University of Kentucky
Staff Senate

Staff Senate Attendance Sheet

Meeting Specifics		
Purpose	**Frequency**	**Senate Chair**
Regularly Scheduled	2nd Thursday of every month	Courtney Chafin
Date	**Time**	**Location POT Room 1835**
3/13/2025	1:00 p.m.	Zoom

Committee				
☒ Chair: Courtney Chafin	☒ Vice-Chair: Marie Marefat	☒ Secretary: Ginni Haynes	☒ Treasurer: Carl Harper	☒ Parliamentarian: Chris Larmour
☒ PC: Bobbi Jo Allen	☐	☐	☐	☐
☐ James Aaron - excused	☒ Mike Adams	☒ Alissa Anderson	☒ Tamara Anding	☒ Elizabeth Andrade
☐ Whitney Arvin - unexcused	☒ Tiara Ball	☒ Mandi Banahan	☒ Melissa Barger	☒ Kelley Beverly
☒ Amanda Biddle	☒ Shelley Bishop	☐ John Blaine - unexcused	☒ Kenneth Blair	☒ Elliot Bloomer
☐	☐	☒ Jennifer Bridge	☐ Leanna Brignola - unexcused	☐ Cynthia Brown - excused
☒ Amber Bruce	☒ Doug Burgess	☒ Olwen Burton	☒ Chris Carney	☒ Eric Carroll
☒ Destiny Carter	☒ Melissa Claar	☒ Christy Coffman	☐	☒ Alexandra Curtis
☒ Dale Davis	☐ Kevin Duncan - unexcused	☒ Rebecca Earls	☒ Olivia Ellis	☐ Ryan Farley - excused
☐ David Faulconer - unexcused	☒ Alexis Fellows	☒ Jonnisa Ferguson	☒ Sarah Fitzgerald	☒ Kevin Fleming
☒ Sandra Frey	☒ Julien Galyon	☐	☐ Samantha Gauthier - excused	☒
☐	☒ Sheneda Goforth	☐ Beth Goins - excused	☒ Aaron Gosper	☐
☒ Joseph Hacker	☒ Kelly Hahn	☒ Andrew Hainley	☐	☒ Laura Hall
☐	☒ Charla Hamilton	☒ Kyle Hardesty	☒ Catherine Hayden	☐ Joshua Henry - unexcused
☒ Jennifer Hill	☒ Dean Holt	☒ Kevin Horn-Pacheco	☒ Amanda Hornsby	☐ Jessica Howard - excused
☒ Curtis Hudson	☒ Audrie Johnson	☐	☒ Terry Keys	☐ Zachary King - excused
☐	☒ Brittany Lawrence	☒ Kristen Lawson	☐ Sheena Lee - unexcused	☐
☒ Lisa Lockman	☐ Amy Lorenzo - excused	☒ Fadyia Lowe	☒ Troy Martin	☒ Heather McAtee
☒ Courtney McCalla	☒ Karen McCann	☒ Pamela McFarland	☐	☐ Glenn Means - excused
☒ Blazan Mijatovic	☒ Tiffany Miller	☐	☒ Michael Millett	☐
☒ Addison Zane Mills	☐	☒ Krystle Moore	☐ Daniel Naas - excused	☐
☐	☐	☒ Cary Osborne	☒ Komal Pandya	☒ Scott Pappas
☒ Stephanie Peeples	☒ Aaron Peffer	☒ Monica Perez	☐	☒ Tessa Pinkerton

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☒ **Brooke Poe**	☐ **Kayla Powell - excused**	☐ **Cory Qualls - unexcused**	☒ **Covetta Ramey**	☒ **Tiffany Randolph**
☐	☒ **Lucas Redmond**	☒ **Stephen Reed**	☐	☒ **Ben Rice**
☐	☒**Stefan Schagane**	☐ **Sydney Shields - excused**	☒**Carol Simpson**	☒ **Scott Sorrell**
☐ **Tymory Stanton - excused**	☒ **Hardin Stevens**	☒ **Andrea Strassburg**	x **Justin Sumner**	
☒ **Erin Tigges**	☒**Madeline Trudeau**	☒ **LaTanya Walker**	☒ **Allison Walters**	☒**Keisha Wells**
☒ **Hailey White**	☒ **Johnna Wilford**	☒**Alice Williams**	☒ **Stephen Williams**	☒ **Kendria Willis**
☐ **Elijah Wilson - unexcused**	☒ **Laurel Wood**	☒ **Sandy Wooton Gay**	**Misty Wright - excused**	x **Markeda Yarbrough**
Ex Officios, Visitors and Standing Guests				
☐ **President Eli Capilouto**	☐ **EVPFA Eric Monday**	☒ **Trustee Dave Melanson**	☐ **Provost Robert DiPaola**	☐ Melissa Frederick, UK HR
☐ Catie Lasley, UKHR	☐ SGA President:	☐ Faculty Senate Chair:	☒ **Joe Monroe**	☐
☐	☐			

