the next election, and those elected will serve full three-year terms. A list is being drawn up of underrepresented precincts and a request has been made to send letters to supervisors, advising them of senators' responsibilities. Harp Enterprises is being considered for providing voting booths. Questions are being developed for the on-line survey. The committee voted to move Sen. Megan Cox, an at-large senator, to an empty seat in her home precinct, but the validity of that action is being disputed.

C. External Affairs – Chair Dave Melanson announced the committee is working with Student Government to arrange a gubernatorial convocation.

D. IFRA – Vice Chair Miller reported the committee is working on Retirement 101 to educate staff on preparing for retirement with the help of Sue Beatty. A test group from the Medical Center is going through a six-class process, and the results and feedback have been positive.

E. PAC – Chair Rebecca Scott reported that President Todd will be present in two meetings, but the committee will try to increase those meetings to four. The committee is asking for his feedback on issues,

and one topic per meeting will be on every agenda for him to address with the committee.

F. Public Relations – Chair Dorothy Rapp reported the committee has accommodated two long-distance employees by using a conference call at meetings. Its main focus currently is producing the fall newsletter.

G. Staff Issues – Chair Burton reported the committee is working on auditing of the minutes since the Senate’s inception.

H. STAC – Chair Stu Reedy announced that Attorney General Grady Stumbo has stated that some of Governor Fletcher’s UK trustee appointments are illegal, and that the Board will meet soon to elect officers.

X. **Items from the floor**

Letters Addressing Senator Letters – Chair Blair asked for feedback on whether there’s a need to send letters to all senators’ supervisors stressing their responsibilities and need for adequate time to conduct Senate business. The decision was to send a letter to all supervisors.

XI. **Next Full Senate Meeting Agenda** – The Executive Committee set the agenda for the September regular meeting. The Staff Senate workshop will be moved to October.

XII. **Retreat Feedback** – All participants agreed that the retreat was very informative and beneficial, especially since representatives from other institutions shared experiences and ideas.

XIII. **Adjournment** – The meeting ended at approximately 3:50 p.m.

Respectfully submitted,

Aimee Nielson
9/8/07

/hjc

Staff Senate Staff Election Committee Monthly Report

July 19, 2007

Present: Chuck Miday, Chair; Patti Naber, Secretary; Megan Cox; Dave Lautzenheiser; Bob Holley; Mike Adams.

Excused absence: David Quam

Unexcused absence: Sheena Clements; Anthony Farley; Charles Moore; Robert Moreland; Janet Tucker; Kurt Volk; Sarah Wells

The committee met in Taylor Education Building at 2:00 – 4:00. The agenda set out points the committee hopes to accomplish this year.

1. The first point discussed was possible elections for staff of the recently acquired Good Samaritan Medical Center. Following discussion of possible constitution and bylaws changes to allow newly acquired employees to vote and hold office, Mike Adams offered to follow up with Human Resources to determine if any provisions are being taken for prior years of service and to ask an HR representative to attend the next Election Committee meeting. It was decided no special election should be held before the next regular Senate election in May, 2008.

2. One of the direct charges of the Election Committee in the by-laws is to review Staff Senate precincts and recommend changes for fair and proportional representation. This will be one our priorities this year. Past representation has been approximately 1:100. Megan Cox has an old copy of the HR list of departments and employee numbers. At the next meeting we will get an updated report from HR which will be needed for the next election. A major goal for this year will be to look at the physical layout and common interests of groups within precincts. Bob Holley will look at the UK map and Eric Shock has offered help in mapping the Med Center precincts.

3. In an effort to increase participation in candidates for office and in voting of some areas of campus previously underrepresented, the election Committee would like the Staff Issues Committee to formulate an action plan for the retention and procurement of senators. This will hopefully be a follow up of their previous work on the reasons senators left the senate. A suggestion for this action plan was to bring custodial and food service superintendents/supervisors and UK Health Care (Chandler and Samaritan) administrative representatives together with the committee

for suggestions on how to recruit senators from their areas and how staff can better attend senate functions.

4. The other bylaws charge for this committee is to certify candidates for and to run the election for Staff Senators. We will need to determine which precincts are to stand for elections this year. One issue in past elections has been ready access to Personal ID numbers. The need for staff to know their number should be a prominent part of any election material distributed during the campaign. Also, a "What's in it for me?" explanation should be in election material. The committee also considered providing additional voting methods. As up to 1/3 of UK Staff do not have ready access to computers it was considered looking up the use of computerized voting booths, such as those used in Student Government elections. Megqn Cox suggested that the election *process* be finalized in January 2008 to allow time for the process to be actuated. That was agreed a workable time line.

