



Staff Senate Main Body Session Agenda

November 14, 2024

1:00 pm – 4:00 pm

Via Zoom: <https://staffsenate.uky.edu/zoom>

In-person: [E. Britt Brockman, M.D. Senate Chamber, Gatton Student Center](#)

- I. Call to Order
- II. Approval of Minutes, 10/10/2024
- III. President's Report: Dr. Eric Monday, Co-EVPHA, EVPFA
- IV. Trustee Report: Dave Melanson, Staff Trustee to the Board of Trustees
- V. Guest Speaker: Mary Vosevich - Vice President for Facilities Management and Chief Facilities Officer
- VI. Officer Reports
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer
 - e. Parliamentarian
- VII. Committee Reports (see details below)
 - a. Administrative Regulation Development/Bylaws
 - b. Community Outreach
 - c. Elections
 - d. Employee Engagement
 - e. Healthcare Administration (HAC)
 - f. Higher Education Administration Regulation
 - g. One Community
 - h. Presidential Advisory Council (PAC)
 - i. Professional Development/Career Progression
 - j. Public Relations
 - k. Shared Governance Collaboration
 - l. Special Events
 - m. Technology
 - n. University Benefits and Compensation (UB&C)
 - o. University Budget & Finance
 - p. University Infrastructure
 - q. University Policies and Processes (UPP)
- VIII. Items from the floor
- IX. Adjournment

Consent Agenda November 14, 2024

Committee Name

I Ad Hoc Higher Education Administration Regulation

a. No report

II. Ad-Hoc Shared Governance Collaboration

Brainstorming on Student Government Interactions	<ul style="list-style-type: none"> • D. Holt asks for brainstorming ideas. • M. Wright suggests asking Maddie for a list of events that our committee and Staff Senate could help with. D. Holt mentioning also sending SGA a list. • C. Coffman inquires if our committee has heard back from Maddie following up with SGA’s Leadership Team. D. Holt has not heard anything so he will reach out. • K. Powell inquiries about Faculty Senate. D. Holt mentions we have a request out to PAC and Dr. Monday / Dr. DiPaola. Dr. Capilouto sent an email that the interim Faculty Senate has issued their first draft of ARs for input. M. Wright asks if the AR Committee is reviewing the draft ARs for comparison to Staff Senate’s ARs. She suggests that AR Committee Chair Olivia Ellis joins our committee to go over overlaps with Faculty Senate. • D. Holt suggests that our committee’s homework is to brainstorm possible avenues for collaboration with SGA.
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II. Ad-Hoc University Infrastructure

a. No report

III. Ad-Hoc Budget & Finance

•New Business

a. Results of Meeting with Dr. Monday

- Noted that this year is expected to be largely informative, with next year bringing more active participation by this Group in the budgeting process.
- Along those lines, we intend to bring Budgeting admin group to our November and December meetings to explain process.

b. Questions/Concerns Related to Above Meeting

- Given the timeline for the budgeting process, will we need to alter/extend committee turns to avoid mid-year turnover?
 - This is a matter that is already under discussion, and will be further fleshed out as the year progresses.

- General discussions of committee expectations.
- c. Possibility of Committee Merges
 - General discussion of the implications/logistics of a potential committee merger.

IV. By-Laws/AR Development

<p>Updates from Britt Morgan on Administrative Regulation (AR) Workstreams</p>	<ul style="list-style-type: none"> • Introduction: Britt Morgan, "Brit," Director of Finance and Administration, FNABSC. • Overview: Five AR workstreams led by university leaders in Student Affairs, Faculty and Academic Affairs, Constitutional and Civil Rights, Research, and Finance and Administration. • Status: All workstreams initiated; some have started drafting, while others are forming outlines.
<p>Discussion on Staff Senate ARs</p>	<ul style="list-style-type: none"> • Privilege of the Floor: <ul style="list-style-type: none"> • Concern: Clarity on the privilege of the floor for the President and Cabinet members, ensuring that language is accessible for all members. • Resolution: Clarification provided that the privilege of the floor allows Cabinet members to participate in discussions but does not allow them to bypass standard speaking protocols. • Comparison with Faculty Senate Language: Faculty Senate uses language stating that Cabinet members "shall have the privilege of the floor," which does not differentiate ex officio status. • Action: Committee to consider using Faculty Senate language for consistency, allowing President's Cabinet members floor privileges under structured guidelines. • Olivia Ellis was asked to assist in differentiating between staff and faculty representation requirements, particularly noting that SGAs typically exclude part-time students from leadership roles, which may provide a model for differentiating roles in staff governance. • Asked about Faculty Senate's stance on ex officio members, particularly for non-full-time faculty. • Discussed the potential for having an ex officio seat for retired staff, while Britt Morgan clarified that ex officio members do not hold voting rights. • Olivia voiced concerns about the difficulty of finding candidates to run for chair due to high responsibilities and time commitment.

