

2009-10 Staff Senate Financial Reporting - Operating

Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Fixed Charges (posted as recharges)													
Clean-Up / Job Charges		\$167.75											\$167.75
Communications (Phone/Voicemail/Net/Work Orders)	\$215.34	\$212.38											\$427.72
Copier - Recharges	\$58.83	\$119.73											\$178.56
Environmental Charges		\$30.96											\$30.96
Mail Services													\$0.00
Total Monthly Expenditures - Fixed Charges	\$274.17	\$530.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$804.99
Office Supplies													
General Supplies	\$140.67	\$30.32											\$170.99
Reference Material	\$96.35												\$96.35
Storage Space Rental		\$41.00											\$41.00
													\$0.00
Total Monthly Expenditures - Office Supplies	\$237.02	\$71.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$308.34
Parking (posted as recharges)													
	\$300.00												\$300.00
													\$0.00
Total Monthly Expenditures - Parking	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
Printing / Publications / Promotional													
Audio/Visual Equipment & Election Forum - PR/External Affairs													\$0.00
Ag Round-Up Promo - PR													\$0.00
Election Insert - PR - Flyers													\$0.00
Electronic Equipment		\$1,880.80											\$1,880.80
Plaque Engraving for Chair													\$0.00
Marketing/PR	\$287.65	\$24.00											\$311.65
AV Warranties		\$129.98											
Total Monthly Expenditures - Printing / Publications / Promotional	\$287.65	\$2,034.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,192.45
Professional Development / Public Relations / External Affairs													
Senate Orientation for New Senators - August		\$807.85											\$807.85
UK Annual Stakes Reception for Board of Trustees - October													\$0.00
EC Operating Expenses (Orientation/Retreat, Mentoring - July, etc.)	\$818.07												\$818.07
Strategic Plan Review - January													\$0.00
Senator Professional Development - June													\$0.00
Total Monthly Expenditures - Prof. Dev. / Public Relations / Ex. Aff.	\$818.07	\$807.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,625.92
Incidental / Unexpected Expenses (Chair)													
													\$0.00
													\$0.00
													\$0.00
Total Monthly Expenditures - Incidental / Unexpected Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Monthly Expenditures	\$1,916.91	\$3,444.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,231.70

Cumulative

**University of Kentucky Staff Senate
Executive Committee Meeting
Minutes DRAFT
August 27, 2009, 11:00 a.m., 103 Main Bldg.**

Chair	Bryan Back
Vice Chair	Mike Adams
Secretary	Kimberley Roark-Trumble
Treasurer	Jann Burks
Parliamentarian	Glen White
Immediate Past Chair	Bart Miller
Present	PR/EA Rep. Aric Schadler Election Secretary Eric Morrow By-laws Chair Terri Crocker By-laws Member Jerry Chaney Staff Issues Chair Jennifer Eskew Presidential Advisory (PAC) Chair Chuck Miday Staff Trustee Advisory (STAC) Chair Paul Wilson Office Coordinator Holly Clark Staff Trustee Robynn Pease
Excused	Election Chair Ann Livingstone
Absent	

I. Call to Order

Chair Back called the meeting to order at 11:16 a.m.

II. Approval of July Minutes

The minutes were approved as distributed.

III. Chair Report

Chair Back reported that the Executive Committee completed the Senate's portion of the president's evaluation and that President Todd will make campus-

wide announcements soon. He also shared that he greeted new students on move-in day.

IV. Vice Chair Report

Vice Chair Adams announced that the Staff Appreciation Day (SAD) Commission met in August and is beginning to name chairs and work group leaders. The Commission will meet again September 17. He also reported that he worked the hot dog cart during move-in with Ms. Clark.

V. Secretary's Report

Sec. Roark-Trumble thanked PR for the duties it has undertaken without a chair. She reported that she distributed the parking lot question from the August meeting. She also compiled questions and comments for Board of Trustees Chair Mira Ball and thanked senators for their cooperation in using index cards for the evaluation.

VI. Treasurer's Report

Treasurer Burks reported that \$2,010 was spent for electronic equipment and warranties, including a digital camera, a video camera, and accessories.

