**Staff Senate Main Body Session Agenda**

January 9, 2025

1:00 pm – 4:00 pm

Via Zoom: [https://staffsenate.uky.edu/zoom](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstaffsenate.uky.edu%2Fzoom&data=05%7C02%7CGinni.Haynes%40uky.edu%7C366a659a4a524f6819b508dcd67a7ae1%7C2b30530b69b64457b818481cb53d42ae%7C0%7C0%7C638621068758421427%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=aTX5BqCYM4oGsfXyGjMU4UeSvHs0cH0M3EE4P9DyxWg%3D&reserved=0)

In-Person: no in-person; Zoom only

1. Call to Order
2. Approval of Minutes
3. President’s Report: Dr. Eric Monday, EVPFA and co-EVPHA
4. Trustee Report: Dave Melanson, Staff Trustee to the Board of Trustees
5. Guest Speaker: Jake Lemon, Vice President for Philanthropy and Alumni Engagement and Chief Philanthropy Officer
6. Officer Reports
   1. Chair
   2. Vice Chair
   3. Secretary
   4. Treasurer
   5. Parliamentarian
7. Committee Reports (see details below)
   1. Administrative Regulation Development/Bylaws
   2. Community Outreach
   3. Elections
   4. Employee Engagement
   5. Healthcare Administration (HAC)
   6. Higher Education Administration Regulation
   7. One Community
   8. Presidential Advisory Council (PAC)
   9. Professional Development/Career Progression
   10. Public Relations
   11. Shared Governance Collaboration
   12. Special Events
   13. Technology
   14. University Benefits and Compensation (UB&C)
   15. University Budget & Finance
   16. University Infrastructure
   17. University Policies and Processes (UPP)
8. Items from the floor
9. Adjournment

**Consent Agenda 1/9/2025**

**Committee Name**

Bylaws:

* **Reviewed Survey**
* Main body meetings usually sit right at 100 people in attendance.
* Why do we still have sectors in voting? Could we have sector specific seats, and vote across sectors? As long as representation is static, could we vote for people in other sectors? Faculty council stays withing sector voting.
* Stronger language to protect worktime
* We need to fully understand the number of senators per sector
* Reducing membership to 100- 5 no and 3 don't care, 19 yes
* Option 2 to reduce to 100 and assign equal seats had the most and second most votes. Reducing to 100 without assigned seats had the third most votes.
* Do we know which sectors have voted out of the 27 to ensure representation?
* Should we have fixed or proportional representation?
* Discussions around how sectors should be divided and the education needed to make this decision.
* Maddy will send out SOP document via Teams for all to review

Higher Education:

**Can we create more employee-student advocacy for employees trying to finish a degree but cannot adjust their work schedules to show up to the mandatory in-person classes?**

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| Responsible Party | Time Allotted |
| Action Items | * **Melissa Barger (UBC Committee) is working with Catie Lasley to get us data on the EEP program for Dr. Monday.  This will help us see the programs that employees are pursuing and whether education about more online programs would be beneficial.** |
| Dr. Monday Response | Note of any further follow up or if the matter is considered closed |

**Topic 2  Proposal for New Position – University Scholars Program Coordinator**

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| Responsible Party | Time Allotted |
| Dr. Monday Response | Following up with Dr. Turner to request feedback |

 **pic 3  Request for Increased Support for SLCM Enterprise Applications ITS Team.**

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| Responsible Party | Time Allotted |
| Action Items - | * A position was recently allocated for an additional staff member on the SLCM team – Item Complete |

**Topic 4  Can we please address the classroom setups in older buildings?**

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| Responsible Party | Time Allotted |
| Dr. Monday Response | The Classroom Improvement Committee is a collaboration between Classroom AV Services and Campus Planning & Space Management – has an annual budget of $870,000.  They upgrade on an annual basis, usually upgrading during the summer.  Constituent who submitted question will be notified that there is a system update for several older buildings that was approved as part of a preservation project by the BOT. |

**closes applications 30 days before the semester starts.  Could there be an extension of the Graduate School Application deadline?**

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| Responsible Party | Time Allotted |
| Provost Response | Possible, but not for international due to issuance of I-20.  Graduate School will continue working on this one. |

**tudents) if they are applying for a Graduate Certificate?  This item is under discussion – The goal is to have the same application structure as the Undergraduate Certificate Program.**

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| Responsible Party | Time Allotted |
| Provost Response | There are no application fees for certificates; Graduate School is working on making grad certs available in advising hub (like ugrad) so students don’t have to fill out another application. One item is figuring out professional students applying for grad certs-they aren’t in system as grad so a little more of a system issue (not many choose this, so not as much of an issue, but in discussion) |

**“is there a way to streamline this process to eliminate the downtime awaiting the approval of the substitution?” This item is under discussion with the new Dean of the Graduate School.**

