

**2008-09 Staff Senate Financial Reporting - Operating**

Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
<b>Recurring Charges</b>													
Clean-Up / Job Charges		\$253.86	\$11.13	\$157.75	\$11.13	\$116.13	\$11.13	\$11.13	\$11.13	\$11.13	\$11.13	\$217.86	\$823.51
Communications (Phone/Voicemail/Net/Work Orders)	\$214.48	\$214.34	\$216.58	\$212.66	\$215.11	\$213.78	\$214.41	\$217.42	\$212.80	\$214.62	\$218.05	\$216.63	\$2,580.88
Copier - Recharges	\$105.00	\$87.00	\$59.83	\$58.40	\$71.97	\$69.53	\$71.61	\$59.49	\$70.12	\$70.44	\$77.52	\$65.87	\$866.78
Environmental Charges			\$7.49	\$18.21			\$0.94	\$3.68		\$10.62	\$5.56		\$46.50
Mail Services		\$1.17		\$22.82					\$2.27	\$0.42			\$26.68
<b>Total Monthly Expenditures - Recurring Charges</b>	<b>\$319.48</b>	<b>\$556.37</b>	<b>\$295.03</b>	<b>\$469.84</b>	<b>\$298.21</b>	<b>\$399.44</b>	<b>\$298.09</b>	<b>\$291.72</b>	<b>\$296.32</b>	<b>\$307.23</b>	<b>\$312.26</b>	<b>\$500.36</b>	<b>\$4,344.35</b>
<b>Office Supplies</b>													
General Supplies			\$9.99	\$50.51				\$21.08	\$1,080.75		\$368.92	\$242.84	\$1,774.09
Reconfiguration								\$350.00					\$350.00
Stationery												\$311.50	\$311.50
													\$0.00
													\$0.00
<b>Total Monthly Expenditures - Office Supplies</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9.99</b>	<b>\$50.51</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$371.08</b>	<b>\$1,080.75</b>	<b>\$0.00</b>	<b>\$368.92</b>	<b>\$554.34</b>	<b>\$2,435.59</b>
<b>Parking</b>													
60 Permits	\$300.00												\$300.00
20 Permits							\$100.00						\$100.00
15 Permits									\$75.00				\$75.00
												-\$18.25	-\$18.25
													\$0.00
<b>Total Monthly Expenditures - Parking</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75.00</b>	<b>\$0.00</b>	<b>-\$18.25</b>	<b>\$456.75</b>
<b>Printing / Publications / Promotional</b>													
Audio/Visual Equipment & Election Forum - External Affairs													\$0.00
Ag Round-Up Promo - PR													\$0.00
Election Insert - PR													\$0.00
UK Newsletter Inserts & Advertising - PR & Mailing Charges					1,117.60	\$500.00				\$982.30			\$2,599.90
Plaque Engraving for Chair													\$0.00
Marketing/Promotion							\$95.38					\$198.13	\$293.51
Additional Election Expenditures - Special BoT Election											\$1,349.52		\$1,349.52
Carryover shipping cost of PR items from June 2008	\$28.61												\$28.61
Name Tags			\$237.59										\$237.59
													\$0.00
													\$0.00
													\$0.00
<b>Total Monthly Expenditures - Printing / Publications / Promotional</b>	<b>\$28.61</b>	<b>\$0.00</b>	<b>\$237.59</b>	<b>\$0.00</b>	<b>\$1,117.60</b>	<b>\$500.00</b>	<b>\$95.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$982.30</b>	<b>\$1,349.52</b>	<b>\$198.13</b>	<b>\$4,509.13</b>
<b>Professional Development / Public Relations / External Affairs</b>													
UK Annual Stakes Reception for Board of Trustees - October				\$1,788.15									\$1,788.15
State Senate Meetings				\$60.06	\$78.36								\$138.42
Mentoring Program													\$0.00
Senator Training (Professional Development) - June												\$479.49	\$479.49
Senate & STAC Orientation for New Senators - August		\$747.05											\$747.05
<b>Total Monthly Expenditures - Prof. Dev. / Public Relations / Ex. Aff.</b>	<b>\$0.00</b>	<b>\$747.05</b>	<b>\$0.00</b>	<b>\$1,848.21</b>	<b>\$78.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$479.49</b>	<b>\$3,153.11</b>
<b>Incidental / Unexpected Expenses (Chair)</b>													
Laptop for Office Coordinator (giving other one to secretary)											\$1,613.81		\$1,613.81
Election Luncheon												\$90.65	\$90.65
Transition Meeting												\$68.00	\$68.00
<b>Total Monthly Expenditures - Incidental / Unexpected Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,613.81</b>	<b>\$158.65</b>	<b>\$1,772.46</b>
<b>Total Monthly Expenditures</b>	<b>\$648.09</b>	<b>\$1,303.42</b>	<b>\$542.61</b>	<b>\$2,368.56</b>	<b>\$1,494.17</b>	<b>\$899.44</b>	<b>\$493.47</b>	<b>\$662.80</b>	<b>\$1,377.07</b>	<b>\$1,364.53</b>	<b>\$3,644.51</b>	<b>\$1,872.72</b>	<b>\$16,671.39</b>

