

UK STAFF SENATE
Executive Committee Meeting
August 28, 2008
11:00 a.m.
MINUTES - DRAFT

I. **Call to Order**—Meeting was called to order by Chair Miller at 11:02a.m.

II. **Roll Call**

Bart Miller – Chair – **Present**
Chuck Miday – Vice Chair - **Present**
Aimee Nielson - Secretary - **Present**
Jann Burks - Treasurer – **Absent**
Glen White - Parliamentarian – **Present**
Eric Shock - By-laws Committee – **Present**
Ann Livingstone – Election Committee - **Absent**
Dave Melanson - External Affairs Committee - **Present**
Carol Harmon - Institutional Finance and Resource Allocation
Committee (IFRA) – **Present**
Alison Preston – Presidential Advisory Committee (PAC) - **Present**
Jen Martin - Public Relations/Communications Committee (PR) - **Present**
Debbie Burton - Staff Issues Committee - **Present**
Kim Trumble - Staff Trustee Advisory Committee (STAC) – **Present**

Ex-Officio Members

Kenny Blair (Immediate Past Chair) - **Absent**
Holly Clark (Office Coordinator) – **Present**

Guest

Sen. Terry Olson

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

IV. **Officer Reports**

Chair - Chair Miller announced that he and Ms. Clark will attend a meeting of the state staff representative bodies at U of L on September 26. Chair Miller will contact the President’s Commission on Diversity on replacing the Senate representative on that committee.

Vice Chair – Vice Chair Miday, also the chair of Staff Appreciation Day (SAD) stated the committee is still soliciting volunteers for the Commission. A broadcast email will be sent on Tuesday following Labor Day to increase

numbers. SAD will be held at the Student Center. It's likely the same vendor who provided t-shirts last year will be used again this year, due to pricing and service. A RFP may be done in the future over a several-year period, particularly since keeping costs down is a priority. The working groups have formed and already are at work. The next meeting will be on the September 18.

V. Discussion / Action Items

A. Advertising Motion from August Staff Senate Meeting – Chair Bart Miller

Chair Miller moved this item to be discussed under committee reports in order to allow PR/Communications Chair Jen Martin an opportunity to present findings.

B. Ad Hoc Salary Review Proposal from August Staff Senate Meeting – Chair Bart Miller

Sen. Carol Harmon moved to form an ad hoc committee to look into how the university funds salaries and what other alternatives there are to salary (are there other alternatives to having our salaries tied to tuition and state funding?).

FOR LACK OF A SECOND THE MOTION FAILED.

C. SAD Budget Update – Chuck Miday, SAD Chair

All spending will go through the treasurer. The budget deadline is Sept. 19, so work group budget proposals are due Sept. 12. There won't be a need to fundraise if the administration gives the Senate additional funding, as planned.

D. SAD Volunteer Numbers – Chuck Miday

Many volunteers are still needed. The facilities group is one that is in desperate need, so members were encouraged to participate and seek the assistance of other staff.

E. Ad Hoc Structure Review Committee Preliminary Findings – Committee Chair Kenny Blair

The committee used benchmark universities to assist in making determinations. The committee proposes selecting representatives for university committees become a charge of the Election Committee, as opposed to the Executive Committee, since it possesses relevant information on senators. It proposes abolishing External Affairs, since it has no true power and often faces problems with political implications that Government Relations handles. Additionally, the promotional issues it handles may be transferred to the PR Committee. The committee proposes abolishing IFRA because any action taken goes beyond the scope of the Senate. The committee is not meeting with faculty members and is

not fulfilling its purpose. Furthermore, VP of Planning, Budget, and Policy Analysis Angie Martin meets with the Senate upon request. The committee also proposes abolishing the PAC. Currently, the group meets regularly with the Chief of Staff Doug Boyd, instead of President Todd. Mr. Blair stated that he can recall no issue on which President Todd has requested advice from the committee. The chair of the Staff Senate historically has been able to meet with the President Todd at request. New committees under consideration are advisory committees for the Provost, Executive Vice President for Financial Affairs, and Executive Vice President for Health Affairs. The PR/Communication Committee's charge needs to be better defined. Promotion is not addressed in the committee's charge currently. The committee advises rolling staff recognition into PR's role. It was suggested that Staff Issues cease conducting audits; the secretary of the Senate would take over that task. The committee also proposes limiting the number of senators serving on STAC. The committee recommends establishing a formal structure for the SAD Commission. Finally, the committee suggests that officers play a bigger role in standing committees. It looked at designating substitutes for committee chairs not able to attend Executive Committee meetings. Chair Miller requested a final report by the December meeting.