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| Responsible Party | Time Allotted |
| Provost Response | Dean has decided that the program can make decision, if approved by DGS, taking out the grad school step.  Expect implementation soon. |

**Topic 8  Final Grade Submission Expectations Discussion – Robust discussion & Ideas**

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| Responsible Party | Time Allotted |
| Provost Response | Recently, Provost had robust discussion with deans about faculty who are not submitting the grades in a timely manner.  We expect to see improvement. |

Community Outreach:

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| * Introductions of the PR committee, 3 members (Alexis Fellowes, Amber Bruce, Audrie Johnson). They help with putting information on The Loop. Thought it would be great to partner up with our group, and their hope is to bridge the gap between academic and healthcare. Most recent works included putting the awards on the loop, which had over 200 views! Community Outreach introduced themselves to PR committee |
| * UK Basketball (men and women). Go CATS! * Introductions and alliance/partnership with special guest(s) representing the Staff Senate Public Relations subcommittee. How can we be good partners for each other? * EC Meeting Updates (Tenia) * FLSA Update * Don’t miss out on the December All Body Meeting * Reverse trick/treat/Shillito cleanup * Dance Blue * Attendance (subcommittee and all body, 3 excused absences). Write an email to Ginny and copy Bobbi Jo and chair. For committee absences, send to Tenia and CC chair. * What did you learn at the last Main Body meeting? Guest speaker was Mary Vosevich with UK Facilities Management * Blazan: Enormous opportunity to learn more about what I didn’t know about before, learning something new. Share something back from my unit. Reports from Eric Monday, financial reports. Trustee Melanson don’t forget about us being the staff reps not just for our unit, but staff in general. Encourage to ask questions. Mary V., major campus projects and the investments. * Audrie. We saw one of the new buildings, Healthy Education Building. Big crane! 😊 * Samantha/Bobbi Jo. Issues with safety. Submitting those tickets. If you see something, say something. Bobbi Jo, taking pictures and added them. That picture will give them exact location. |
| Completed Events:   * Shillito Park pickup/Lex parks and recs, cleanup (Blazan) * Alzheimer's Association Walk (Audrie) * UK Children’s Hospital/Halloween/reverse trick/treat/Winnie the Pooh theme (Samantha/Audrie)   Upcoming Events/Opportunities:   * **Staff Senate Holiday Potluck**: Dec. 12,11:30 a.m. to 1 p.m. ET in the Patterson Office Tower Conference Room (located on the 18*th* floor of POT). We encourage Senators to sign up to bring a salad, side, or dessert to share! RSVP to attend, and/or sign up to bring a dish, please visit <https://www.signupgenius.com/go/10C094CAAA82AA4FAC25-53438701-staff> * Power towers will be included. But not alot of table space. * **Cram the Cruiser:** [8th annual ‘Cram the Cruiser’ toy drive now accepting donations | UKNow](https://uknow.uky.edu/campus-news/8th-annual-cram-cruiser-toy-drive-now-accepting-donations). On Dec. 13th, they are doing a Parade of Toys at 10am and will travel through campus to deliver all the collected donations to KCH. [Anyone interested in volunteering can sign up here](https://docs.google.com/forms/d/e/1FAIpQLSeJR0PnBujM8JmuXrqaZPLC8pwRG9-eqnemsDgQ7wLmQf_9NA/viewform?usp=sf_link). * Senator Chaffin committed Staff Senate for the parade.   Pending Events:   * Santa for Seniors **(Tenia, Samantha)** * If anyone is interested in participating, they do have where you can pick your name (male and female). Due by Dec. 4th, have about two weeks. * Santa Bill/Big Blue Santa **(Jonnisa)** - If there is a Holiday event, I am glad to contact Santa Bill/Big Blue Santa for availability * Nursing homes, making socks (**Audrie**) * [Big Blue Pantry](https://studentsuccess.uky.edu/financial-wellness/services/big-blue-pantry) **(Audrie)** * [Hope Center](https://hopectr.org/how-you-can-help/volunteer/) (**Jonnisa**). The current delivery location is at the Emergency Shelter, and it is strictly pull-up and drop-off.  