

**Staff Senate Attendance Sheet**

Meeting Specifics				
Purpose		Frequency		Senate Chair
Regularly Scheduled		2 <sup>nd</sup> Thursday of every month		Courtney Chafin
Date		Time		Location
2/13/2025		1:00 p.m.		Zoom
Committee				
<input checked="" type="checkbox"/> Chair: Courtney Chafin	<input checked="" type="checkbox"/> Vice-Chair: Marie Marefat	<input checked="" type="checkbox"/> Secretary: Ginni Haynes	<input checked="" type="checkbox"/> Treasurer: Carl Harper	<input checked="" type="checkbox"/> Parliamentarian: Chris Larmour
<input checked="" type="checkbox"/> PC: Bobbi Jo Allen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> James Aaron	<input checked="" type="checkbox"/> Mike Adams	<input type="checkbox"/> Alissa Anderson - unexcused	<input checked="" type="checkbox"/> Tamara Anding	<input checked="" type="checkbox"/> Elizabeth Andrade
<input type="checkbox"/> Whitney Arvin - unexcused	<input checked="" type="checkbox"/> Tiara Ball	<input checked="" type="checkbox"/> Mandy Banahan	<input checked="" type="checkbox"/> Melissa Barger	<input checked="" type="checkbox"/> Kelley Beverly
<input checked="" type="checkbox"/> Amanda Biddle	<input checked="" type="checkbox"/> Shelley Bishop	<input checked="" type="checkbox"/> John Blaine	<input checked="" type="checkbox"/> Kenneth Blair	<input checked="" type="checkbox"/> Elliot Bloomer
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Jennifer Bridge	<input checked="" type="checkbox"/> Leanna Brignola	<input checked="" type="checkbox"/> Cynthia Brown
<input checked="" type="checkbox"/> Amber Bruce	<input checked="" type="checkbox"/> Doug Burgess	<input checked="" type="checkbox"/> Olwen Burton	<input checked="" type="checkbox"/> Chris Carney	<input checked="" type="checkbox"/> Eric Carroll
<input checked="" type="checkbox"/> Destiny Carter	<input checked="" type="checkbox"/> Melissa Claar	<input checked="" type="checkbox"/> Christy Coffman	<input type="checkbox"/>	<input checked="" type="checkbox"/> Alexandra Curtis
<input checked="" type="checkbox"/> Dale Davis	<input checked="" type="checkbox"/> Kevin Duncan	<input checked="" type="checkbox"/> Rebecca Earls	<input checked="" type="checkbox"/> Olivia Ellis	<input checked="" type="checkbox"/> Ryan Farley
<input checked="" type="checkbox"/> David Faulconer	<input checked="" type="checkbox"/> Alexis Fellows	<input checked="" type="checkbox"/> Jonnisa Ferguson	<input type="checkbox"/> Sarah Fitzgerald - unexcused	<input checked="" type="checkbox"/> Kevin Fleming
<input checked="" type="checkbox"/> Samantha Gauthier	<input checked="" type="checkbox"/> Sandra Frey	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Julien Galyon
<input type="checkbox"/>	<input type="checkbox"/> Sheneda Goforth - excused	<input checked="" type="checkbox"/> Beth Goins	<input type="checkbox"/> Aaron Gosper - unexcused	<input type="checkbox"/>
<input checked="" type="checkbox"/> Joseph Hacker	<input checked="" type="checkbox"/> Kelly Hahn	<input checked="" type="checkbox"/> Andrew Hainley	<input type="checkbox"/>	<input checked="" type="checkbox"/> Laura Hall
<input type="checkbox"/>	<input checked="" type="checkbox"/> Charla Hamilton	<input checked="" type="checkbox"/> Kyle Hardesty	<input checked="" type="checkbox"/> Catherine Hayden	<input type="checkbox"/> Joshua Henry - unexcused
<input checked="" type="checkbox"/> Jennifer Hill	<input checked="" type="checkbox"/> Dean Holt	<input type="checkbox"/> Kevin Horn- Pacheco - excused	<input checked="" type="checkbox"/> Amanda Hornsby	<input checked="" type="checkbox"/> Jessica Howard
<input checked="" type="checkbox"/> Curtis Hudson	<input checked="" type="checkbox"/> Audrie Johnson	<input type="checkbox"/>	<input checked="" type="checkbox"/> Terry Keys	<input type="checkbox"/> Zachary King - excused
<input type="checkbox"/>	<input checked="" type="checkbox"/> Brittany Lawrence	<input checked="" type="checkbox"/> Kristen Lawson	<input type="checkbox"/> Sheena Lee - unexcused	<input type="checkbox"/>
<input checked="" type="checkbox"/> Lisa Lockman	<input type="checkbox"/> Amy Lorenzo - excused	<input checked="" type="checkbox"/> Fadyia Lowe	<input checked="" type="checkbox"/> Troy Martin	<input checked="" type="checkbox"/> Heather McAtee
<input checked="" type="checkbox"/> Courtney McCalla	<input checked="" type="checkbox"/> Karen McCann	<input checked="" type="checkbox"/> Pamela McFarland	<input checked="" type="checkbox"/> Amy McHone	<input checked="" type="checkbox"/> Glenn Means
<input checked="" type="checkbox"/> Blazan Mijatovic	<input checked="" type="checkbox"/> Tiffany Miller	<input type="checkbox"/>	<input checked="" type="checkbox"/> Michael Millett	<input type="checkbox"/>
<input checked="" type="checkbox"/> Addison Zane Mills	<input type="checkbox"/>	<input checked="" type="checkbox"/> Krystle Moore	<input checked="" type="checkbox"/> Daniel Naas	<input checked="" type="checkbox"/> Pamela Noble
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Cary Osborne	<input checked="" type="checkbox"/> Komal Pandya	<input checked="" type="checkbox"/> Scott Pappas
<input checked="" type="checkbox"/> Stephanie Peeples	<input checked="" type="checkbox"/> Aaron Pepper	<input checked="" type="checkbox"/> Monica Perez	<input type="checkbox"/>	<input checked="" type="checkbox"/> Tessa Pinkerton
<input checked="" type="checkbox"/> Brooke Poe	<input checked="" type="checkbox"/> Kayla Powell	<input type="checkbox"/> Cory Qualls - unexcused	<input checked="" type="checkbox"/> Covetta Ramey	<input checked="" type="checkbox"/> Tiffany Randolph
<input type="checkbox"/>	<input checked="" type="checkbox"/> Lucas Redmond	<input checked="" type="checkbox"/> Stephen Reed	<input type="checkbox"/>	<input checked="" type="checkbox"/> Ben Rice