VII. Discussion/Action Items

A. IFRA Recommendation

Vice Chair Mike Adams moved to table the issue until the next meeting, and it was seconded.

Discussion. The committee members agreed that time is needed for each new Executive Committee member to review the reorganization proposal that was written last fiscal year.

MOTION PASSED.

B. Audience Response System

Treasurer Burks moved to table the decision until next month after determining costs, and it was seconded.

Discussion.

MOTION PASSED.

C. Attendance Requirements

By-laws Chair Terri Crocker and Member Jerry Chaney circulated notes from the committee on resolving the absenteeism problem in the Senate. After feedback from the Senate body, a formal recommendation will be issued by the By-laws Committee.

D. University Committee Recommendations

Chair Back announced that positions are still being filled.

E. PR/External Affairs Committee Chair Replacement

Immediate Past Chair Miller moved to empower Chair Back to appoint a chair with the approval of the PR/Externals Affairs Committee and to allow him to spend up to \$1,000 in temporary administrative services for this fiscal year, and it was seconded.

Discussion.

MOTION PASSED.

A. By-laws Report

Chair Crocker reported the committee will present audit findings, but will tackle the absenteeism issue first.

B. Election Report

Sec. Morrow reported that a precinct review will be done, but that the biggest responsibility this year is the staff trustee election. The committee likely will use SAD as the kick-off for the general election. The committee is considering an education campaign for staff regarding the work of the trustee and the Senate. The committee will next meet just before the September regular meeting.

Parliamentarian White moved to postpone discussion of the precinct review and to bring up the discussion on the listserv, and it was seconded.

Discussion.

MOTION PASSED.

C. Presidential Advisory Committee

Chair Miday reported that the committee met with Chief of Staff Dr. Doug Boyd. They reviewed items from the August regular meeting and discussed five items whose questions/comments and answers are as follows:

What is the outlook for an increase in Staff salaries in the coming fiscal year? In a related matter, will some of the additional holidays instituted in the past few years be incorporated into the regular cycle of holidays?

Dr. Boyd pointed out that the budget will be defined largely by the state budget appropriations that will be determined in late March. The options for additional holidays are still being discussed.

In the absence of the regular Trustee retreat this year, is the President going to meet with the new Staff trustee, Dr. Robyn Pease, before the next meeting to help her get introduced to the workings of the Board?

The President has plans to meet Dr. Pease the week of the PAC meeting.

Is the President going to meet with the Senate in October? If so, is there any preferred format, prior questions?

The President is planning to meet with Staff Senate in November.

In his opening speech, the Staff Senate Chair suggested some kind of campus wide drug testing. How does the President feel about this issue? What would be the President's view on types and circumstances for testing?
There were no comments about the need to launch mandatory drug-testing for all new employees.

Senator Huffer had submitted in advance an inquiry about a possibility of the development of a university-wide commission to study incidents of workplace violence and recommend measures to employees to enhance safety on campus.

Dr. Boyd and the committee members discussed the many safety measures currently available to staff, including a crime coding system, Crime Bulletins and UK Alert, video surveillance, UK Police Force resources (list available here:

<http://www.uky.edu/EM/files/2009safety.pdf>), Violence Intervention and Prevention Center, STARR Self-Defense Program, Operation Identification, emergency telephones, on-demand night transportation, Cat's Paws etc.

The committee also noted that UK's campus was voted one of the top campuses for safety in the country.

D. Staff Issues

Chair Eskew reported that the committee voted unanimously to request quartile raises, but no source of funding was identified nor a timeline established.

Retirement reinstatement proposal feedback was given from Benefits Director Joey Payne that wasn't very promising. In addition, the proposed CRISIS Program has limited support from Development that discourages

promoting a tax-deductible benefit, due to a private-letter ruling requirement from the IRS. For payroll deduction, a pledge drive probably would need to take place. However, Work-Life Director and Staff Trustee Pease is working on who might administer the program with the Staff Issues Committee.

Representatives from Legal Counsel will attend the next meeting, as well as members of the Tobacco-Free Task Force.