Cumulative

**UNIVERSITY OF KENTUCKY STAFF SENATE**  
**Executive Committee Meeting**  
**June 23, 2009**  
**11:00 a.m.**  
**MINUTES - DRAFT**

I. **Call to Order**—Meeting was called to order by Chair Miller at 11:02 a.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** – Bryan Back and Patti Singleton attended in her place  
Dave Melanson - External Affairs Committee - **Present**  
Carol Harmon - Institutional Finance and Resource Allocation Committee (IFRA) - **Absent**  
Alison Preston – Presidential Advisory Committee (PAC) - **Absent**  
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) - **Present**  
Holly Clark (Office Coordinator) - **Present**

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

IV. **Officer Reports**

**A. Chair Miller** thanked the committee members for their service and welcomed Chair-elect Bryan Back. Chair Miller commented that he had grown this year and hopes that others have, as well.

**B. Vice Chair Miday** reported that work is continuing on the annual report for Staff Appreciation Day (SAD).

V. **Discussion / Action Items**

**Committee Assignments**

Parliamentarian White moved to assign senators to the following committees after a lengthy discussion.

**Staff Trustee**

**Advisory**

Haynes	Denny
Cox	Kristin
Cox	Megan
Swiney	Will
Rice	Ben
Wilson	Paul
Hart	Jerry
Bates	Wallace

**Presidential**

**Advisory**

Preston	Alison
Miday	Charles
Miller	Bart
Huffer	Brenda
Cryder	Audra
Niehaus	Karl

**Staff Issues**

Taylor-	
Washington	Keturah
Anderson	Richard
Mock	Steven
Jones	Patrick
Eskew	Jennifer
Russell	Heather
Smith	Pierre
Olson	Terry
Taylor	Charlotte
Sears	Carolyn
Davis	Verde
Malkawi	Ahmad
Strassburg	Andrea
Zanone	Stephen
Van Hook	Brad
Guest	Joseph
Holliday	Susan

**Bylaws**

Harper	Carl
Crocker	Terri
Chaney	Jerry
Van Meter	Patricia
Wentz	Dan
Moore	Charles
Dotson	Misty
Harmon	Carol

**Public Relations  
and External  
Affairs**

Atkerson	Amy
Masoud	Catherine
McCulley	Melinda
Ledford	Alice
Wilson	Elijah
Adkins	Lanny
Balasuriya	Ranjani
Bibb	Melissa
Burke	Steven
Martin	Dewayne
Johnson	Joyce
Pohlman	Anthony
Boyer	Randy
Bell	Teresa
Holley	Robert
Schadler	Aric
Buterbaugh	Kurt

**Election**

Beck	Judy
Floyd	Marguerite
Gayhart	Sandra
Reams	Tammy
Doggett	Diana
Elam	Melanie
Morrow	Eric
Howard	John
Corley	Prentice
Depriest	Catherine
Sanders	Grenda

Brooks	Tonya
Devore	Stephanie
Livingstone	Ann
Lautzenheiser	David
Franklin	Kevin

## **VI. Items from the Floor**

**A. Special Election** - Immediate Past Chair and Election Member Kenny Blair announced that the run-off for the trustee election will begin June 24.

**B. PR and External Affairs Purchase** - Committee Chair Martin requested that approval for the purchase of electronic equipment be placed on the July agenda.