Agenda Topics Covered		
Task ID	**Agenda Item**	**Presenter/Facilitator**
1	Call to Order/Approve Minutes	C. Chafin
2	Guest Speaker	Joe Monroe, UK Chief of Police
3	Staff Trustee Report	D. Melanson
4	Officer Reports	
5	Items from the Floor	

Action Items		
Item	**Assigned to**	**Due Date**

Notes	
Topic	**Discussion**
1. Call to Order/Approve Minutes	• The meeting was called to order at 1:06 PM. • The February meeting minutes were approved.
2. Guest Speaker	He has been in law enforcement for 33 years and our Chief of Police for the past 19 years. The UK Police Department has grown significantly over the past decade, now with 87 sworn officers, 13 dispatchers, and nearly 100 healthcare security officers. The department is supported by over 31 civilian and administrative staff.

Key specialized units include:

Special Victims Unit: Handles interpersonal crimes like sexual assault and includes a sergeant, detective, and victim advocate who works closely with campus resources.

Community Affairs Unit: Located in the Student Center, focuses on outreach, training (e.g., active shooter and sexual assault), and crime prevention through environmental design.

Critical Response Canine Program: Features Hudson, a therapy dog used to reduce stress and support crime victims.

Flex Unit: Composed of investigators and detectives who handle various crimes (e.g., auto theft, cybercrimes) and adjust schedules for special assignments and events.

Security Technology Group (STG): A non-sworn team focused on security-related technology like surveillance cameras and access control systems. They manage critical tech infrastructure that supports campus safety.

Crisis Management and Preparedness: Often referred to as emergency management, this group creates emergency response and action plans. They also manage the Emergency Operations Center and coordinate disaster relief efforts, like the response to the Eastern Kentucky flooding. They lead training on scenarios like active aggressors.

Access Control & Operations Center: The department can initiate a near-instant campus lockdown—within 3 seconds—using access control technology in case of an active threat.

Campus Safety Mission: The department's core mission is ensuring a safe and secure environment for everyone on campus. Over $20 million has been invested in safety enhancements, including cameras, lighting, and emergency phones.

Shared Responsibility: Safety is emphasized as a community effort—students, faculty, and staff are encouraged to be proactive and report suspicious behavior.

Response Times: The average response time to priority incidents is around 90 seconds, which has helped in quickly de-escalating potentially dangerous situations.

Ongoing Security Enhancements: The UK Police Department continually evaluates and improves campus security in response to incidents. For example, after an off-campus shooting near Cane's last semester, patrols in that area were increased to enhance safety.

Camera Coverage: The university now has over 4,000 security cameras across campus and healthcare facilities. These provide situational awareness and are valuable investigative tools.

Event Management: A dedicated team manages security for campus events, especially those involving guest speakers or controversial topics. They conduct background checks and assess potential threats to ensure appropriate staffing and protection, while also safeguarding First Amendment rights.

Central Kentucky Information Threat Analysis Center: A newly established unit that works closely with the FBI and Secret Service to assess and investigate potential threats to campus. Though they operate behind the scenes, they play a key role in evaluating individuals who may pose risks.

Emphasis on Training: The department strongly prioritizes continuous training to stay updated on best practices nationwide. This includes: De-escalation techniques to resolve situations without force. Specialized training on interacting with individuals who have cognitive disabilities, such as autism or traumatic brain injuries, to ensure respectful and effective communication.

Crisis Intervention & Mental Health Response

The UK Police Department emphasizes **Crisis Intervention Training (CIT)** to help officers recognize and respond to individuals experiencing mental health crises, which are increasingly common among students.

