Mr. Roberts called the meeting to order at 8:35 a.m.

Committee Members Present:
Erwin Roberts, Chair; C. B. Adkins, Sr., Sheila Brothers, Pamela T. May, Sandy Bugie Patterson, John Wilson

Guests:
Michael Adams, Staff Senate Chair; Terry Olson, Staff Issues Chair

Approval of the Minutes
Erwin Roberts asked for a motion to approve the minutes of the February 21, 2012 Human Resources Committee meeting. Sheila Brothers moved the minutes be approved; the motion was seconded by C. B. Akins and carried by unanimous vote.

Presentation—Brief Overview of Staff Senate Issues and Accomplishments—Mr. Roberts welcomed Michael Adams, Chair of the University Staff Senate and Terry Olson, Chair of the Staff Issues Committee. Mr. Adams presented an overview of the Staff Senate, its history, structure/mission, accomplishments and involvement in the University. During 1996-97 work began on establishing a staff representative to the Board of Trustees. In 1998 Russ Williams became the first Board of Trustees Staff Representative. The Staff Senate was created in 2002 by the Staff Senate Governing Task Force. The primary mission of the Staff Senate is to disseminate information to the staff and from the staff back to the President, thus allowing constant communication across the University. To further facilitate communication efforts precincts were created to bring together those staff that have similar environments. Precincts elect a representative to the staff senate which can have up to 175 members. The structure is the same as the Board of Trustees with a President, Vice President, Treasurer, Secretary and a Parliamentarian. Committees are established which carry out the primary investigations, consolidate the information and bring it to the Staff Senate as a proposal for a motion to discuss and approve. Senator elections are held every two years with the third year being an election for the Staff Representative to the Board.

Some of the accomplishments of the Staff Senate include involvement in university-wide committees, supporting the Work-Life staff/faculty surveys, and assisting with the creation of the Shared Leave Program and the CRISIS (Crisis Relief in Situations Involving Staff) Program. Shared Leave is a “staff helping staff” program. Volunteers donate vacation time to a pool that can be used by fellow staff who have exhausted accrued leave time due to serious illness. Crisis Relief in Situations Involving Staff (CRISIS) is a similar program. Both faculty and staff can donate money to a pool to be used by those facing temporary economic hardship. UK Fun Day, previously called Staff Appreciation Day, is an event for faculty, staff and their families to show appreciation for their work. The Outstanding Staff Awards Ceremony began two or three years ago to bring together award winners from all the colleges and units to be recognized at a university wide ceremony attended by the President.

Mr. Roberts asked if anyone had questions for Mr. Adams. Pamela May suggested that trustees be invited to events such as the Outstanding Staff Awards Ceremony to give them the opportunity to say thank you to staff.

Terry Olson, Chair of the Staff Issues Committee for the Staff Senate, expressed his appreciation to the committee for allowing him to present staff issues/opportunities for improvement to the Human Resources Committee. He has been a staff senator for 8 years and has chaired the Staff Issues Committee for the past 2 years.
Mr. Olson proceeded to review opportunities of improvement identified by the Staff Issues Committee including salaries, raises based on performance review process, salary compression, proper training for supervisors (SuperVision), harassment and bullying, and staff/faculty ombud.

Human Resources and the Staff Senate have worked together to develop a plan to ensure all UK supervisors have the proper supervisor training. Currently of the 391 new supervisors, which could be new employees or could be employees promoted to supervisor positions, 281 have taken the supervisory training and 110 did not which is 72% compliance. Compared to previous years, this is a dramatic increase.

The Staff Senate is also working with UK administration and Human Resources to develop a comprehensive plan for defining and eliminating harassment and bullying in the workplace. A more precise definition of harassment and bullying is needed.

One example of the Staff Issues Committee and the Staff Senate working collaboratively toward solutions on issues that affect staff is the creation of an ombud office. An ad hoc committee was formed to look into the viability of such an office. A proposal was created and reviewed by the President. Due to reductions in state appropriations, the President decided not to move forward with the ombud proposal at this time. The President remains committed to strengthening the culture of trust and respect at the University and is open to further discussions in the future. The Joint Committee looks forward to future communications dealing with the ombud office.

Mr. Olson asked if there were any questions. Pamela May remarked that it was a very nice presentation and in an area that is pretty much invisible to the trustees. She asked about the Office of Institutional Diversity and whether in terms of bullying and harassment if that would be the office for employees to receive assistance. Those types of issues/complaints would be handled by the Office of Institutional Equity. Also, there are hotlines for non-diversity complaints depending on the nature of the issue. Sheila Brothers commented that some of the issues are policy driven and employees might have concerns about retaliation.

John Wilson asked about the cost of the proposed staff/faculty ombud. Mr. Adams responded that the proposed cost was approximately $300,000 for two ombud positions and possibly a staff position. The ad hoc committee had thought of just one ombud position; however, the feeling was it would be a heavy workload for one person who might experience burnout.

Pamela May asked who made the decision as to whether supervisors received supervisory training or not. Kim Wilson explained that it is often a matter of freeing up time for individuals to attend because the actual supervision program takes place over a week. Ms. Wilson stated that the Staff Senate has done a great job in helping Human Resources promote supervisor training because 72% attendance is a big improvement.

Ms. May requested that there be an annual presentation of staff issues before the Human Resources Committee.

There being no further business, the meeting adjourned at 9:05 a.m.

Respectfully submitted,
Mary Carol Plambeck