

UP Senate Meeting Minutes

Tuesday, March 19, 2019, 9:00 – 11:00 a.m. RSC Room 262

In Attendance: Camille Childers, Julie Scott, Ellen Abbey, Deb Wagner-Kirmer, Sally Fiscus, Lydia Santiago, Jeanne Patton, Heather Perkins, Kayla Jasso, Rebecca Relling, Trish Gandu, Brad Thomison, Alison Babb, Lainie Mazzullo

Guest Attendance: Matt Houston (USS President)

Call to Order

Announcements or proposals - None

- I. Updates from last meeting – Student Services Assessment Committee volunteers – Senate recommendation to add this as a regular UP University Committee. Student Services Assessment Committee headed up by Kaye Monk-Morgan. Krysti Carlson-Goering and Kayla Jasso will be the UP-Senate representatives.

Motion to add as a permanent committee by Camille – Second by Jeanne Patton – this will be added to committee list.

- II. Feedback from senators on HR policy drafts
 - a) Support on Nursing Mothers – a map of accessible restrooms and lactation rooms is available online. Policy draft includes providing adequate time for travel without penalty to the employee if the employee needs to travel to another location to access a lactation station. Employees are allowed to use break times, lunch time and/or flex time to cover time away from desk/work. Supervisor and employee should discuss if extra time is needed. If extended time is needed, vacation or comp time could be used. Questions from senators - Is there a time limit or recommendation as to how much time should be used or should be it be based on a case by case issue? Could HR be a mediator with the supervisor and the employee and have a minimum amount of time within the policy? Or have a line that says, if necessary, the employee could reach out to HR for help with this if employee or supervisor is uncomfortable with the subject?
 - b) Personnel Files – who stores these records – who keeps notes that aren't part of the personnel records? HR keeps all records including notes. Who defines what is permanent and what isn't, what belongs in the file and what doesn't. HR has a list of what is part of a personnel file and what isn't. Everything is sent to HR and they will sort out what goes in the file and what doesn't. New supervisor needing information on a current employee, but nothing is left in the office from the last supervisor? New supervisor should call HR for information. Medical related documentation such as employee who is off sick for 4 days and brings back a note - that note should be sent to HR. Medical information is kept in separate file from employment information.

- c) Whistleblower – looking at doing two different ways to list resources on the last page. One is to have a hotline setup that someone can call or looking at doing a grid of contact resources. If the hotline is setup then the grid would be removed from the policy.
 - d) Emeritus Status – Does apply to staff as well. No other comments.
 - e) Other updates – HR is working on updating 5 policies per semester. Drafts will be given to the senates at the beginning of each semester. There will be 5 policies to work on over the summer.
- III. Unified Employment task Force update – Jeanne Patton – the task force has come to agreement on all the items we were tasked with except for one final one, which is to be discussed at the next meeting on March 21, 2019.
- IV. Task force on combining UP and USS Senates – Camille Childers - Open Forum on April 1st RSC 233 from 2:30 – 4:00 PM to gather input from other UP and USS employees. Asking for feedback on what issues people are concerned about, what should be considered on this decision, and what the common goals should be. Let the people decide if they what to combine the two senates so both feel they have representation at the table. One of the things that have been talked about is what would a combined Senate look like? How to create it to work for both Senates. Decision would be made by a vote later this semester.
- V. Spring General Meeting – Camille Childers - Proposed date May 14, 2019^h from 3:00 - 4:30 PM – If you have any suggestions on what you would like to have discussed, please send suggestions to Camille. Current suggestions on topics/speakers - would like to have someone discuss the direction of our leadership, what the plan might be now that the student referendum was not passed, and an update from Zach Gerhart on legislative issues.
- VI. Committees Updates and Discussions:
- a) Awards – Kayla Jasso – Award winners for the UP Senate Distinguished Service Awards are as follows: Corey Herl, Justin Rorabaugh, Carmen Hytche, and Grady Landrum for the Wayne Carlisle Award.
 - b) Communications Committee – Julie Scott – Open Forum announcement will be coming out.
 - c) Elections – Camille Childers – nominations have been received waiting to hear back from the nominee’s as to whether they accept the nomination. Elections will be April 1 – 12.
 - d) Library appeals – Rebecca Reilling - have not met.
 - e) RSC Board of Directors – Ellen Abbey - Chillers have been installed and budget approved.
 - f) Traffic – Ellen Abbey - nothing to report
 - g) Parking – Ellen Abbey - event parking very busy as well as regular parking
 - h) Professional Development Committee – no update
 - i) UPS Council Meeting – Julie Scott – nothing further on survey that was supposed to go out. Some have received an email invite for the survey, some have not. Survey came

about from a discussion starting last year in the KBOR USS Presidents council. Concerns were expressed on raises or incentives due to cost of insurance going up and employee satisfaction as well. The survey is coming from Docking institute so that it is unbiased. Data will be collected in April with a goal of being able to present outcomes from the survey at the May 2019 KBOR meeting. The email with the survey link is coming from Mike Walker and goes through the Docking Institute.

Each of the Regent Schools will be hearing back from KBOR on the maternal/paternal leave policy and timeline for when each campus want to implement this policy. Looking at how will this be covered within campus budgets.

- j) AOC Meeting – Sally Fiscus – nothing to report.
 - k) Service – nothing to report
 - l) Updates from campus meeting – PET - SGA fee process ongoing now. Discussed the maternal/paternal policy. Legislative update – state budget discussions on going. Strategic Planning Committee – no updates. Town hall coming up on May 2nd.
UP & USS meeting with HR - nothing to report
Budget Advisory Committee – nothing to report
- I. Upcoming events – UP/USS staff open forum discussion on combining senates 2:30-4:00 PM April 1, 2019 RSC 233 Santa Fe room.

UP/USS combined Senate meeting 9:00 – 11:00 AM April 16, 2019 RSC 266

Spring General UP meeting **SCHEDULED** for 3:00 – 4:30 PM May 14, 2019 HH 208

Motion to Adjourn