Security Enhancements

Metal Detector Pilot Program: Started in the healthcare facilities (e.g., Good Samaritan Hospital) with plans to expand across all healthcare locations in coming years.

Increased Patrols & Contract Security: Following an incident on North Campus in October, patrols have increased, especially around bars, residence halls, and parking garages.

Parking Enforcement: Measures are in place to deter non-campus visitors from misusing student parking garages, particularly on weekends.

Community Collaboration

Working with **Lexington Police** and **local businesses** to share information and address late-night crowd issues, especially after discovering some businesses (e.g., Cane's) stay open until 2–3 a.m.

Technology & Real-Time Response

Security Operations Center: A new center is being developed to provide enhanced real-time monitoring.

Live Body Camera Feeds: Officers' body cameras now stream live to the operations center, providing real-time situational awareness to commanders.

Drone as First Responder (DFR) Program: Drones can be remotely launched from campus and arrive on-site in under 50 seconds, sending live video to the operations center.

Future Use: Includes delivering emergency supplies to isolated areas, like during recent flooding in Eastern Kentucky.

SafeZone App (Coming Soon)

Replacing the current LiveSafe app, SafeZone will offer all existing features (e.g., virtual escorts) plus **new enhanced safety tools**.

Currently in the **pilot phase** with plans to roll out across campus.

Emergency Response Training

UKPD **trains annually** with Lexington Police, State Police, and federal partners.

	A **full-scale active shooter drill** took place at White Hall (May last year), simulating realistic conditions to **stress test** emergency response across agencies. All officers are trained as **tactical medics**, equipped with trauma kits to **stabilize critical injuries** before EMS arrives. Example: Officers used medical gear to **resuscitate a train accident victim**, prolonging his life enough to reach the hospital. **Active Aggressor Training** Three formats offered: **Online module** via MyUK. **Custom in-person sessions** scheduled by request with the Community Services Bureau. **Campus-wide training seminars**. Uses **Avoid, Deny, Defend (ADD)** strategy—also known as **Run, Hide, Fight**. **UK Alert System** Reserved for **emergency notifications** such as: **Weather closures** **Gas leaks, fires, or active threats** Alerts are sent through: **Phone calls**, **text messages**, **laptops**, and **desktops** **Campus message boards** **Blue emergency phone towers**, now upgraded to **display alerts visually and audibly** Although usage for emergency calls is low (~3%), they now serve a broader communication purpose. **Crime Bulletins (Timely Warnings)** Issued in compliance with **federal Clery Act requirements**. Designed to **inform the campus community of an ongoing threat**. **Encouraging Situational Awareness** Community members are strongly encouraged to **report any suspicious behavior or activity**. Multiple ways to report: Call **859-257-UKPD** (or **#UKPD** from a mobile phone). Fast reporting allows UKPD to **quickly respond and address potential threats**.
3. Staff Trustee Report	Thank you, Senator Carney and Parliamentarian and Dj. Laramor, for their dance. Blue staff faculty and staff dance mini Marathon yesterday. I enjoyed going over for a little bit yesterday afternoon, thanks to everyone who helped out from the Senate. It's a very, it's 1 of my favorite days of the year, and I just appreciate all of you who did that. And I hope some people online or in person, got to dance a little bit and enjoy the afternoon. So thank you. All who took part in that

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Board of Trustees Meeting Summary (Feb. 20–21, 2025)

Human Resources & University Relations

- Employee Branding Campaign:
    - New visibility efforts across social media (e.g., Facebook) featuring UK employees.
    - Aims to reinforce UK as a "Great Place to Work."
    - Many colleagues featured—great morale boost and fun to see familiar faces!
- UK Healthcare Workforce Strategy:
    - Updates provided on efforts to recruit and retain healthcare staff in a very competitive job market.
    - Much of this content aligns with what Staff Senate heard recently from Frederick Martin.

Athletics Committee

- Name, Image, and Likeness (NIL):
    - Ongoing changes in collegiate athletics — NIL is reshaping opportunities for student-athletes.
    - Major shifts anticipated in 2025; trustees being kept informed by Mitch Barnhart and Athletics leadership.
- Basketball & Rifle Updates:
    - Basketball teams entering post-season play — excitement around tournament seeding.
    - Rifle Team is hosting the NCAA National Championships at Memorial Coliseum.
        - Last time UK was scheduled to host was in 2020, but it was canceled due to COVID-19.

