

Bellarmine University
Staff Council January Meeting
 Meeting Minutes

January 20, 2020

<i>Present:</i>	Calene Baldwin, Cynthia Lally, Dominique Clayton, DJ Mitchell, Elaine Surdyke, Emily Neuhauser, Emily Brock, Jacqueline McNatt, Julie Benvie, Kent Jennings, Lee Willingham, Abigail Walsh, Shawn Snapp, Shelby Bosi, Emily Prucien, Leah Downs, Kayla Williams, Chris Cooper, Chris Golden, Angela Rone, Kristin Earls, and Dawn Jewell
<i>Not Present:</i>	N/A
<i>Next meeting:</i>	February 17th at 11 am on Microsoft Teams

1. Meeting called to order at 11:00 a.m.
2. Approval of minutes from October 21, 2020.
 - a. Emily Brock motions to approve, second by Abigail Walsh.
3. DJ Mitchell provides an overview of the Bellarmine University DEI Endorsement
 - a. How it would be approved, implemented, and promoted
4. Angela Rone: Policy Approval Process
 - a. Make sure that you create a proposal and take to the appropriate committees
 - b. Once support has been given, we would give the proposal to Sean Ryan
 - c. If Sean Ryan approves and once revisions are finalized, the proposal would be sent to Dr. Donovan.
 - d. If necessary, the proposal would then be sent to the Board of Trustees
5. Emily Prucien & Lee Willingham: Flexible Work Week Policy
 - a. Added additional benchmark institutions to support proposal
 - b. 99% of reviewed benchmark institutions offered some sort of flexible schedule to exempt and non-exempt employees
 - c. Not as many offered telework prior to the pandemic but did offer other options for flex-time
 - d. Reviewed and discussed the drafted proposal with Staff Council
 - e. Next Steps: Finalize draft with benchmark data and then present to Faculty Council, DEI, Resource Management Committee
6. Communications Committee Website Update
 - a. Working so that Emily Brock has access to Staff Council email address
 - b. Shelby Bosi working to get anonymous submission link added so that staff can submit proposals/concerns
7. Leah Downs Proposes Staff Nominations
 - a. Staff would have the opportunity to nominate a few staff members each month for recognition/appreciation in BU Today and/or through social media
 - b. Nominations could be submitted through our website and then Staff Council would vote

c. Leah Downs to work with Shelby Bosi on possible wufoo form for submissions

8. Meeting commenced at 12:00 pm.