## **VII. Next Full Senate Meeting Agenda**

Committee members set the agenda for the July regular meeting.

## **VIII. Adjournment**

Motion to adjourn: Chair Miller adjourned the meeting at 1:25 p.m.

Next meeting: July 23, 2009

*Respectfully submitted,  
Holly Clark*

*7/8/09*

/hjc

# Staff Issues Committee Meeting May 2009

## MINUTES

MAY 7<sup>TH</sup>, 2009

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; Steven Mock; Dorothy Rapp; Pierre Smith; Patrick Jones

**ABSENT:** Anna Bibb; Kurt Buterbaugh; Carrie Quackenboss (E); Dan Wentz; Marguerite Floyd (E) Dianna Doggett (E)

## Agenda topics **PROPOSAL FOR STAFF EMERGENCY RELIEF FUND**

DISCUSSION
<p>The meeting was called to order at 11:30 AM. The minutes from the April 2009 meeting were approved with slight corrections to grammar. The group discussed the proposed Crisis Relief In Situations Involving Staff (C.R.I.S.I.S.) staff emergency fund. On April 6<sup>th</sup>, 2009, Senator Burton sent the following memo to the UK Staff Senate Executive Committee:</p> <p>-----</p> <p>Executive Committee UK Staff Senate 202C Main Building CAMPUS 0032 Staff Senate Executive Committee</p> <p>We, the Staff Issues Sub-Committee, have reviewed a program for staff assisting staff at the University of Louisville, the S.H.A.R.E program. Due to UK budget cuts, state budget shortfalls, CPE requests to cap tuition, and the current economic crisis, we would like to submit the following proposal requesting the establishment of a similar staff assistance program for UK, and obtain approval to forward to Mr. D. Michael Richey, Associate Vice President for Development and Chief Development Officer for review, approval, and implementation once passed by the Staff Senate.</p> <p><b>U of L program</b></p> <ul style="list-style-type: none"><li>✓ “Cardinal Santa” program established in 1991 due to budget cuts and fear of reductions in workforce, the Chair of the Staff Senate solicited campus for donations by adopting out staff families needing assistance at the holidays.</li><li>✓ Expanded in 1996/97 to offer assistance to staff year around, now the S.H.A.R.E. Program</li><li>✓ Staff must meet eligibility requirements and apply</li><li>✓ Application process reviewed by a committee</li><li>✓ Cash or check can be given or donation can be payroll deducted</li><li>✓ Amount donated can be from \$1.00 up and is tax deductible</li></ul> <p><b>UK proposed program</b></p> <ul style="list-style-type: none"><li>• Establish name for staff assisting staff with financial needs program</li><li>• Establish contact point for housing and administering the account</li></ul>

- Establish eligibility requirements
- Prepare application
- Establish review process
- Establish donation received and donation awarded procedure

We have contacted U of L and inquired about the history and structure of their staff assistance program. In finding out it was handled through the U of L Development area, we contacted Mr. Richey and invited him to attend our meeting. He assigned Mr. Wayne Rogers, who is responsible for the annual giving portion of Development, to speak to the Staff Issues Committee at our March 5 meeting. Mr. Rogers answered questions and left the committee with a positive recommendation that this program would have a good chance at being considered.

This program would not cost UK any money, or resources, while at the same time promotes self-esteem, morale, and employee job performance.

We feel this is a step in making the work life challenges we all face, the impact of rising costs, the current state of UK's budget, the unpredictable impact on UK by the state's budget, and no raises for 2 years a little less stressful.

Regards

Deborah Burton

Chair, Staff Issues Committee

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The committee attempted to adapt a tentative application form for C.R.I.S.I.S., loosely based on U of L's S.H.A.R.E. program. However, the group could not come to any definite decisions regarding wording, so it was determined to carry the issue over to the listserv to work out the details before the May 14<sup>th</sup> full Staff Senate meeting. Senator Burton will be presenting the proposal to the full senate at that time.

The meeting was adjourned at 12:30.

Respectfully submitted,  
B.B. Huffer, Secretary  
Staff Issues Committee 2009

NEXT MEETING: Thursday, June 4th, 2009

**Minutes  
Presidential Advisory Committee  
Staff Senate  
University of Kentucky  
June 16, 2009**

- Meeting was cancelled due to a lack of business.