Finance Committee

- Charitable Gifts & Donations:
    - Significant donations accepted to support:
        - Endowed professorships
        - Student scholarships
        - Capital campaigns
    - Donations benefit multiple departments and units across the university.

Healthcare Committee

- Access to Care:
    - Advocated for better access to clinical care, particularly for employees and their families.
    - Concerns shared about long wait times in some clinics.
        - Markey Cancer Center praised for excellent access.

	o These questions were posed directly to UK Healthcare leadership.
	o Feedback was well-received by trustees and attendees — underscores the power of staff voices reaching the Board.
	
	Campus Operations Recognition
	
	• Winter Storm Response Recognition:
	   o President Capilouto publicly acknowledged staff who worked during severe winter weather.
	      ▪ UK Healthcare, PPD, Police, and Emergency Ops all highlighted.
	   o Emphasized the importance of keeping campus running safely for students and essential healthcare services.
	
	This recognition was called the highlight of the meeting — a powerful moment of appreciation for staff dedication.

4. Officer Reports	Chair:
	I did want to let everyone know that myself, along with Mike Adams, Olivia and John Gent have been meeting with Dr. Eric Monday, and we are looking at the level of commitment for the chair role going forward. So, as we know, Faculty Senate is recently developed and they have a certain percent of effort that their chair is committed. It's much lower than that of the Staff Senate. Currently Staff Senate Chair is 50% effort. So we are meeting. And we we had a really good meeting I have to say on Monday. It's going to lead to other ones good in the sense that it was productive. I won't say that it was what I wanted, what other people wanted. But there's been communications been started so I will keep you all abreast. I'm keeping this very transparent so that you all know what discussions are going on as the chair for future chairs of our body.
	
	Administrative Regulations Update: Olivia Ellis.
	
	Shout-Outs & Gratitude
	
	• A huge thank you was extended to the Bylaws Committee: Mike Adams, Alyssa Anderson, Elizabeth Andrade, Tierra Ball, Amanda Biddle, Cal Hahn, Courtney McCullough, Erin Tiggs, and Madeleine Trudeau.
	• Thanks also went to officers for their support and involvement without overstepping, and to former committee members who had to step away.
	• Everyone who appreciates the work is encouraged to thank the committee directly.
	
	Timeline Overview
	
	• Current Step: Informal draft of the Staff Senate Administrative Regulation (AR) has been sent out for quick feedback.
	• Next Steps:
	   o March 18: Formal draft shared for broader review.
	   o March 31 – April 4: Committee reviews feedback and potentially finalizes the draft for a vote.

- o Goal is to send final AR to the President for approval.
- Deadline: July 1 — an AR must be finalized and approved by then.

Clarifying Terms ("Alphabet Soup")

- GR (Governing Regulations) – Top level, approved by Board of Trustees.
- AR (Administrative Regulations) – Mid-level, approved by the President.
- OR (Operating Regulations) – Internal procedures (previously SOPs), managed and maintained by the Staff Senate.
- ARs contain broad policies; ORs include more detailed procedures (like Senator removal processes).

Key Proposed Changes

1. Eligibility:
   - o Remove the "3-month continuous employment" requirement.
   - o Raise the minimum FTE from 0.5 to 0.75, aligning with HR's definition of full-time.
   - o This is a compromise with the administration, who preferred 1.0 FTE.
2. Supervisor Approval:
   - o A formal approval form will be required.
   - o The new language clarifies that participation is paid and does not require use of leave or makeup time.
3. Senator Removal Process:
   - o Moved from AR to OR.
   - o Anyone can request a Senator's removal.
   - o The Executive Committee (EC) will review first; if valid, it goes to the full Senate for a vote.
   - o Ensures fairness and due process.
4. Filling Vacancies:
   - o New flexibility to hold special elections outside of regular cycles, particularly useful when multiple seats are vacated in one sector.

Final Notes

- The AR draft is still subject to feedback and potential changes, including from administration.
- The process is meant to be transparent, and all are encouraged to ask questions and participate.
- Not every suggestion may be accepted, but all input is valued.