To do:	Responsible
Review IFRA proposal	All committee members
Determine ARS Cost	Vice Chair Adams
Appoint PR/Ext. Aff. Chair	Chair Back

VIII. Adjournment

There being no further business, Chair Back adjourned at 1:47 p.m.

Respectfully submitted,

Holly J. Clark

8/27/2009

**University of Kentucky Staff Senate
Public Relations and External Affairs Committee
August 13, 2009
Minutes
12:00 – Ovid’s**

Acting Chair – Senate Secretary Kim Roark-Trumble Secretary - Mindy McCulley Lanny Adkins Randy Boyer Aric Schadler Elijah Wilson	Present
Amy Atkerson Ranjani Balasuirya Melissa Bibb Steven Burke Kurt Buterbaugh Alice Ledford Dewayne Martin	Absent
Teresa Bell Bob Holley	Excused
Others: Vice Chair Mike Adams Chair Bryan Back Office Coordinator Holly Clark	Present

I. Call to Order by Sec. Roark-Trumble at 12:10 pm.

II. Approval of Minutes-not discussed

III. Report from Executive Committee

In the absence of a chair and considering that all present for the committee meeting were either new senators or new to the committee, Sec. Roark-Trumble, Chair Back, Vice Chair Adams, and Ms. Clark indicated that the Executive Committee will work together to select a chair and make a recommendation to the committee.

IV. Discussion/Action Items

Sec. Roark-Trumble reported that Chair Back, Ms. Clark, and she wrote articles for the inaugural UKNow issue, the online news magazine that replaces UK News.

By consensus, the committee decided that regular committee meetings will be held at noon, immediately prior to regular Staff Senate meetings.

To do:	Responsible
Write recap of full senate meeting for UK Now	Mindy McCulley
Liason to attend Elections Committee meetings	Will decide once a chair has been appointed
K-Week, FUSION, We are UK representation	Randy Boyer and Lanny Adkins will work in Staff Senate Booth at We are UK. Aric Schadler will take photographs at FUSION and We are UK. Chair Back, Vice Chair Adams, and Ms. Clark will volunteer in various roles during K-Week.
Purchase of Digital Video Camera for Staff Senate functions	Aric Schadler will make recommendation and provide to Kim Roark-Trumble and Holly Clark.

V. Items from the Floor

No items were brought from the floor.

VI. Adjournment

The meeting adjourned at 12:40 pm.

Next meeting will be on September 10, 2009, at 12:00 Noon at Ovid's.

Respectfully Submitted,



Mindy McCulley
Secretary

**University of Kentucky Staff Senate
Election Committee
Minutes
Thursday, August 13, 2009, 11:30am
Gallery (Room 1-65), WT Young Library**

Chair	Ann Livingstone
Secretary	Eric Morrow
Present	Marguerite Floyd Sandra Gayheart Ann Livingstone Eric Morrow Tammy Reams Melanie Elam David Lautzenheiesr
Excused	Judy Beck Diana Doggett Stephanie Devore
Absent	John Howard Prentice Corley Catherine Depriest Grenda Sanders Tonya Brooks Kevin Franklin

- I. Call to Order**
- II. Roll Call and Member Introductions**
- III. Review of Election Committee, 2008-2009**
 - a. Chair Livingstone provided excerpts of the 2008-2009 report for review.
- IV. Responsibilities of the Election Committee**
- V. Duties for Election Committee, 2009-2010**
 - a. Precinct Review**
 - i. Ms. Clark will provide the committee with the Precinct Review report compiled in 2008-2009.

b. BOT Election

i. Review by Chair Livingstone

1. Two-stage election (a primary election to narrow the field to two candidates, followed by a general election)
2. Staff Senate election kicked off on Staff Appreciation Day last year; seemed to improve turnout.
3. Staff Appreciation Day 2010 is planned for Wednesday, May 19, 2010. This is too late to begin the primary election, but we could use it for the general election kick-off.

ii. Election turnout

1. Following a general discussion of improving election turnout, Sen. Reams suggested an educational campaign to promote the importance of Staff Senate and Trustee elections. Chair Livingstone requested that Sen. Reams and Sen. Elam begin researching Trustee accomplishments to plan such a campaign to begin in January 2010.

iii. Election timeline

1. Chair Livingstone requested that Sen. Gayheart plan a timeline using May 19, 2010, as the start date of the general election. The timeline should include dates for three primary candidate forums (one each in the Medical Center, Worsham Theatre, and the Staff Senate) and at least two additional forums for the general election (one each for the general campus audience and the Staff Senate).

