

Bellarmine University
Staff Council Meeting Minutes
November 20, 2019

Ms. Calene Baldwin called the meeting to order at 11:00 am and asked if there were any amendments to October's Staff Council meeting; no amendments were requested and the minutes were approved.

Ms. Baldwin provided an update that the University Cabinet had accepted the Council's proposal to extend the Thanksgiving break. Ms. Baldwin indicated the request to close the University was supported by the Faculty Council; it was mentioned the closure would affect the Accelerated Nursing program, so Ms. Baldwin reached out to Dr. Nancy York, Dean of the School of Nursing, to discuss how to accommodate similar request in the future without affecting Accelerated Nursing. It was also discussed that future correspondence announcing requested closures of the University should include the phrase "upon request from the Faculty and Staff" to show collaboration and support by faculty for these initiatives.

Ms. Angela Rone reported the proposal to add staff representation to the Board of Trustees cleared the University Cabinet and was provided to the Nominating Committee of the Board of Trustees for review and discussion at the December 3rd meeting. If approved by the Committee, the proposal would go to the full Board for approval on December 4.

Ms. Rone also asked for the Council's feedback regarding the creation of Staff Assembly meetings as a way for information to be more widely shared to the University staff by University and Council leadership. It was determined a standing time for these meetings would be proposed at the January Staff Council meeting.

Ms. Baldwin requested volunteers to attend the Faculty Council meeting on December 4. Faculty Council Chair Dr. Dave Porta had invited members of Staff Council to attend the meeting to discuss the University's Bias Incident Reporting Process. Emily Brock and Lee Williams volunteered to attend the meeting on behalf of Staff Council.

Ms. Emily Prucien and Mr. Lee Willingham shared their findings on the University's Leave Policy and proposed amendments to the policy. Research presented by Willingham indicated Bellarmine was one of the few institutions who did not allow employees to rollover a set amount of vacation from one fiscal year to the next, nor was Bellarmine's accrual process for additional days as beneficial as the policies of researched institutions. In response, Ms. Prucien and Mr. Willingham proposed the following:

- Elimination of Grades 1 – 10 and instead have two categories: Employees and Senior Administrators.
- Proposed Policy: Employees earn 10 vacation days during their first year of employment and one additional day per year thereafter – maximum of 22 days. Senior Administrators (Academic Deans, Associate Deans, AVPs, Cabinet) would receive 22 days per year immediately upon employment (unchanged from current policy).
- Rollover maximum of 40 vacation hours to next fiscal year. Any vacation hours that are rolled over shall not be paid out at the time of separation from the institution.
- Addition of three personal days for regular, full-time staff to use for personal business, religious observance, emergency situations, or family needs.

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Ms. Emily Brock, Ms. Leah Downs, Ms. Emily Prucien and Ms. Abigail Walsh shared their findings on the University's operating hours and employee work week. Review of other institutions in our region suggested many institutions operate offices from 7:00 am to 7:00 pm, where as Bellarmine operates from 8:00 am – 5:00 pm (with extended hours as necessary). The following proposed policy is based on the flexible work week implemented at Butler University:

- With approval from a supervisor and Human Resources, an individual who has been employed at the institution for 12 months of continuous regular employment could request flexible work options for a three month period and then request to renew the alternative work option.
- Option 1: Compressed Work Week (i.e. 40 hours worked Monday – Thursday from 8:00 am – 7:00 pm with a one-hour lunch).
- Option 2: Flexing of an employee's starting and stopping time Monday through Friday (i.e. 40 hours worked Monday – Friday from 9:00 am – 6:00 pm with a one-hour lunch).
- Option 3: Working full work days in a remote location via telecommunication.

After discussing, it was determined the Council would make their primary focus the improvement of the University's Leave plan as outlined above. Additional data and consideration of implementation and "Grandfathering" of current staff will need to be conducted.

Ms. Baldwin ended the meeting thanking everyone for their time.

In attendance:

Brian Atkinson
Calene Baldwin
Emily Brock
Leah Downs
Kristin Earls
Chris Golden
Bryan Hamann
Walter Parker
Emily Prucien
Angela Rone
Tammy Uchida
Abigail Walsh
Lee Willingham