Volunteers can prepare sandwiches and/or sack lunches. The opportunity is year-long and specific instructions are available on the website: <https://hopectr.org/how-you-can-help/volunteer/> * [Dance Blue Mini Marathon](https://staffsenate.uky.edu/special-events/staff-and-faculty-danceblue-dance-party) (**BobbiJo**). Do we have a date to connect with the DanceBlue team? Trying to setup Dec. 5th. * Circle of Love (Chris). * Annual gift drive hosted by Dean of Students where UK staff, faculty, students, and families are invited to sponsor a Fayette County child's holiday wish list. You can sign up to sponsor a child [here](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fspreadsheets%2Fd%2F1q85XFun2v0MGv35QyPik1Fbveeu1PNycCGGn0uMj_xI%2Fedit%3Fusp%3Dsharing&data=05%7C02%7Cchristopher.carney%40uky.edu%7C8db0b86a038a4c22ee7008dcfd02b9af%7C2b30530b69b64457b818481cb53d42ae%7C0%7C0%7C638663435344086441%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=GyTYjDH0OlI4BiD4DkYNIFlTq7GjH5LsbHBqKS96Mnk%3D&reserved=0)! * Gift drop-off will take place from Monday, December 9th to Wednesday, December 11th from 8:00 am to 5:00 pm in the Gatton Student Center Grand Ballroom 212C (more information about drop off to be announced). As a reminder, all gifts should be dropped off unwrapped in a large bag (preferably a trash bag) with the child’s name and school code written on the bag. We also gladly accept donations of gift wraps and tape! * If you have any questions, please do not hesitate to reach out to me (information below) or Chris Ciarcia ([ciarciac@uky.edu](mailto:ciarciac@uky.edu)). * [Make-A-Wish Walk](https://wish.org/oki/make-wish-day-keeneland-0) **(Chris)**. A possible opportunity is getting directly involved in a wish in your area! * Made contact, no opportunities yet. * [God’s Pantry Food Bank](https://www.godspantry.org/take-action/volunteer) **(Chris, Samantha, Dave)**. Lots of options to volunteer >> [God's Pantry Food Bank - Volunteer Console (cervistech.com)](https://www.cervistech.com/acts/console.php?console_id=0253&console_type=event&cat_id=22&ht=1). * Thanks, Samanta for doing research! * Art Supplies Drive **(Tenia)** <https://uknow.uky.edu/uk-healthcare/after-hours-markey-it-pro-inspires-young-artists> * [Lexington Habitat for Humanity](https://www.lexhabitat.org/volunteer) **(Chris)** * Contacted. Setup meeting. No matches right now for our group. They will let us know in the Spring if we can help. |
| * Senator Gatewood filled in for Chair Carney for the Executive Chair Meeting and informed group about absences and how this year there will be a big emphasis on attendance. Shared the different ways in which you should inform Ginni if you are going to be absent. * Bobbi Jo shared the attendance policy, and how they are tightening up on the attendance. You can have 3 excused absences per year. Communication is key! If you are out sick or forget you have 7 days to get an excuse into Ginni. * Samantha asked about having cameras on during the main body sessions, the entire time, and how difficult it can be for patient facing employees. |
| * Blazan shared his excitement of learning about thr financial component that Dr. Monday shares, as well as what Trustee Melanson said about how we represent UK, and if we have constiuents that have questions we should convey these questions to the appropriate people. He has shared so much with his department. * Samantha shared the success that she has had with submitting tickets to facilities management when sidewalks have cracks, or there are issues. So if we see something please say something. If you have the ability to snap a picture with your phone and send it along with the ticket, it can help immensely. * Blazan shared his success with the Shilito park clean up, not many ppl were able to attend due to it being rescheduled(due to weather), but Blazan and Chris spent 2 hours picking up some trash, but they said that the park was very clean, they had to hunt for papers and debris. It was a great experience and he is looking forward to the next event! * Audrie shared success with the Alzheimer walk, their were 4 participants, they handed out snacks, put flowers down. It was very well attended with over 1,000 participants. * Audrie also shared success with the Reverse Trick or Treat, the group went as a Winnie the Pooh theme, and Samantha made over 100 treat bags to pass out. |