VI. Items from the Floor

- a. No items from the floor were offered.

VII. Adjournment

- a. **Next Meeting information – Thursday, September 10, 2009, 11:30am, Keeneland Room (Room 1-63), WT Young Library**

To do:	Responsible
Precinct Review report	Ms. Clark
Precinct lists and Instructions to set up listserv	Ms. Clark
Research Trustee accomplishments to plan an educational campaign to begin in January	Sen. Reams, Sen. Elam
Draft election timeline using May 19, 2010, as start of general election	Sen. Gayheart, Sen. Gayheart
Explore using UK Student Television to televise/tape Trustee debates	Sec. Morrow

Respectfully submitted,

Eric T Morrow
Thursday, August 13, 2009

**University of Kentucky Staff Senate
Staff Issues Committee
Minutes
August 20, 2009, 1 pm, 511 Nursing Bldg.**

Chair	Jennifer Eskew
Secretary	Verda Davis
Present	Verda Davis, Jennifer Eskew, Patrick Jones, Terry Olson, Pierre Smith, Andrea Strassburg, Charlotte Taylor
Excused	Steven Mock, Carolyn Sears Keturah Taylor-Washington
Absent	Richard Anderson, Joseph Guest, Susan Holliday, Ahmad Malkawi, Brad Van Hook, Steve Zanone

- I. Call to Order – Chair Eskew 1:03 pm.**
- II. July Minutes were approved unanimously**
- III. Chair Report**
 - a. CRISIS Program Update**
 - i. Jennifer has been working with Robin Peas from WorkLife**
 - ii. Meeting arranged with Rhonda Beck (IRS rules expert) to discuss possibilities**
- IV. Motion for Quartile Raise System**
 - a. SIC moves to the Staff Senate Body to make it mandatory within all departments – campus, medical center, and outreach/extension – that providing a satisfactory job evaluation, FT employees who have reached their 4th year (or equivalent) of continuous employment shall be paid at least the 1st quartile for their job grade. Also, after reaching 7th year (or equivalent) of continuous employment, they shall be paid at the midpoint at their job grade.**
 - i. Motion to approve – Andrea**
 - ii. Second - Terry**

iii. Unanimously passed

- V. Items from the Floor**
- a. Outlook contact list will be used for committee emails – unanimously decided**
 - b. Jennifer announced that staff awards are being moved along by WorkLife department**
 - c. The impending campus smoking ban has caused a lot of questions. Jennifer will ask Bryan Back to speak at our next committee meeting. Ellen Hahn, head of Nursing, and Anthony Beatty from Public Safety will come to our October meeting.**
 - d. Next Meeting information – August 17, 2009, 1 pm, 511 Nursing Bldg.**
 - e. Unanimous call for adjournment 2:00 pm.**

To do:	Responsible
Ask Bryan Back to speak at our next committee meeting regarding the impending smoking ban	Jennifer

Respectfully submitted,

Verda Antoinette Davis
Secretary
8/25/2009

**University of Kentucky Staff Senate-
Advisory Committee to the President of the University
Agenda
Main Building, Room 103, 3:30 P.M.
August 18, 2009**

- I. Call to Order
- II. Approval of Minutes
- III. Chair Report from Executive Committee
- IV. Review of past Staff Senate Meeting
- V. Items for the President
- VI. Items from the President
- VII. Items from the Floor
- VIII. Adjournment

**University of Kentucky Staff Senate
Advisory Committee to the President of the University
Minutes
Main Building, Room 103, 3:30 P.M.
August 18, 2009**

Chair	Charles Miday
Secretary	Audra Cryder
Present	Dr. Doug Boyd, Charles Miday, Karl Niehaus, Audra Cryder
Excused	Bart Miller, Alison Preston
Absent	Brenda Huffer
Visitors	Bryan Back, Holly Clark

I. Call to Order

The meeting was called to order by Chair Miday.