	<ul style="list-style-type: none"> • Mike Adams noted that historically, it's been challenging to recruit qualified candidates for leadership due to workload and limitations on staff availability. • Olivia raised that faculty members generally view their Senate more critically than staff, who may not see the immediate importance of a governing body. • Dr. Monday Acknowledged the challenge of engaging more staff in leadership roles. • Suggested using 50%-75% FTE data to create a logical case for roles while exploring data-driven strategies to increase staff engagement. • It was highlighted that many staff feel intimidated by administration, which impacts their willingness to participate in leadership roles. Noted a cultural shift is required to build confidence in staff to engage in governance. <p>Olivia Ellis and other Staff Senate members discussed the topic of term limits for the Senate chair position, advocating for a two-year consecutive term limit and a four-year total cap, with mixed progress due to ongoing resistance. Dr. Monday highlighted potential concerns regarding the impact of long-term leadership and the need for data to support decision-making. Additionally, Amanda Biddle and other healthcare representatives emphasized the challenges in backfilling positions when Senate duties require significant time away from primary roles, particularly in healthcare settings. They suggested that additional education around Staff Senate's value might help improve understanding and support at leadership levels.</p> <p>Dr. Monday clarified that while Cabinet and University leaders could be invited to address Staff Senate as a whole, they would not be required to attend smaller ad hoc committee meetings, nor would their attendance be mandated through Senate bylaws. He encouraged the Senate to continue engaging University leaders at main meetings and affirmed the commitment to regular Cabinet updates on Staff Senate activities.</p>
Next Steps	<ul style="list-style-type: none"> • Drafting and Reviewing Staff Senate ARs: Committee to benchmark updated ARs for clarity and accessibility.

V. Community Outreach
a. No report

VI. Elections

- a. No report

VII. Employee Engagement

- a. No report

VIII. Healthcare Administration (HAC)

<p>2. Chair Report – Updates from Executive Committee</p>	<ul style="list-style-type: none"> • Proposed Meeting with Dr. DiPaula/Dr. Monday: <ul style="list-style-type: none"> ○ Amanda Hornsby discussed the topic with Chair Chafin who recommended that HAC keep its meeting with Dr. DiPaula/Dr. Monday separate from PAC to allow HAC to focus exclusively on healthcare-specific issues.
<p>3. Feedback on Salary Increase Announcement</p>	<ul style="list-style-type: none"> • Halley White reported feedback from her constituents regarding the salary increase announcement: <ul style="list-style-type: none"> ○ The announcement did not state a definitive percentage increase nor were salary letters available at the time of the email. ○ This caused confusion for the staff. Managers were being asked questions that they could not answer. ○ Desire for more transparency to help alleviate staff frustration. • Curtis Hudson provided additional feedback <ul style="list-style-type: none"> ○ He appreciated the positive tone and language used in the email and that the communication specifically recognized staff excellence ○ Echoed that staff in his sector also expressed confusion about the email and asked why more information wasn't available at the time of the announcement.
<p>4. Loop Survey for Committee Awareness</p>	<ul style="list-style-type: none"> • Purpose of the Survey <ul style="list-style-type: none"> ○ Raise awareness of HAC and its role ○ Create a working list of committees and groups in the HealthCare Enterprise ○ Offer structural support and facilitate collaboration between groups ○ Connect with these groups to gather suggestions on topics HAC could address • Survey Content <ul style="list-style-type: none"> ○ Limit open-ended questions to reduce survey fatigue and ensure responses are easy to analyze ○ Identify name, contact info, scope, purpose, and needs for healthcare committees and groups ○ Curtis Hudson will create first draft of survey. HAC will review by next committee meeting (11/25/24).

IX. One Community

a. No report

X. Presidential Advisory Council (PAC)

Senator Keys	
Discussion	<p>Submitted by a UK employee on the topic of contracted employees, specifically about Crothall, the housekeeping contractor. It seems that those employees must take sick/vacation time (or receive no pay) whenever there is an emergency closing – such as a power line being cut – in the buildings they work in. The UK employee wanted to ensure that the contracted staff are being treated in accordance with the contract set in place with UK and with our values as an institution.</p> <ul style="list-style-type: none"> Understanding that contractors hire their own employees, but if contract employees are implemented seamlessly into UK/UKHC to present as employees at the University how to ensure there are appropriate standards?
Conclusion	<ul style="list-style-type: none"> Dr. Monday has engaged HR & Procurement to review agreements to determine if this specific concern can be addressed as part of either: <ul style="list-style-type: none"> (A) HR/Procurement are reviewing to see if this item is addressed in the contract (B) If not, can this be addressed with the Vendor prior to a new contract negotiation?