<input type="checkbox"/> Ritchelle Ruiz - unexcused	<input checked="" type="checkbox"/> Stefan Schagane	<input type="checkbox"/> Sydney Shields - unexcused	<input checked="" type="checkbox"/> Carol Simpson	<input checked="" type="checkbox"/> Scott Sorrell
<input checked="" type="checkbox"/> Tymory Stanton	<input checked="" type="checkbox"/> Hardin Stevens	<input checked="" type="checkbox"/> Andrea Strassburg	x Justin Sumner	
<input checked="" type="checkbox"/> Erin Tigges	<input checked="" type="checkbox"/> Madeline Trudeau	<input checked="" type="checkbox"/> LaTanya Walker	<input checked="" type="checkbox"/> Allison Walters	<input checked="" type="checkbox"/> Keisha Wells
<input checked="" type="checkbox"/> Hailey White	<input type="checkbox"/> Johnna Wilford - unexcused	<input checked="" type="checkbox"/> Alice Williams	<input checked="" type="checkbox"/> Stephen Williams	<input checked="" type="checkbox"/> Kendria Willis
<input checked="" type="checkbox"/> Elijah Wilson	<input checked="" type="checkbox"/> Laurel Wood	<input type="checkbox"/> Sandy Wooton Gay - excused	x Misty Wright	x Markeda Yarbrough
<b>Ex Officios, Visitors and Standing Guests</b>				
<input type="checkbox"/> President Eli Capilouto	<input checked="" type="checkbox"/> EVPFA Eric Monday	<input checked="" type="checkbox"/> Trustee Dave Melanson	<input type="checkbox"/> Provost Robert DiPaola	<input checked="" type="checkbox"/> Melissa Frederick, UK HR
<input type="checkbox"/> Catie Lasley, UKHR	<input type="checkbox"/> SGA President:	<input type="checkbox"/> Faculty Senate Chair:	<input checked="" type="checkbox"/> Frederick Martin	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			