VI. Committee Reports

A. Election – Immediate Past Chair Blair reported this year's election will kick off at SAD. The committee has contacted the Site Lab, and strategies on increasing voting are being discussed.

B. External Affairs – Chair Dave Melanson reported the committee will discuss sending questions to candidates running for local office. Also, the Ethics Committee has prepared a response on the Senate's role in communication on university issues.

C. PAC – Chair Alison Preston reported the committee discussed the budget proposal for SAD. The group is looking at allowing bikes to be used on campus and at making University Drive safer. A law was passed to allow university employees to be part of state loan forgiveness program. The committee also discussed a proposed advertisement regarding salaries that was brought up at the August regular meeting

D. PR – Chair Jen Martin reported that the committee took photos during K Week of senators volunteering at hot dog carts, FUSION, and We Are UK. The committee will discuss content for the Senate Advocate at its next meeting. Jacob Knight is the new contact for UK News, and PR is looking for volunteer writers. In its charge to research ad costs for the purpose of advocating better salaries, the committee was informed that a full-page ad in the Herald-Leader would cost \$5,000 to \$6,000 dollars. Weekender offers the cheapest rate at \$3,000. In order to use operating funds, the ad would have to be approved by UK PR.

E. Staff issues.- Chair Debbie Burton reported the committee invited HR to attend a meeting and to clarify some issues that have arisen.

F. STAC – Chair Kim Trumble announced the next meeting will be September 5. The BoT reception will be held on October 14. Ms. Clark will send a formal invitation to senators later.

VII. Items from the Floor

A. Salary Funding Review

Sec. Nielson moved to formally assign an annual salary funding review to the IFRA Committee. If they determine they do not have the resources to address the issue, they may request cooperation from other appropriate standing committees or senators interested in collaborating on the issue. It was seconded.

Discussion.

An amendment was offered by Sec. Nielson to allow the motion to read as follows:

Sec. Nielson moved to formally assign an ongoing salary-funding review to the IFRA Committee with a minimum of one annual report. If they determine they do not have the resources to address the issue, they may request cooperation from other appropriate standing committees or senators interested in collaborating on the issue, and it was seconded.

Amendment passed.

MOTION PASSED.

B. Expiring Terms and Election Committee Officers

The Election Committee offered the following motion:

A. The Election Committee, being agreed, proposes no member of said committee should hold the position of Chairperson if that member's term is expiring. B. Additionally, if the Chairperson of the Election Committee chooses to run for the Staff Representative to the Board of Trustees, they must resign as Chairperson immediately, and it was seconded.

Discussion.

MOTION PASSED UNANIMOUSLY AND WILL BE SENT FORTH WITH POSITIVE RECOMMENDATION TO THE FULL STAFF SENATE.

VIII. Setting of Agenda

The committee set the agenda for the September regular meeting.

IX. Adjournment

There being no further business, the meeting adjourned at 1:05 p.m.

Next meeting: September 25, 2008

*Respectfully submitted,
Holly Clark, Aimee Nielson*

Date

/hjc

Staff Senate

Election Committee

MEETING MINUTES

August 21, 2008

To do:	
Ann	<ul style="list-style-type: none">• Continue to contact site lab• Ask Holly for employee list with emails• Last year's precinct department list (Holly or Chuck)• Election guidelines, nomination form to listserv• Take motion to EC meeting•
Patti	<ul style="list-style-type: none">• Gather Email addresses of committee members• Coffee and coffee cups• Send meeting reminder 2-weeks prior to meeting• Staff senate join us flyer to Sandra
Chuck Moore	<ul style="list-style-type: none">• Bring cookies• Contact PR Committee, send date/time to listserv
Bryan Back	<ul style="list-style-type: none">• Revise nomination form• Organize date/time for voting at Peterson Building
Dwayne	<ul style="list-style-type: none">• When dates are finalized, complete timeline
Kenny Blair	<ul style="list-style-type: none">• Send SAD date to listserv
Sandra Gayhart	<ul style="list-style-type: none">• Review staff senate flyer, send to listserv• Find out best way to reach Ag employees
Richard Anderson	<ul style="list-style-type: none">• Set up listserv <i>using instructions</i>

1. Call to order
2. Attendance
3. Approval of July Minutes
4. 2009 Staff Senate Election
 - a. Timeline
 - i. Dwayne is working on timeline. Will need new dates.
 - b. Department List Discussion
 - i. Patti emailed list on Wednesday