Senator Davis	
Discussion	<ul style="list-style-type: none"> What is the Key Shop’s operational workflow process from the time an order/request is submitted? Concern submitted that delivery of requested keys varies greatly. There is an opportunity for the Key Shop to provide an estimate of when the key will be ready. There is an opportunity to include the reference ID on all follow-up documentation such as receipts, work orders, and notifications for pick-up. What security measures are in place in the event of a lost key? Who is responsible for the repercussions for repeat lost keys and keys changing hands without authorization?

Conclusion	<p>Dr. Monday reached out to Key Shop leadership and confirmed the following workflow:</p> <ol style="list-style-type: none"> (1) Employee Submits Request Key Shop Request Form (Online Key Request) (2) The request appears in Key Shop queue once the Department Admin signs off on request (3) Order is built in SAP to capture any costs that would be associated with the order and a work order is generated (4) Order is Processed <ol style="list-style-type: none"> a. Standard is First In, First Out for processing requests b. Review of work orders indicated a business week is the standard turn around time (5) Specific to charges for replacement/lost keys – those are set by departments, not enterprise wide. <p>Long-term strategic plan is to minimize the use of physical key access and move all new construction/renovations to card access</p>
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XI. Professional Development/Career Progression

Lunch & Learn Planning	<ul style="list-style-type: none"> • Finalize speakers and dates for upcoming sessions. • Oct 18: Jen Martin • Nov. 15: Candace Martin (Contact BobbiJo) • Jan 17: Dr. Paranzino (Contact Katie Perdue)
Mentorship Program	<ul style="list-style-type: none"> • Discuss lunch date and feedback from FY24 • Develop a sign-up survey and plan to provide certificates
Career Progression	<ul style="list-style-type: none"> • Review Passport Program updates (Contact Jo Gent) • Discuss HR involvement (Contact Caite Lasley)

XII. Public Relations

Reach out to Employee Engagement Committee (Chris Carney) about joining together	Lexi Fellows/ Brooke Poe	Before next meeting
Loop (Figure out a way to share the information with all senators/ include a staff senate section for healthcare workers)	Amber Bruce	Before next meeting
Social Media/ PR Requests (Determine a deadline for	Lexi Fellows	Before next meeting

submissions and how we want to work with other committees)		
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XIII. Special Events

UK Remembers	<ul style="list-style-type: none"> • Tabling was done this week • Next year we plan to communicate with our PR committee more for this event
Outstanding Staff Awards	<ul style="list-style-type: none"> • Applications close on November 15 • Committee will review nominations • Date of event: December 9 in the Harris Ballroom in the Gatton Student Center • Top 4 candidates in each category and a +1 will be invited • Moving our November 28th meeting due to Thanksgiving to November 21
UK Appreciation Day	<ul style="list-style-type: none"> • Looking to hold the event this year at Kroger Field with a backup at the Gatton Student Center • Moving timeline for t-shirt design to November. Bobbi Jo will send an updated template to Kelley so that she can work on the messaging for the email that will go out to all employees • T-shirt colors: Group discussed, and they would like navy for employees and then gray for volunteers

XIV. Technology

A. No Report

XV. University Benefits and Compensation (UB&C)

- **TASC update:**
 - a. Notifications have been turned on to let people know if more information is required.
 - b. Personal email addresses can now be added to replace the email addresses
 - c. They are working on a process so people don't have to have a physical debit card to pay; it will allow people to add the debit card to their wallet/smartphone. They do not have a timeline for this.
 - d. They are also working on connecting with Anthem and Delta Dental so that if you use either of those insurance carriers, TASC can verify the claim without employees having to send in the information. EyeMed is also another insurance carrier they will be using. They should be finished with this feature sometime in October.
- **Glucose monitors and weight loss medication update:** No updates. Gail will look into this to give us an update in November.
 - a. Keisha Wells was supposed to have been given contact information for the Pharmacy Coalition Group so that she could discuss the issues one of her co-

workers has with not being able to get the supplies she needs for her diabetes. Gail is going to reach out to Marissa Ballhoff and have her contact Keisha.

- b. Minutes were approved at this point due to some committee members not receiving the minutes from September's meeting.
- **Delta Dental update:** Gail and Richard had a meeting with them and shared this committee's feedback. Delta Dental did acknowledge that there is a nationwide tendency for dental providers, especially specialists, to move out of dental plan networks and the turnover rates are normally around 6% with new dentists joining the network. The current state of Delta Dental's network usage by UK participants remains positive, although the turnover rate is 9% largely due to one group leaving the network.
 - a. There was discussion regarding filling out claim forms ourselves and the fact some instruction and help is needed.
 - b. There was discussion on UK's Dental Plan and the dental school having a backlog making it difficult to get an appointment. This will be something this committee continues to look into to find a solution.
- **Better insurance, lower price:** UK is looking at different medical plans to give its employees the best service at the best rate.

XVI. University Policies and Processes (UPP)

- a. No report