

Bellarmine University
Staff Council Meeting Minutes
September 18, 2019

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

Abigail Walsh:

Update on the Ad Hoc Committee for Policies and Procedures/Bylaws. They have looked at the Faculty Council by-laws and spoke with them about their policies. At this time, the Faculty Council is also in the process of updating their by-laws. They are also looking at other universities to see how we compare. The committee is looking at the roles of each person on Staff Council, specifically looking at the role of Advisor to get a clear definition. In addition, is our representation equitable or do we need to increase the size of Staff Council? Possibly using a ratio instead of a specific number from each department.

Kristin Earls update on Faculty/Staff Christmas Party:

The dates for the party could either be Friday, December 13th or Sunday, December 15th. Would we have more participation if the party were right after work versus being on a Sunday? Kristin is going to check with Faculty Council to see if they have any issues with the party being on Friday.

Additional days off: Calene sent this e-mail to President Donovan:

Staff Council recently met to discuss opportunities to bolster staff morale and voted to propose an increase to the University's Thanksgiving and Winter breaks this year. This proposal would ask for the currently established breaks to be increased to the following:

- Thanksgiving Break would be inclusive of Wednesday, November 27
- Winter Break would be inclusive of Thursday, December 19
- One "floating holiday" day would be given that must be taken either during the month of December 2019 or January 2020 at the discretion of the employee and their supervisor (for example, if a staff member would like to extend their Thanksgiving break to include Monday, December 2; or, if they would like to extend their Winter break and take off either December 18 or January 3, etc.)

We appreciate your consideration of this proposal. Please let me know if there are any questions I can help answer.

Employee Benefits “Wish list”

Staff Council formed a committee to look at vacation and sick leave policies, a second committee to look at a flexible work-week, and a third committee is looking at equity among Exempt vs Non-Exempt employees.

This includes: looking at flexible in/out time (7:30-4:00 or 8:30-4:30); looking at possibly a 35 hour workweek but keeping a 40 hour week pay; the equity between Exempt and Non-Exempt; rolling over vacation time (1 week per year); possibly reinstating share pools; seeing what other universities offer; and, looking at why different grade levels earn more vacation in less time worked.

In attendance:

Brian Atkinson
Calene Baldwin
Emily Brock
Kim Connell
Leah Downs
Jeremy Doyle
Kristin Earls
Chris Golden
Bryan Hamann
Sara Keiper
Walter Parker
Emily Prucien
Angela Rone
Abigail Walsh
Lee Willingham