Duties of Senators

Senators are elected to represent the staff from their respective areas, but also have a responsibility to consider the broader interests of all university staff. You're expected to:

- Speak up about concerns unique to your department or division.

- Consider the wider impact of decisions that affect all staff.
- In certain roles (e.g., hiring or rules committees), you may be asked to set aside local interests and represent all staff in a more universal capacity.

This language is designed to clarify expectations and make our roles more effective and inclusive.

Chair – Term of Office

- Chairs are elected for one-year terms.
- They may serve up to two consecutive years.
- After two years, they must take a break before running again.
  - Example: If someone serves 2024–2025 and 2025–2026, they must step down in 2026–2027 but could run again in 2027–2028.
- If there are no other candidates, exceptions may be considered via a special election.

Additional Officers

- Previously, the bylaws listed all officer roles and responsibilities in detail.
- The proposed change simplifies this by listing current officers and allowing the Executive Committee (EC) to create new officer roles as needed.
  - These may be temporary or permanent, depending on Senate needs.
  - This increases flexibility in leadership and allows us to adapt to evolving responsibilities.

Meeting Agenda – Items from the Floor

- Currently, "Items from the Floor" appears on every agenda.
- The proposal removes it as a standing item.
- Instead:
  - If time allows and there is a motion or interest, the Chair may open the floor at the end of a meeting.
  - If we finish the agenda early, we may adjourn without additional discussion.
  - Announcements or items needing time on the agenda should be submitted to the Chair before the agenda is finalized, especially if time-sensitive.

Time-Sensitive Voting

- Informal votes (e.g., via Qualtrics) may be held when a decision is needed before the next meeting.
  - These must be ratified at the next full Senate meeting.
- In urgent situations, the Executive Committee may meet (formally, not asynchronously) to vote on behalf of the Senate.
  - This is rare and reserved for emergencies or vital business.
  - Maintains operational continuity while respecting Senate process.

Voting Methods

- No major changes—just clarifications.
- Roll call votes can still be used, but to prevent intimidation, they now require a request from a significant number of Senators.
- Default remains anonymous voting unless otherwise determined.

Committees

- Simplified language: Committees are formed around areas of primacy (per Governing Regulations) and operational needs.
- A new committee proposal must include:
    o Purpose
    o Leadership or structure
    o Timeline
    o Deliverables
    o Justification

The Executive Committee will review and approve proposed new committees.

- Clarification: Senators must serve on a standing committee (not ad hoc only).

Amendments to the AR

- Amending the Administrative Regulation (AR) requires a more deliberate and structured process than amending bylaws.
- Any voting member can propose an amendment, but must include context and rationale.
- The EC reviews the proposal:
    o If approved, it appears on the next agenda for a first reading (discussion only).
    o It returns for a second reading, when it can be voted on.
- A three-quarters vote is required for passage.
- If it fails, it cannot be reintroduced for one year.
- If passed, it is forwarded to the President, who may approve, veto, or suggest edits.
- Proposals can be retracted by the original sponsor at any point in the process.

Vice Chair:
Just my normal monthly reminder, our speaker for the month of April is going to be Steve Ivey. It's our annual benefits presentation that we receive as Staff Senate, and his title is HR Communications Director. So should anyone have questions prior to the meeting up until a week before you can send them to me and I'll send them his way. But after a week before it's a little too close, and you could just ask him in person.