5. Dave Lautzenheiser will be the Election Committee liaison with the PR committee to help promote the elections and to develop an ad hoc committee for staff outreach. This ad hoc committee will contact less represented precincts to improve understanding of what the Senate is and to increase interest in being a senator.

6. A final goal of the committee will be to construct a short survey, to be distributed electronically campus wide and as a paper or personal survey to those precincts with restricted computer access. Early suggestions start with the question "Did you vote in the last Staff Senate/BoT election?", followed by two short lists of reasons, one for either yes or no to the main question.

The committee adjourned about 4:00. The committee shall continue to meet on the Thursday after the general Staff Senate meeting in room 122 Taylor Education Building, from 2:00 – 4:00. The next meeting will be August 16.

Staff Election Committee

Meeting Minutes

August 16, 2007

Present were: Mike Adams, Megan Cox, Bob Holley, Dave Lautzenheiser, Chuck Miday, Charles Moore, Patti Naber, and Marilyn Hensley (auditing for PR Committee)	Not present: Anthony Farley (excused), David Quam, Janet Tucker, Kurt Volk (excused), and Sarah Wells.
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- 1) Motion to approve July meeting minutes (Megan Cox - Second by Mike Adams). Motion passed, minutes approved.
- 2) Good Samaritan Elections
 - a. Chuck has spoke to Kenny, there are changes being made in the GR.
 - b. Megan stated some nurses and possibly other staff are being transferred to Good Sam from other UK-Health departments.
 - c. **Mike** has asked someone from HR to come to the next Election Committee meeting to discuss the acquisition. He said the latest estimate was that there would be 550 employees at the UK-Good Sam site.
- 3) Representation
 - a. Megan had no updates, though she would like to form a sub-committee and needs help from other committee members. Anyone interested in helping with the representation sub-committee should talk to Megan.
 - b. Bob has copies of the campus maps, and Chuck has already spoke with Eric Shock about the medical center maps. Eric has them electronically and is willing to share.
 - c. Holly has sent Chuck a list of seats that will be up for reelection in May 2008. Chuck will forward to the committee listserv.
 - d. We will need a list of under-represented precincts.
Bottom line on representation is that all supervisors must be more supportive of Staff Senate.

Motion by Charles Moore We recommend the Executive Committee send the letter in support of staff participation in Staff Senate from Dr. Todd to all supervisors on an annual basis. Update: Motion sent to listserv from Patti 8-20-07 for comments.

Suggestion that Executive Committee begin meeting with these supervisors to discuss the importance of Staff Senate and any barriers to participation.
- 4) 2008 Election
 - a. Chuck Miday has called Harp Enterprises, who the Student Govt. Assoc. has used in the past regarding the voting booths. Student Government is no longer using the booths. The cost would be approximately \$100 for 2-3 days. The booths could be moved around

campus. These use the push-button voting that most local voting places use. You cannot track who is voting, though there could be a print-out with the list of staff and their precincts. **Chuck** will follow-up with Harp and present any new information at the next Election Committee meeting and to see if they could bring the booths in for a demo.

- b. Patti recommended they have voting booths again at the 2008 Staff Appreciation Day, the committee agreed that should the voting booths be used they be incorporated in the Staff Appreciation Day. **Will need to follow up at next Election Committee meeting.**
- c. It was agreed that the computer kiosks were still good to use for voting, and it was recommended that we continue to use these for the 08 Election.
- d. A list of employee names and ID's would be needed at each voting station. There are several places where this information could be pulled. Marilyn said she would be happy to assist in developing this list so long as she has enough lead time.

The committee also questioned when the next UK-ID's would be issued to staff. As they have an expiration date in August, it was assumed they are issued later in August. If the ID's are issued this month, the committee will encourage all staff to bring their UK-ID's to the election.

Motion made by Dave Lautzenheiser, second by Charles Moore. *All official University badges or ID's should be printed with UK ID #.* Motion will be sent to Election Committee listserv and then to Staff Senate listserv. *Update: Patti has sent motion to Election Committee listserv on 8-20-07.*

- e. Megan asked what the AR considered FTE. Patti has since looked the HR Policy up: *Full-time staff employees are normally scheduled to work one hundred percent (100%) or more of the units normal work week.*

Note: Benefits eligibility for faculty and regular employees is determined by full-time equivalency (FTE). Employees with a FTE of 0.75 or greater are eligible to receive the University's health plan credit and retirement match (10%), Employee Education Program, Long-Term Disability Program, and Basic Life Insurance. Regular employees with a FTE of 0.5 or greater may receive University paid leave benefits.