II. Approval of Minutes

There were no minutes to be presented for approval.

III. Chair Report from Executive Committee

There was no report due to scheduling of EC meeting.

IV. Review of Past Senate Meeting

Chair Miday reviewed the July and August Staff Senate meetings.

July:

1. Chair Back delivered his address to the Staff Senate.
2. Ms. Ann Bassoni from HR covered the program that offers free counseling to staff and family members.
3. Work Life Supervisor of the Year nominations are being accepted again.
4. HR has contracted with a financial expert to offer financial consultations.
5. Staff Senate budget for 2009-2010 was approved by the Senate
6. Staff Senate standing committee assignments were approved and committee chairs were elected.
7. Officer reports were made; Fundamental Elements of Parliamentary Procedure were presented by the Parliamentarian

8. The Election Committee announced that Staff Representative to the Board of Trustees Election ended that the candidates would be contacted the next day.

August:

9. Staff Senate observed a memorial to former President Dickey
10. Staff Trustee election results were announced and the New Staff Trustee was formally introduced.
11. Staff Trustee Pease delivered her address to the Staff Senate
12. Chair of Staff Appreciation day Mike Adams made a presentation on SAD 2010.
13. University committees and IFRA committee were discussed.
14. Officer reports were made; Fundamental Elements of Parliamentary Procedure were presented by the Parliamentarian

V. Items for the President:

The following questions were presented to Dr. Boyd:

1. What is the outlook for an increase in Staff salaries in the coming fiscal year? In a related matter, will some of the additional holidays instituted in the past few years be incorporated into the regular cycle of holidays?

Dr. Boyd pointed out that the budget will largely be defined by the state budget appropriations that would be determined in late March. The options for additional holidays are still being discussed.

2. In the absence of the regular Trustee retreat this year, is the President going to meet with the new Staff trustee, Robyn Pease, before the next meeting to help her get introduced to the workings of the Board?

The President had plans to meet Staff Trustee the week of PAC meeting.

3. Is the President going to meet with the Senate in October? If so, is there any preferred format, prior questions?

The President is planning to meet with Staff Senate in November.

4. In his opening speech, the Staff Senate Chair suggested some kind of campus wide drug testing. How does the President feel about this issue? What would be the President's view on types and circumstances for testing?

There were no comments about the need to launch a mandatory drug-testing for all new employees.

5. Senator Huffer had submitted in advance an inquiry about a possibility of the development of a University wide commission to study incidents of workplace violence and recommend measures employees could be furnished to enhance safety on campus. Dr. Boyd and the committee members discussed the many safety measures currently available to staff, including crime coding system, Crime Bulletins and UK alert, video surveillance, the UK Police Force resources (list available here: <http://www.uky.edu/EM/files/2009safety.pdf>), Violence Intervention and Prevention Center, STARR Self-Defense program, Operation Identification, Emergency Telephones, On-Demand Night Transportation, Cat Paws etc. The committee also noted that UK's campus was voted one of top campuses for safety in the country.

VI. Items from the President

There were no direct items brought forth from President Todd.

VII. Items from the Floor

Senator Niehaus presented a question about the new basketball coach's high salary in light of no staff salary raises for the past two years.

Dr. Boyd drew the attention to the fact that most of the salary came from sources outside of UK, such as endorsements. A detailed memo concerning this fact and containing the salary breakdown had been sent out on the UK-wide listserv earlier in the year.

VIII. Adjournment

There being no further business the meeting was adjourned by Chair Miday at 4:30 p.m.

a. Next Meeting information – date, time, location

The next meeting was set up for September 15th, 2009 at 3:30 pm in room #103 of the Main Bldg.

To do:	Responsible
Item	Name

Respectfully submitted,

Secretary: Audra Cryder
Date: August 25, 2009