Agenda Topics Covered		
Task ID	Agenda Item	Presenter/Facilitator
1	Call to Order/Approve Minutes	C. Chafin
2	President's Report	E. Monday, Co-EVPFA; EVPFA
3	Staff Trustee Report	D. Melanson
4	Guest Speaker	Frederick Martin – AVP Human Resources, UK HealthCare
5	Officer Reports	
6	Committee Reports	
7	Items from the Floor	
8		
9		

Action Items		
Item	Assigned to	Due Date

Notes	
Topic	Discussion
1. Call to Order/Approve Minutes	<ul style="list-style-type: none"> <li>The meeting was called to order at 1:04 PM.</li> <li>The January meeting minutes were approved.</li> </ul>

<p>2. President's Report</p>	<p><input type="checkbox"/> Federal Relations &amp; Legislative Updates</p> <ul style="list-style-type: none"> <li>• Mark Birdwhistle and his team are in Washington, D.C., engaging policymakers on NIH guidance, specifically regarding indirect costs.</li> <li>• Indirect costs help fund debt service, research buildings, compliance functions, and research initiatives benefiting Kentucky and beyond.</li> <li>• The legislative assembly is actively considering over 100 bills that could impact the university. The team continues to advocate for the institution and monitor legislative developments.</li> <li>• Updates on federal relations and executive orders can be found on the President's website.</li> </ul> <p><input type="checkbox"/> Leadership &amp; Search Updates</p> <ul style="list-style-type: none"> <li>• Tim Slocum has joined as the new Chief Operations Officer and Senior VP of UK Healthcare, finalizing the leadership team. He comes from a Tennessee health system.</li> <li>• The law school dean search is nearing completion, with candidates presented to the campus.</li> <li>• The College of Education dean search is in its final stages, with an announcement expected soon.</li> </ul> <p>The university's health plan is under review with assistance from Aon Consulting. Feedback has been gathered, and changes are expected for fiscal year 2026. Adjustments will include price increases for some options and a lower-cost option. UK HR and other units will provide presentations and updates as part of the regular review cycle.</p>
<p>3. Staff Trustee Report</p>	<p>The February Board of Trustees meeting, the first of 2025, will take place next Thursday and Friday in the Harris Ballroom of the Student Center.</p> <ul style="list-style-type: none"> <li>• Schedule: <ul style="list-style-type: none"> <li>○ Thursday: Committee meetings begin at 1:00 PM and run through the afternoon.</li> <li>○ Friday: Committee meetings resume in the morning, followed by the full Board of Trustees meeting, likely concluding early to mid-afternoon.</li> <li>○ This Thursday afternoon start is a newer schedule adjustment to accommodate attendees traveling from western Kentucky.</li> </ul> </li> <li>• Attendance &amp; Participation: <ul style="list-style-type: none"> <li>○ Meetings are open to the public. Those interested can reach out to attend.</li> <li>○ The speaker welcomes attendees and is happy to connect during breaks.</li> </ul> </li> <li>• Meeting Materials: <ul style="list-style-type: none"> <li>○ The agenda documents should be available soon.</li> <li>○ The speaker will review them and provide updates if there are any significant matters requiring feedback.</li> </ul> </li> </ul>

