\*\*DRAFT\*\*

**University Staff Committee Meeting Minutes**

September 8, 2022 / 1:00 PM – 2:30 pm

Galbraith room

**Members Present**: **Sherry Craig*,* Mary Henderson, Carol Kinsley*,* Loki Lott*,* Laura McClure, Michele Oakes-Cisler, Jenni Wagner, Heather Spencer**

**Members Absent: Bob Grieshaber, Jean Hrpcek, April Puryear**

**Call to Order:**  1:06 pm by Carol Kinsley

**Meeting Minutes Approval for August 11, 2022**

Loki Lott motioned to approve, Mary Henderson seconded. Minutes approved.

The minutes will be sent out via email shortly after the meetings. Items needed for meetings will be sent out via email and attached to the meeting invitation.

**Budget Update**

Full budget has been uploaded to the fund. We have approximately $14,000 for Professional Development.

**University Staff Professional Development Event**

We confirmed the event will take place on Thursday, January 19, 2023. Sherry Craig will reach out to KEPRO to schedule the in-person training – The Five Buckets Principle.

**Emeritus**

The Emeritus status for Diane Tentuta was fully approved. We should double check to make sure HR is aware of that.

Additional discussion about the process and what the benefits of Emeritus status are took place. Laura McClure and Mary Henderson will inquire with a few people that they know, and Jenni Wagner will contact Diane Tenuta. Sherry Craig will look into other governance groups Emeritus process and benefits.

**Sub-Committee Assignments**

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| --- | --- | --- | --- |
| **University Staff Subcommittees - 2022/23** | | | |
|  |  | **Main** | **Alternate** |
| 1 | Elections | Michele/Laura |  |
| 2 | Distinguished Service Awards | Loki/Jean/Sherry - Lead, everyone else helps choose | |
| 3 | Regent's Excellence Awards | Sherry/Mary | Loki, Jean |
| 4 | Professional Development Funds | Jenni/Jean/April | Laura |
| 5 | Christmas tree set-up/take-down | Bob/everyone else help decorate | Jenni, Heather |
| 6 | Ask Me Event | Michele/Heather/Laura/April |  |
| 7 | Website development/upkeep | Loki/Heather |  |
| 8 | Bylaws update | Jenni/Mary | Michele |
| 9 | Professional Development Event | Carol/Heather/Michele/Sherry |  |
|  |  |  |  |
|  | Two people per committee with everyone signing up for at least one. | | |

**ASAP25**

Brief discussion about the ASAP25 email. Primary focus of the discussion was staffing numbers and retention.

**Volunteer Hours Policy**

Nobody was aware that this was happening. Seems to be a new policy. We agreed that it is a nice benefit to have. Staff need to fill out a VTO form and have supervisory approval. This is different than the policy for participating on various campus committees. (Some committee members were familiar with this but Jenni Wagner mentioned that she could not find it recently.)

**Promotions/Reclassification Policy**

Discussion took place regarding the policy, as well as salary and hiring issues. Please review the policy in more depth for the meeting next month.

**Benefit Fair**

University Staff can have a table at the fair. Could include a handout of the committee and what we do.

**New Business**

Sherry Craig and Carol Kinsley will be attending the upcoming governance training/orientation.

**Adjournment:**

Laura McClure motioned to adjourn, Michele Oakes-Cisler seconded. Meeting adjourned.

Minutes submitted by: Jenni Wagner, Secretary