- f. Megan cautioned that you cannot be in patient areas in the hospitals. There is a HIPA violation if you are in these areas. In the BOT election, 20% of all staff voted, but only 4-5% of hospital staff voted. The Election Committee had to work with hospital administration last year to allow staff to vote.

5) PR Subcommittee

- a. Dave suggested we create a pamphlet/ brochure that explains the benefits and history of the Staff Senate. This will help with his promotion of the Senate. Mike Adams made a motion to create a subcommittee to create this brochure, seconded by Charles Moore. Megan Cox made a friendly amendment that Mike Adams chair this committee. Mike accepted, the committee members are Mike Adams, Charles Moore and Patti Naber.
- b. **Mike** will follow up with Debbie Burton and Holly to begin collecting information for the brochure.

- c. Chuck has been in contact with the Dorothy Rapp from the PR Committee. The insert is due in September for the October issue. It will be a 4-page insert, and they plan to include a survey at the end of the insert. Some of the questions will be about elections. Because they may be duplicative, it was suggested that we send our questions to PR committee to check for duplication. Update: Dorothy Rapp is on Election Committee listserv.
- 6) Needs Assessment
- a. Patti suggested we contact the Office of Assessment (via Senator R. Scott) to see if they will be able to do the needs assessment online. Update: List of needs assessment questions from the July 19 meeting were sent to the listserv on August 20 by Patti.
- 7) Items from the Floor
- a. Question about resignations and if now-vacant seats are reelected with next election even if that seat isn't up for election? It's not specified in the by-laws. Recommended that the by-laws committee consider updating the language to suggest terms are election cycles and not years.
 - b. Megan Cox made a motion that she be moved from at-large to Research- Precinct 4. An open spot is available after the resignation of Donna Wickham. Seconded by Charles Moore. Motion approved, Megan Cox moved to Precinct 4.

Motion to adjourn by Mike Smith, seconded by Charles Moore. Motion passes, meeting adjourned.

By-Laws Committee Meeting
8/9/2007

Chair Eric Shock
Secretary Stephanie Fisher

Members present: Stephanie Fisher, Tony Hartsfield, Debie Sipe, Marilyn Szczygielski

Old Business:

Review By-Laws audit for presentation at the full Senate Meeting.

New Business

Article II, Section 9 Removal of a Senator

The committee began looking at ways to revise this section.

Discussion centered on the creation of a judiciary board system to handle the most severe complaints against senators.

We also looked at creating an attendance policy with penalties for missing meetings.

We will be researching other organization's usage of judiciary boards.

The committee meeting adjourned at 12:20 PM

The next By-Laws Committee Meeting is undecided due to changes with the full Senate schedule.

**UK Staff Senate External Affairs Committee
Meeting Agenda
August 7, 2007
2-3 p.m.
387 Ralph G. Anderson Building**

- I. **Call To Order – Dave Melanson, Chair**

- II. **Welcome / Member Introductions – Present – Dave Melanson, Chair; Kim Trumble, Secretary; Scott Marksberry; Angela Walton; Terry Edin. Absent – Kyle Dippery; Ryan Pennington; John Soward.**

- III. **Old Business**
 - A. **Gubernatorial Convocation Update/Discussion – Sen. Marksberry** provided a historical background on the convocation from 4 years ago. The Staff Senate, along with the University Senate and Student Government Association were all involved and each provided a panelist for the convocation. Each panelist developed 3-4 questions for the candidates, who did not receive them before due to possibly time constraints. There were a few questions from the audience based upon time remaining. Free tickets were provided up to two weeks prior to those presenting a UK id – either student or faculty/staff. The event was held in Worsham around lunchtime, which seemed to work well and was 75% occupied. Dates for this year were considered and it was decided that a Thursday was preferable, either September 20, 27 or October 4. If Thursday was unavailable then another weekday. Budget last time was around \$1200, and should be about the same. We will ask the other groups to help out. It was decided to keep it around lunch time and to consider Worsham, Singletary or Memorial Hall based on size and availability. Various PR options were considered, including the Kentucky Kernel, Lexington Herald Leader, radio, UK news, UK home page, listservs, and other postings around campus. Expected length is about 1.5 hours. SGA is on board and Nick Phelps has assigned Chris Crumrine to work with the EAC. The University Senate will also be contacted for interest.