- ii. Reminder that information is sensitive
 - iii. Ann ask Holly if we can receive the same list with emails
 - iv. Also, if we can receive the same list from last year
 - v. Patti will send list of departments to listserv.
- c. Contacting site lab
 - i. Ann gave an update on contacting the site lab.
 - ii. We need to know how much time they need after nomination period and before voting begins.
- d. Nomination Strategy
 - i. Nomination Form
 - 1. Ann passed the nomination form out for review.
 - a. Ann will send the election nomination form and election guidelines to the listserv.
 - 2. Bryan will revise form and send to listserv.
 - a. Include UK ID
 - ii. Extended last year because of low numbers.
 - iii. Self-promotion
 - 1. Patti emailed the Staff Senate, Join Us flyer to the listserv
 - a. Ann recommended we narrow the number of points. Add the EEP.
 - b. Patti will revise and send to listserv.
- e. Voting Strategy
 - i. Discussed changing voting period and making SAD voting kick-off, one week of open voting afterward.
 - ii. Two voting times:
 - 1. On their own
 - a. Mass emails
 - b. Hand out 'voting information' card
 - i. PR Committee had already agreed to print the cards
 - ii. Parking garages, medical center bus stop
 - c. Peterson Service Building day
 - i. Bryan suggested we use the conference room near the loading dock.
 - 2. SAD
 - a. Tentative date 5/20/2008. Kenny is attending committee meeting date and will email listserv with update.
 - b. Can we find out from the site lab which SAD event has turned out the most votes
- 5. Contacting UK HealthCare employees
 - a. Chuck gave an update on his contact with UK HealthCare employees.
- 6. PR Committee

- a. Chuck Moore volunteered to be election committee representative to PR committee.
Chuck will email listserv with PR committee meeting date.
- 7. Listserv Discussion
 - a. How to create a listserv document emailed to election committee listserv
 - b. Richard Anderson volunteered to set up a listserv using the instructions.
- 8. Motion for By-Laws committee
 - a. The Election Committee, being agreed, proposes no member of said committee hold the position of Chairperson if that member's term is expiring.
 - b. Additionally, if the Chairperson of the Election Committee chooses to run for the Staff Representative to the Board of Trustees, they must resign as Chairperson immediately.
 - i. Ann will follow up with executive committee to be referred to by-law committee.

Next meeting: Thursday, September 18, 2008

Staff Senate PR Committee Report August 2008

i. We Are UK:

- a. Successfully participated in We Are UK featuring table and display boards
- b. Acquired several pictures of Senators staffing tables as well as staff participating in events

ii. Advertising Motion:

- a. Have acquired rates for ad in Herald Leader
- b. Have acquired process for a letter to the Editor.
- c. Commentary would be a similar process as a letter to the Editor, Vanessa Gallman is the contact at the Herald Leader, she can give us more information.
- d. Contacted T. Lynn Williamson with inquiries in addition to questions Senator Huffer had asked. Ethics committee had reviewed this inquiry.

iii. Newsletter:

- a. Decisions need to be made about the content of the Fall Newsletter
- b. Need volunteer writers
- c. Jacob Knight, our contact this year for UKNEWS will be meeting with the old contact Crystal, to figure out pricing and other information we need to know. They definitely know we want a spot but nothing has been confirmed 100%. Jacob indicated that things are moving slow in their department.
- d. Need a Letter from the Chair

iv. Representative to Election Committee

- a. David Lautzenheiser will be the volunteer to the Election Committee meetings, an email has been sent to his supervisor requesting this action. He was unable to make the following election committee meeting because of work duties.

Staff Issues Committee Meeting August 2008

MINUTES

AUGUST 7TH, 2008 11:30 AM – 12:30 PM

ROOM 220K, ROBOTICS BUILDING

MEETING CALLED BY	Debbie Burton
TYPE OF MEETING	Staff Senate – Staff Issues Committee
FACILITATOR	Debbie Burton
NOTE TAKER	BB Huffer
ATTENDEES	Debbie Burton; Jerry Chaney; Jennifer Eskew; BB Huffer; Patrick Jones; Steven Mock; Dorothy Rapp

ABSENT: Diana Doggett (E); Margeurite Floyd (E); Anna Bibb; Kurt Buterbaugh; Justin Farook; Carrie Quackenboss; Pierre Smith; Dan Wentz