<p>4. Guest Speakers:</p>	<p><b>Introduction by Frederick Martin (AVP of UK Healthcare)</b></p> <ul style="list-style-type: none"> <li>• Shared his background in healthcare and higher education, including his role at UVA.</li> <li>• Emphasized the importance of organizational transformation, with a focus on people.</li> <li>• Highlighted UK Healthcare’s commitment to patient care and workforce development.</li> <li>• Predicted significant growth for UK Healthcare, including the addition of 5,000 new staff over the next 3-5 years.</li> <li>• Prioritized HR transformation, employee retention, and reducing reliance on temporary labor ("travelers").</li> </ul> <p><b>Key Points from Martin’s Presentation:</b></p> <ul style="list-style-type: none"> <li>• <b>Growth Strategy:</b> UK Healthcare is expected to transform significantly in the next 3-5 years with plans to hire thousands of new staff.</li> <li>• <b>Talent Retention:</b> His team focuses on attracting and retaining talent, with plans to convert temporary staff (travelers) into full-time employees.</li> <li>• <b>Infrastructure Improvements:</b> Recognized the need for better systems and processes to support staff efficiency and development.</li> <li>• <b>Career Growth and Mobility:</b> Martin encouraged staff to pursue career mobility for growth emphasizing both lateral and vertical growth opportunities.</li> </ul> <p><b>Q&amp;A Highlights:</b></p> <ul style="list-style-type: none"> <li>• <b>Travelers/Temporary Labor:</b> <ul style="list-style-type: none"> <li>○ During COVID, temporary staff became critical, but the goal is to reduce reliance on them.</li> <li>○ Converting travelers to full-time staff when possible is a priority due to their financial burden.</li> </ul> </li> <li>• <b>Career Ladders vs. Career Vitality:</b> <ul style="list-style-type: none"> <li>○ Martin introduced the concept of career vitality—encouraging both lateral and vertical growth.</li> <li>○ Suggested developing flexible growth paths within departments to retain and reward staff.</li> </ul> </li> </ul>
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- Compensation and Market Analysis:
  - HR conducts annual market surveys to ensure competitive pay within the 50th percentile locally and regionally.
  - Non-monetary factors like career development and organizational culture are emphasized as key retention

Challenges with Job Titles:

- Concerns were raised about job titles misaligned with market standards, leading to difficulties in recruitment.
- Emphasis on aligning job titles and descriptions with industry standards to ensure internal promotions and ease of hiring.

Concerns and Suggestions from Senate Members:

- Staffing Shortages and Burnout:
  - Cynthia Brown (Surgery Dept.) raised concerns about ongoing staff shortages and burnout, particularly in specialized roles.
  - Suggested creating a float pool of Medical Assistants (MAs) and Licensed Practical Nurses (LPNs) to address shortages.
- Career Advancement:
  - Brooke Poe (Practice Manager) shared concerns about limited career growth within her department, and Martin encouraged evaluating personal career aspirations, even if it may require moving departments.
- Career Counseling:
  - Senator Aaron proposed offering career counseling as a benefit, and Melissa Frederick confirmed that HR has hired their first career counselor for the organization.

Follow-Up Items for HR:

1. Float Pool Feasibility:
  - Evaluate the creation of a float pool for Medical Assistants (MAs) and Licensed Practical Nurses (LPNs) to address staff shortages in surgery and other departments.

	<p>2. Career Pathways:</p> <ul style="list-style-type: none"> <li>○ Explore the development of career ladders or career vitality programs to provide growth opportunities for entry-level staff without the need for title changes.</li> <li>○ Assess feedback on career counseling services and consider expanding the program.</li> </ul> <p>3. Staff Retention and Burnout:</p> <ul style="list-style-type: none"> <li>○ Continue addressing burnout by ensuring adequate staffing levels, particularly in specialized and high-demand areas.</li> <li>○ Explore strategies to retain staff, including career development and non-monetary benefits.</li> </ul> <ul style="list-style-type: none"> <li>● Job Titles Alignment: <ul style="list-style-type: none"> <li>○ Review job titles and descriptions to ensure alignment with industry standards to improve internal promotions and hiring processes.</li> </ul> </li> <li>● Market Compensation: <ul style="list-style-type: none"> <li>○ Conduct ongoing market analyses to ensure competitive compensation without overinflating salaries and focus on non-monetary retention factors such as career growth and work environment.</li> </ul> </li> <li>● Continue Engagement with Senate: <ul style="list-style-type: none"> <li>○ Collect feedback from Staff Senate members to inform HR policies and improvements.</li> <li>○ Provide regular updates on staffing, recruitment, and career development initiatives.</li> </ul> </li> </ul>
<p>5. Officer Reports</p>	<p>Chair:</p> <ul style="list-style-type: none"> <li>● The need for staff counselors to support employees in navigating their career paths. This issue came up in a discussion I had last week with the leadership of employee affinity groups. Melissa Frederick, Frederick Martin, and Takia Talbert were all present, along with several others. During our conversation, we considered how to effectively communicate available resources to staff. As members of the Staff Senate, we are well</li> </ul>