- IV. **New Business**
 - A. **Current Event Updates for Staff – Scott Marksberry – It was suggested that the committee should provided information on**

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.

current events to the Staff Senate, either through emails of current news stories that affect UK and/or through discussions.

B. Goals for this Year – It was suggested that the Staff Senate ask leaders in the community to speak, maybe during the lunch hour prior to full senate meetings in the Gallery, about issues that relate to UK (Such as a representative from the Mayor’s office, UK Police, etc.).

V. **Items from Committee Members**

VI. **Finding a new meeting location** – It was suggested that the Main building, POT, Peterson Service building be considered.

VII. **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.

Staff Issues Committee Meeting August 2007

MINUTES

AUGUST 9, 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, Dan Wentz

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

Agenda topics

60 MINUTES

GROUP DISCUSSION

DISCUSSION	ISSUES FOR 2007-2008
	<ol style="list-style-type: none">1. Group was asked to come up with issues to work on for this year. Items discussed:<ul style="list-style-type: none">--HR executive travel expenses-can someone monitor these?--Retaining quality staff. The College of Medicine is looking at AIP possibilities. could this be implemented campus-wide?--Staff advancement. WorkLife is looking at a position for this, which is a counselor who would coach staff on how to move forward, what is necessary, etc. HR already offers development courses.--Continued concern about employee grievance process. Discussed Staff Senate wants for employee relations, methods of meditation.2. Discussed ways to get more staff to run for Senate election<ul style="list-style-type: none">--What can we do to encourage staff from under-represented areas to run?3. Other discussions<ul style="list-style-type: none">--staff senate website needs updated--Debbie Burton announced that she is no longer on the WorkLife committee, and also that WorkLife has a new director—Robin Pease.--Update that the shared leave pool is now in place
NEXT MEETING: 11AM-12PM, September 13, 419 College of Nursing	

**Minutes
Presidential Advisory Committee
Staff Senate
University of Kentucky
Tuesday, August 14, 2007**

Members Present

Rebecca Scott, Chair
Kenny Blair (ex-officio)
Doug Boyd
Rebecca Flanagan
Jeff Goins
Ron Lee
Pat VanMeter

Guest

Holly Clark

The meeting was called to order at 3:00 pm. Introductions were made.

1. Minutes. The minutes from July were accepted and will be filed as presented.
2. As the president's representative, Boyd was asked for input on how the Staff Senate can improve its credibility. He responded by stating that since the Staff Senate is a relatively young organization, credibility is something that is earned and not bestowed. One way to earn it is through good leadership and the Senate has come a long way in this regard. There was a discussion about some of the difficulties encountered over the past 18 months and how to move past it. Another way is to establish a culture among administrators that the staff, via the Staff Senate when appropriate, should be included in the decision-making process, projects, in statements about the university, and other activities.
3. Citing the benefit of the last face-to-face meeting the PAC had with Dr. Todd, two tentative dates have been scheduled for this academic year: December 18 and March 18. Boyd also reported that three staff breakfasts with Dr. Todd were scheduled last year and this year, and anticipates that they will continue.
4. Scott inquired regarding the possibility of Dr. Todd directly addressing the Staff Senate in a similar manner as the University Senate. Blair will discuss this issue with Dr. Todd at an upcoming meeting.
5. There was a discussion about the procedure for posting information on bulletin boards for the benefit of employees who had little or no access to computers. Suggestions offered were asking individual building supervisors for permission and/or the best place to post, having Staff Senators take information for posting in their own areas or those of their constituents, and to consult with Bob Wiseman on the best way to get this information circulated.
6. Future items were discussed, including working more closely with the Office of Work-Life, consideration of additional employee benefits, and asking Dr. Todd to seek advice from the Staff Senate on pertinent issues. One particular issue could be clearing any misunderstanding about Dr. Todd's communication to staff employees about using the educational benefit to make them eligible for promotions and higher-paying positions. Employees may use the educational benefit at other state institutions, and continuing one's education includes certifications, credentialing, and other types of training, not just obtaining a degree.

7. Items from the Floor: Blair asked for suggestions on where to install a Staff Senate plaque with the names of current and past chairs. The W.T. Young Library, where the Staff Senate meets, will not allow placement. A suggestion was made to ask Kim Wilson if there would be an appropriate place in Human Resources where current and future employees would see the plaque. Blair will follow up. Another inquiry was made and discussion held about the status of the Boone Center renovations. It may be complete in January.
8. The next meeting is scheduled for Tuesday, September 18, 3:00 pm in 101 Main Building.

Future meeting dates:

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

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

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

Submitted by:

Rebecca Flanagan, Secretary