Agenda topics ISSUES TO WORK ON IN THE COMING YEAR

60 MINUTES

PRESENTATION/
DISCUSSION

DISCUSSION
<p>Committee Chair Debbie Burton called the meeting to order at 11:30AM. After a brief get acquainted session, Dorothy Rapp and Chair Burton gave an overview of the history of the staff issues committee, including issues that the committee has acted upon, such as working with the HR department to broaden the benefits of the Employee Education Program. Two years ago staff issues worked on the mediation proposal and sent a message to Dr Karpf asking him what could be done to assist lower income employees with medical expenses. Dr Karpf's office did not respond but information has become available about lower income assisted medical care, including assistance for UK staff that fall under the income guidelines. That program has now been expanded to Ky Clinic, and Ky Clinic South.</p> <p>The committee then discussed Dr Todds' rare appearances at senate meetings and the presidential advisory committee, and the impact that has on employee and senate moral, with several members suggesting that the presidents' statements in the media and general attitude toward meeting with staff representatives is a "disincentive to employees" to work for the university. Chair Burton did say, however, that Dr Todds' approval of the formation of the staff senate 7 years ago was a huge improvement compared to his predecessors interest (or lack thereof) in staff issues.</p> <p>ISSUES TO BE ADDRESSED IN THE COMING YEAR:</p> <ol style="list-style-type: none"> PARKING COSTS: There has been significant constituent complaint regarding the rising cost of parking on campus. Many employees argue that it is unfair for UK to charge its own employees to come to work. Senator Huffer informed the committee that PTS spends an average of \$1200 - \$1400 per space per year on construction costs, lot and equipment maintenance and repair, utilities, employee salaries, shuttle and fuel costs, and debt financing for parking structures. In general, UK Employees pay somewhere around \$370 per year for their permits, students and visitors significantly less. There is an allowance for night shift employees to park in the med center structures without charge between the hours of 430 pm and 830 am, but this is a personal safety issue, mandated by med center administration, and only for those areas previously mentioned. The rising cost of parking on campus is in direct relation to higher general economic costs, including the rising costs

of fuel and construction. Moreover, PTS is an auxiliary department, which means that this particular department does not draw on UK financial resources in order to pay their bills. Being an auxiliary department, however, allows PTS to serve the best interest of UK staff, in that construction, repair, and maintenance decisions do not have to go through the usual campus channels before being acted upon. The group discussed the possibility of a motion asking that UK administration subsidize UK employee costs for parking permits.

2. Pay scales across the board: some new employees are coming into their new position earning as much or more than others who have been at UK for years. There is an obvious discrepancy between Med Center employee pay rates / raises vs UK campus. This is partly due to funding issues, and partly to employee recruitment.
3. Proposal for adding another bonus day to the calendar year, possibly Christmas Eve, to compensate employees for not getting a raise this year: Chair Burton said that there had been a similar proposal from Russ Williams to President Todd at one time, and that Dr Todd had seemed amenable to the idea, but she had not heard of any resolution. Chair Burton also said that perhaps it would be a good idea to carry this issue forward and submit it to the entire senate as a proposal from the staff issues committee. Senator Rapp volunteered to contact Senator Blair in reference to the proposal and report back to the committee next month.
4. The following information was presented by Senator Eskew on behalf of several motorcycle riders in her precinct:

Parking issues

- A) Not enough space for motorcycles on campus (specially when school is in session): A campus wide audit of all M spaces was suggested, as well as adding more "M" spaces to parking garages.
- B) "M" spaces listed on campus parking map: Presently, PTS offers campus map handouts, detailing every parking lot and required permit description. PTS does not offer the same for motorcycle riders, nor is there a motorcycle map available from any other area of campus.
- C) "Scooters" (vespas or mopeds) encroaching into motorcycle spaces: Motorized vehicles under 50ccs are not classified as "motorcycles", and therefore do not have to display a permit. Currently, these vehicles are supposed to park at bike racks, but some riders choose to park in the M spaces across campus. Senator Eskew, on behalf of the motorcyclists in her precinct, feels strongly that these vehicles should not be taking up already limited "M" space while other riders have to pay for a permit for the same area.
- D) Lot Maintenance: Many "M" spaces on campus are in disrepair, including one spot near Chem Phys that has a large, curved pothole in the middle. This makes it harder for riders to find safe parking for their bikes.
- E) Vehicles parking or "standing" in M spaces: Vehicles taking up M spaces, even when "standing" vs "parking", make it harder for riders to park. This also heightens the risk of vehicles backing into parked motorcycles, a situation that occurs frequently.

Senator Huffer volunteered to bring these issues to Don Thornton (PTS Director) and report back to the committee next month.