aware of these resources, but for those who aren't involved, how can they easily access this information?

- How can we, as the Staff Senate, do a better job of ensuring staff are aware of available resources? The Chair wants to hear your ideas on how we can improve access to this information. We all know that if we want to take classes, we go to the EEP website—but beyond that, how do we know what other resources are available to all staff? We would like to find better ways for us to advocate for staff and keep them informed.
- We started working on a website to consolidate important information, including salary databases, so employees could easily access details about positions, salaries, and career mobility. Since salary information is public, we worked to secure access through the library system, allowing staff to research and understand compensation trends when considering new roles.. What we truly need is a centralized HR portal that categorizes all resources—wellness, healthcare, career development—so staff don't have to search across multiple sites or departments
- How do employees count when they're also students receiving EEP benefits? We know that departments and colleges are reimbursed for enrollment and graduation, but in what categories do employees fall within that system? One challenge for the university is that many employees using EEP don't fill out the FAFSA. Because of this, important demographic data isn't captured, and employees miss out on potential financial aid, including Pell Grants, federal student loans, and state assistance. This issue is especially significant for first-generation students who may not be aware of these opportunities. To address this, we've discussed the idea of setting up an advisory or educational plan specifically for employees returning to school—essentially providing a guidance counselor-style process to help them navigate their options. This could be something HR incorporates into a larger employee resource portal, creating a clear starting point for staff interested in continuing their education. Step one could be filling out the FAFSA, ensuring that employees maximize their financial aid while also helping the university secure additional funding. By improving education around these resources, we can support employees in their academic and career goals while also benefiting the university as a whole.

Vice Chair:

Our March speaker will be Chief Monroe, who will provide a security update. If you have any questions you'd like him to address in his presentation, please send them to me by March 6, one week before our main body session on March 13. Also, if you're ever wondering who is scheduled to speak to us this year, our IT Committee added the speaker schedule to the Staff Senate webpage under the "Senate Meetings" heading. You can always check there for the latest updates!

Secretary:

Please make sure to sign in today—there should be at least one version of the sign-in sheet circulating. On the screen, you'll see an updated list of resignations since July. I did miss one—Amy Jones—so please note that addition. This is an update

from last month's version. Regarding the minutes, only a couple of committees submitted consent agenda items. Committee chairs and secretaries, please send me bullet points if you'd like your agenda items included for review before our meetings. Also, we have several members who are currently at risk due to absences. We'll likely be sending out friendly reminders in the next week, so just a heads-up. If you'd like to check your attendance status before then, feel free to email me, and I'll be happy to provide an update!

Treasurer:

We have roughly \$12,000 left in our operating budget. The key takeaway is that each committee has its own budget to use as needed—whether that's for supporting one another with a lunch or purchasing necessary equipment or supplies. To keep track of expenses, there is an authorization form that should be completed as part of our standard process. This helps ensure we know what's being spent and allows me to keep everything up to date.

Parliamentarian:

*Primer on Parliamentary Procedure*

I wanted to take a moment to go over some parliamentary procedure basics. According to our bylaws, if we don't have a specific rule outlined in our bylaws or SOPs, we default to Robert's Rules of Order for guidance. It's a big book with tiny print, but the key thing to remember is this:

Parliamentary procedure is a tool to help us, not a barrier to productivity.