Employee Engagement:

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| Outstanding Staff Awards 12/09 | * 545 nominations, 300 attendees * Lots of great networking * Many attendees that weren’t on staff senate * Moving to main ballroom next year |
| Holiday Potluck | * 24 RSVP to attend – 22 signed up to bring side / dessert * Come at 1100 if able to help set up |
| Outstanding Staff Senator Award Timeline | * Early Spring timeline – solicit nominations in February * Consider renaming the award, Bobbi Jo stated there was confusion last year when reconciling paperwork * Deferring discussion to January meeting |
| Establishing EEC goals/initiatives for 2024-2025 term | * Fall potluck event, award event in the spring – planning other events? * Staff listening sessions, trivia night – other ideas? * Collaborating with other committees (example: one community committee and community outreach) * Deferring discussion to January meeting |
| Dance Blue Marathon w/ Community Outreach | * BobbiJo to send summary to Charla to share with EEC * Currently in planning phase * Further discussion in January meeting |

HealthCare Advisory:

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| Flu Shot Declination Mask Policy | **•  Policy Update:**   * Rachel Howard from Infection Prevention explained that the respiratory season at UK HealthCare now officially spans October 1 to April 1. * Staff declining the flu vaccine are required to wear masks in all healthcare facilities starting from the flu vaccine deadline (December 1) through April 1. * Masks are required regardless of whether the employee is patient-facing. * Visitors during respiratory season will face restrictions as part of updated guidelines. * Staff who receive the flu vaccine late can upload their documentation to MyChart/Employee Health be exempt from the mask requirement. Supervisors can verify compliance through the Employee Health tracker.     **•  Policy Accessibility:**   * Rachel clarified that the policy is being updated and will be available on the UK HealthCare policy website. Updates include a change in language to reflect the extended respiratory season. |
| Faculty/staff/provider delineation and equal representation of clinical staff | * Amanda introduced a question raised by a staff member about the representation of providers in governance structures.     **Key Discussion Points:**   * Many providers, particularly physicians, hold faculty appointments. Advanced practice providers and residents often do not, creating a gray area in representation. * BobbiJo Allen clarified that all individuals receiving paychecks from UK HealthCare are classified as staff, even if they hold faculty appointments. * Chair Courtney Chafin noted that discussions on representation are ongoing in the Bylaws Committee and emphasized that the Staff Senate represents all staff, regardless of faculty or staff titles. |
| Survey to HealthCare Committees | * Curtis Hudson presented a draft Qualtrics survey intended to identify committees and councils within the healthcare system and their focus areas.     **Key Discussion Points:**   * Members debated the scope and delivery of the survey. Suggestions included targeting department managers or placing a call for responses in the internal communication platform, “The Loop.” * Jan Taylor noted that “The Loop” is typically used for casual polls rather than formal surveys. A more structured distribution method might be necessary if actionable data is required. * Amanda noted the challenge of accessing a centralized hierarchy or contact list within healthcare. Members acknowledged the need for a long-term strategy to build such a resource. * Amanda reiterated the need for a comprehensive list of healthcare committees to understand their scope and whether they address staff-related concerns. * Curtis will share the survey draft in the HAC Teams channel for feedback. The committee aims to finalize survey by January 2025 and launch shortly thereafter. |
| Patient Experience Summary | * Detailed report given from a recent patient about their poor experience * It was discussed that the Office of Patient Experience is the proper department for this to be reported * Amanda noted that enhancing the patient experience aligns closely with HAC’s goals and should be revisited as a recurring topic in future meetings. |

One Community:

* resource list possible work session - Glenn and Justin discuss. Justin suggests working with HR.
* Kevin brings up issue of keeping it updated, especially with the major changes to DEI. Justin suggests simple Program - Contact name - URL, so that it's easy to check. Possible future idea: contacting those groups that they're on our list and provide a form for them to fill out for any future corrections.
* Justin reminds everyone to look at committee idea sheet, to come up with possible work going forward
* Tessa: Wanting to work with Elections about staff senate demographics. If we can't work with them - or they don't have info - then we can try working with HR. Chris Lamour might also have access to the info that we need.
* Markeda brings back up renaming. Task for next meeting: Everyone bring a couple of name suggestions. Justin will also bring it up at the main session asking for suggestions.
* BobbiJo senate announcements: OSAs and Senate Potluck coming up next week.

Public Relations:

Technology:

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| Topic 1  Update on Senate website | * Committee pages are ready when needed * Website Policy – ideas for Jennifer Bridge to begin SOP |
| Topic 2  Bylaws on meeting absences | * Zachary King explained the process in depth * Any suggested changes on Bylaws should be sent to Olivia Ellis |
| Topic 3  Other Committee Updates | * Aaron Gosper would like to join the Tech committee, all Tech Committee members agreeable * Salesforce emails – ZK included in the draft emails for any edits |

University Budget & Finance:

1. New Business
2. Introductions – Jessica Howard

* Committee and University Budget Office team gave a brief introduction for the benefit of individuals sitting in on call.

1. Slideshow Presentation – Angela Martin

* Angela Martin reviewed a presentation given to Board of Trustees in June 2024 that laid out plans for FY 2025 budget.
* General review of KY General Assembly Decisions that played into budget, as well as University’s process of allocation/planning tied to Undesignated General Fund.
* Noted University of Kentucky’s excellence performance in Kentucky Performance Funding Model since metric was implemented in 2018.

1. Questions

* A variety of topics were covered at this point, namely:
* Where the Employee Education Program fit into the budget model.
* The role of the Board of Trustees in developing/approving the budget.
* Methods of approaching questions of staff retention.
* The approach towards staff benefits, particularly with regards to increasing costs in areas such as health insurance.
* The funding source for UK Invests, as well as the possibility of staff eligibility for the program.

1. Plan Moving Forward

* It was decided that UBO should receive invites to remaining FY25 meetings of University Budget and Finance Committee to further educate the Committee in matters relating to budget development/implementation.