

Bellarmine University
Staff Council Meeting Minutes
March 18, 2020

Ms. Calene Baldwin called the meeting to order at 11:00 am and explained that the February minutes would be reviewed at the April Staff Council meeting. She then welcomed Dr. Sean Ryan and Mr. Bob Zimlich to the meeting.

Dr. Ryan gave an update on the proposed updated vacation policy. He said that the policy was very well presented and that Dr. Donovan has approved most of the proposal that the Staff Council had presented. Human Resources will be adding the new guidelines to the staff handbook, and all staff will now be eligible to receive two personal days. The proposal of having vacation days rolled over was not accepted. Dr. Ryan also said that he would be communicating to staff members weekly. He asked Staff Council to reach out to each department to ask what concerns staff might have. Staff Councilors will send any questions they receive to Ms. Baldwin, and she will compile the list and forward it to Dr. Ryan so he can address the concerns. Dr. Paul Gore is in communication with the faculty daily, and Dr. Helen-Grace Ryan is communicating daily with the students. Dr. Ryan also asked staff to keep to a minimum the amount of time they on campus and to work from home if possible. Dr. Donavon said that Bellarmine's operating hours are 9am-4pm, and although most buildings are open, some will have different hours.

Mr. Bob Zimlich then commented on the roll over policy not being approved. If staff members carry over vacation, then the auditors will make Bellarmine claim those hours as a liability, which would end up costing the University around \$200,000. Because vacation/sick/personal days are front-loaded, employees might end up owing the University money if their employment is terminated either by themselves or the University. A question was asked about those employees who are not able to use all of their allotted vacation time. Mr. Zimlich responded that he was not aware of that happening.

Staff Council nominations will go out next week to the departments with vacancies. Staff Council will continue as normal and try to keep everything on schedule.

If Staff Council has any concerns that Dr. Donovan needs to address, those should go through Ms. Angela Rone.

Ms. Abigail Walsh commented that she hoped staff members could receive the updated vacation policy information quickly so staff could benefit from positive news being released during this challenging time.