To make things easier, I just pinged everyone in Teams with a cheat sheet that I shared last month. This sheet outlines different procedural actions you can take, including:

- Points of Information
- Points of Parliamentary Inquiry
- Points of Personal Privilege
- Points of Order

Take a look at the sheet when you have a chance, and let me know if you have any questions!

We will be going a little more in depth into some of this stuff at our EC Meeting, talking a little more about the structure of point of information at the EC meeting, on March 27, at 1:00 pm.

6. Committee Reports

Professional Development:

We recently launched our mentorship program, and while we have a great number of mentees, we're still in need of more mentors -about 30 more at this time. A mailer



	<p>will be going out soon, but I wanted to put out a call to all of you. If you're able to volunteer as a mentor or know someone who would be a great fit, please encourage them to sign up. A link to sign up will be sent via email soon. Also, just a reminder: you do not have to be a Staff Senator to participate. This opportunity is open to all staff with a .75 FTE or greater.</p> <p>Community Outreach:</p> <p>We are officially one month away from our DanceBlue Mini Marathon. Date: March 12<sup>th</sup>, location: Wethington Building, time: 11 AM – 3 PM, How to participate: join us in person or virtually!</p> <p>For those unfamiliar, DanceBlue is a student-run organization that fundraises year-round for the Hematology and Oncology Clinic, culminating in a 24-hour dance marathon. Our Mini Marathon is a Staff Senate initiative that serves as a stepping stone in supporting their efforts—but don't worry, we won't be dancing for 24 hours! Just a few hours of fun and fundraising on March 12th.</p> <p>We need <b>your</b> help to ensure strong participation! Please spread the word to your constituents and encourage them to join. If anyone from my working group has anything to add, feel free to jump in! Let's make this a great event!</p>
<p>7. Items from the Floor</p>	<ul style="list-style-type: none"> <li>• The purpose of a consent agenda is to avoid having each committee give a full report during the meeting, which can take up a lot of time. Instead, it allows us to highlight key points from each committee's work, so you still know what's happening, but in a more efficient format. If you look at the minutes, most of the committee updates are now just a few bullet points—outlining what was discussed, action items, and any other key takeaways. I encourage you to review the minutes regularly to stay up to date on committee activities. If you're a committee chair, I recommend ensuring that your committee's consent agenda items are submitted. The idea is to reduce the length of the minutes, which, in the past, could become a "book" of detailed reports that no one has time to read. Now, the minutes should be a brief, easy-to-read document that gives us a good snapshot of what's happening across all committees. This improves communication and keeps us all on the same page. If you're in a committee and want to help your chair prepare these items, or if you're a secretary and want to assist with organizing them, feel free to collaborate! The goal is to streamline our meetings while ensuring we stay well-informed.</li> <li>• We now have a communications policy in place for our committees. While "enforcing" might not be the right word, we want to ensure that the communications we send out are effective, accurate, and timely. This also gives our PR committee the time it needs to review, design, and prepare materials for distribution on our socials. Additionally, they're working with the Tech Committee to ensure the website is updated and any tech needs—like Qualtrics forms—are met. To keep things efficient, if there are Salesforce announcements that need to go out, please make sure the necessary information is sent to the Chair and the Program Director in a timely manner. Since Salesforce only allows for two logins, it's important to give us enough lead time to properly design and send these announcements.</li> </ul>

	<p>It's not like sending a regular email; certain data elements need to be in place, and it takes time to create these Salesforce communications.</p> <ul style="list-style-type: none"> <li>• We've got Employee Appreciation Day coming up in May, and things are already in the works for it. The T-shirt designs have been counted and tallied. As a reminder with our communications policy in place, if you need the PR committee or Tech team's help, or if you need something sent out via Salesforce, make sure you route it through the tab. Committee chairs have access to the Qualtrics form in Teams, so please utilize that for transparency as we continue to evolve our processes and policies here at Staff Senate. We've finalized the T-shirt design winner, but we're holding off on the announcement for now since it still needs to go through UK Branding and Legal first.</li> </ul>
8. Adjournment	2:13 pm, Motion by Senator Adams with a 2 <sup>nd</sup> by Senator Harper.