

Bellarmine University
Staff Council August Meeting
Meeting Minutes

October 21, 2020

<i>Present:</i>	Calene Baldwin, Cynthia Lally, Dawn Jewell, Dominique Clayton, Elaine Surdyke, Emily Neuhauser, Emily Brock, Jacqueline McNatt, Julie Benvie, Kent Jennings, Kristin Earls, Lee Willingham, Abigail Walsh, Shawn Snapp, Shelby Bosi, Emily Prucien, Chris Cooper, Leah Downs, Kayla Williams
<i>Not Present:</i>	Angela Rone, Christopher Golden
<i>Next meeting:</i>	November 18 th at 11 am on Microsoft Teams

1. Meeting called to order at 11:05 a.m.
2. Approval of minutes from September 16, 2020.
 - a. Emily Brock motions to approve, second by Dawn Jewell.
3. Lilly Massa-McKinley and Sarah Rohleder discussed the proposed volunteer policy for staff.
 - a. 4 hours of volunteer time per month – 6 days total for fiscal year
 - b. This would be tracked separately in timekeeping system and would use MobileServe app to track and confirm time.
 - c. Aligns with Strategic Plan, *Tradition & Transformation*
 - d. Any time would need to be preapproved by supervisor
 - e. Staff Council to approve before moving to Faculty Council. If supported, proposal would then go to HR, Cabinet and the Board of Trustees before being added to the Staff Handbook.
4. Committee Updates
 - a. Emily Neuhauser to help provide the Communications Committee with editing rights to Staff Council webpage to make updates.
 - b. Emily Brock to work with IT to create group email chains and then will delegate to Communications Committee to oversee.
 - c. Community Engagement Committee announced that there wouldn't be a university holiday party. Gift being sent to faculty/staff in place of party. The Committee proposed a Week of Wellness alternative that they will discuss as possible, additional support to employees. They are also reviewing and working to create a Staff Council Newsletter.
 - d. Employee Affairs and Benefits Committee is reworking the drafted flexible work policy. Update to come for the January Staff Council meeting.
5. There will be no Staff Council meeting in December.
6. No update on the "work from home" appeal Angela Rone had discussed at last meeting.
7. Meeting commenced at 11:55 am.