	Secretary:
	If you are in person, please make sure that you have signed the signup sheet that was going around. If are online, we have a report that generates for that.
	This slide is basically showing you the updated resignations, for this calendar year.
	One quick comment on if you're online, if you are with multiple people, or if when he joined, your name was not your name. Please send an email to the staff. Send an email, letting us know what it would look like in Zoom, because we don't go watch the entire meeting to see if you change your name. It pulls whatever was initially set.
	Treasurer:
	It's really just to give you an overview of what we've spent to date.
	all that is just the register to show you what we've spent so far, and the check mark there and the clears mean it's actually cleared. The others is what we're getting ready to spend in the way of of the Senator swag, which are going to be vests, and then go to the next slide.
	you see, the budget total of we have $9,000 and change remaining, and then the the little screenshot above just shows where the strategic initiatives and the Senator setup is basically where the most recent purchases or purchase will be coming out of ultimately.
	Parlimentarian:
	We had what I thought was a good training at the Ec. A couple of weeks ago to go over some parliamentary procedures for chairs.You can find that document in the general channel, go to files at the top, and then go to the Parliamentarian folder. You'll see that parliamentary procedure for the chairs document. I'm also working based on some of the feedback that I got at that meeting on what I'm calling an emergency kit, so kind of the more difficult things that might come up in meetings and how to handle those both from a chair perspective. And I'm also I'm probably gonna do 2, 1 from the chair perspective, one from a attendee perspective. So if you say, Oh, shoot, how do I handle? Because, you know, the chair has gone off the agenda, and I want to make sure we stay on the agenda, which you know it is a formal document we keep to the agenda. It will give you kind of a quick reference of how to do that. More than you know, beyond just the general points of order, points of information, that kind of thing. So I've got 3 pages of notes that I took from that meeting, and I hope to have that ready for our next EC. In 2 weeks
5. Committee Reports	One Community:
	The One Community Committee recently met and shared some updates. Chafin and the speaker met with Ukhr and employee affinity group leaders. Azetta Beatty will be the new HR liaison to the employee affinity groups (EAGs) and has been given a standing invite to the committee's monthly meetings. She will also extend the invitation to EAG leadership to encourage regular participation. The committee is working on a consolidated community resources list, including UK and external resources like those

from the library. They are still finalizing their official name and welcome suggestions — team members and Markita, who is leading this effort, are open to ideas.

HAC:
There was no official meeting this month, but an update was provided following a meeting with Lance Broeking from Parking. He shared plans for the new parking garage, expected to open in July, which will add 245 reserved spots and 261 core parking spots for healthcare workers. Existing reserved and core parkers will have the opportunity to move closer, which will free up other spots and potentially create more availability in employee and periphery areas. Lance expressed interest in keeping the committee updated and using it for feedback on future parking changes.

University Infrastructure:

The purpose of our committee is to ensure the long-term sustainability, functionality, and efficiency of the university's physical and technical infrastructure. We focus on issues related to campus safety, transportation, emergency preparedness, and technology integration.

Recent Activities & Updates

1. Traffic Safety & Campus Mobility
We've been actively addressing growing concerns at the intersection of *Hugh Avenue and Rose Street*, particularly the challenges of safely making a left turn into the clinic area. Many drivers experience delays of 4–5 light cycles, with risks of near misses involving pedestrians and other vehicles. To support our advocacy for improvements—like a dedicated green arrow and cycle timing adjustments—a traffic study is underway, supported by drone footage and dashcam evidence to illustrate the problems clearly.

2. Emergency Response Language Updates
We are working to refine the language used in emergency response protocols to ensure clarity and consistency for all employees. In addition, we've sought clarification around the *Plan B staffing policy*, especially regarding remote employees.
We're proposing a shift from the current term "designated employees" to a clearer categorization system (Plan A, Plan B, Plan C, Plan D), which would help staff better understand their roles during emergencies. We expect to submit this recommendation soon.

3. Integrated Workplace Management System (IWMS) Project
The IWMS project is one of the most significant infrastructure initiatives currently underway. It goes beyond a simple software update—it's a

	complete transformation of how we manage campus operations. For years, fragmented systems and redundant data entry have caused inefficiencies in work orders, maintenance, and facilities planning. IWMS aims to consolidate these processes into one enterprise-level system, increasing efficiency, accountability, and financial oversight. We recognize the valid concerns about past technology rollouts that failed to meet operational needs and led to frustration and higher costs. This committee is proactively engaged to help ensure IWMS is different. By integrating IWMS with the SAP modernization effort, we are helping ensure alignment across all university departments, directly supporting the President's strategic vision. Our committee has committed to active oversight and collaboration, including: - Receiving regular updates. - Providing feedback based on our collective experience and constituent input. - Advocating for transparency throughout the rollout. - Applying lessons from past implementations. The impact of this system will be far-reaching—affecting Facilities Management, IT, Finance, Administration, and Healthcare. Success is critical, because a failed rollout would only increase administrative burden, workarounds, and frustration.
6. Items from the Floor	N/A
7. Adjournment	3:22 pm, Motion by Senator Adams with a 2nd by Senator Harper.