5. EMPLOYEE BENEFITS:

- A) TDL and insurance costs: Senator Chaney brought up the high premiums charged for employees out of work due to accident or illness. One constituent, from PPD, who suffered a work related accident, has to pay the equivalent of one weeks pay for every month he misses work while out on medical leave. He does receive Workmans Comp, but still has to pay for his benefits while out of work. Employees living outside of Lexington pay even higher rates for their benefits coverage.
- B) Shared leave program: The qualifications for this program are very strict; at present, the employee applying for shared leave must have suffered "catastrophic illness or accident" to be approved. Chair Burton informed the group that the shared leave committee will be looking at broadening qualifications for the program this year. There have also been suggestions over the past few years for fundraising efforts to assist UK employees in financial hardship. Some examples of fundraising ideas include: adding a dollar to UK athletics ticket prices and asking UK alumni for donations earmarked for a special employee hardship fund. The committee discussed revisiting the issue to see what can be done.

6. Senator Rapp discussed an employee complaint regarding occurrences, and how departmental rules are applied. A major concern for many employees is unfair treatment by their supervisors or departmental superiors, including superior retaliation and inconsistency in application of departmental and UK governing regulations. Many times, those persons in positions of power have been at UK for such a long time that they know how to work the system to their advantage. Examples: writing up an employee for absenteeism when they use accrued vacation time for a doctors visit, forcing employees to take "comp" time instead of being paid overtime, refusing vacation leave requests, supervisors writing the employees SE instead of the employee, and denying access to benefits, such as EEP, without cause. It was decided to invite a representative from HR to speak at a staff issues committee meeting, in order to find out what oversight HR has for departments that govern their own HR issues. It was also resolved that the committee ask the HR department at Scovall Hall to standardize rules for SE's and PE's (including who writes the job detail description), and to further review incidents of superior abuse to see if changes to HR policies can be made.

Due to time constraints, and with several issues in queue for the committee members to begin working on, Committee Chair Burton adjourned the meeting at 12:40PM.

Minutes submitted for approval by BB Huffer, Secretary, Staff Issues Committee
August 8th, 2008

NEXT MEETING: Thursday, September 4th, 2008

Minutes
Presidential Advisory Committee
Staff Senate
University of Kentucky
August 19, 2008

Meeting was called to order by Chair Alison Preston

Members Present: Senator Alison Preston, Senator Robert Holley, Senator Pat Van Meter, Senator Ron Lee, Dr. Douglas Boyd, Senator Marianna Marsh and Senator Elijah Wilson (teleconference). Guest: Holly Clark Absent: Senator Bart Miller

Motion made by Chair Preston to approve the July PAC minutes as presented. Minutes were approved.

Recap of full Staff Senate meeting for August:

1. Vice-Chair Miday presented an over view of K-Week Festival Aug. 22-30 welcoming back students for the fall semester.
2. Vice-Chair Miday discussed Budget Proposal for FY 08-09 and Budget Themes.
3. Senator Glen White discussed Ex-Officio member privileges and Robert's Rules "Tip of the Month".
4. Holly Clark discussed Dance Blue and their fund raiser "Art Stamps" by Ky. Children's Hospital patients.
5. Vice-Chair Miday discussed Staff Appreciation Day funding and the need for volunteers.
6. Motion made from Staff Senate to take out Herald Leader ad discussing no raises and budget cuts. Motion tabled until next meeting.

Items for the President: Staff Appreciation Day funding was discussed. Dr. Boyd requested Holly Clark, in working with the Staff Appreciation Day committee, submit a budget for the annual event. The committee will begin meeting on the 22 and will submit an operational budget for approval to Dr. Boyd. The goal is to provide direct funding and replace the across campus fundraising.

Items from the President: There were no issues put forth by Dr. Boyd from President Todd.

Items from the floor:

1. Adding more information about the Staff Senate at new employee orientations. Dr. Boyd has e-mailed Kim Wilson on this issue and will let us know what she says.
2. Bob Wiseman, Vice-President of Facilities Management, has said that a plan is in motion to make University Drive from the W.T. Young Library

to Alumni Drive one lane in each direction with some on street parking with a bike lane or bike lanes.

3. The question was asked about bike riding on campus. Lance Broeking, who is in charge of Parking and Transportation on campus, has stated that bike riding has always been allowed on campus but that they are shifting to a system whereby they will mark designated bike paths for bike riders.

There being no further business the meeting was adjourned by Chair Preston at 4:45 p.m.

**Next Meeting
September 16, 2008
Room 103 Main Bldg.**

Submitted by
Marianna Marsh, Secretary