

PED Meeting: February 21, 2019**Members Present:** Cathy Buckley, Jared Neal, Kathy Brashear, Patti Williams, Candace Allen, Martin Brown, David Schlaegel**Invited Senator(s) Present:** Marian Vasser, Vice Chair Staff Senate**Invited Guest(s) Present:** Dan Durbin, Vice President & CFO and Mark Watkins, Sr. Assoc. VP, Business Services**Policy Notification Procedure to Staff Senate:** See attached**Reinstate UBM Meeting:** Mr. Durbin will meet with the LFOs to determine how they are communicating with their UBMs. Goal is to have strong lines of communication between LFOs and UBMs. Currently on HSC, Ms. Carter, LFO, has regular meetings with the UBMs. Would like to see something like this implemented on Belknap. Also discussed is the need for training. This issue affects everyone from the Deans to the UBMs. Training is a good professional development tool, which can lead to employee growth and promotion within the University.**Simplify method for paying tuition for grad students:** Item Type is causing delay. Mr. Durbin will look into this.**Update on HRAC minutes being presented at monthly staff senate meeting:** There are currently 4 staff senators on HRAC. Patti Williams has volunteered to take minutes. Patti will send draft of these minutes to the other 3 staff senators on HRAC and John Elliot for review. Once approved, Patti will submit to Staff Senate Coordinator to have attached to the monthly agenda.**Cell Phone Policy:** PED to review**Action Request:** See below**Policy and Economic Development Committee Action Requests**

Requested By	Topic	Action Taken	Resolved
January 2019 (3 Requests)			
Staff	More Staff Senate meetings on HSC	Determine breakdown of HSC/Belknap senators – take this % breakdown and apply to monthly staff senate meetings. Approved by EC at 1/28/19 meeting.	Yes
Staff	Telecommuting Policy Status	CB responded – still in Office of Compliance – 2/18 emailed Rhonda Bishop - 2/21 Dan Durbin agreed to look into, 2/27 saw Dan – hasn't spoken to Rhonda – but will	
Mentor	Committee member assignment	Forwarded to C&N	Yes
February 2019 (4 Requests)			
HRAC	Review of changes to RIF Policy	Officers & PED reviewed – HR was in violation labeling RIFd employees as leave of absence in order to save the RIFd employee the 2% COBRA charge. HR has revised the RIF policy to reflect this change. This will go into effect February 2019. Employees RIFd prior to February 2019 will not be affected.	Yes
Staff	Rumor UL and Tennessee company has purchased Jewish Hospital	Checked with JS - Not accurate	Yes
Staff	UL selling new Pediatric Novak building to Norton	Checked with JS – Not accurate	Yes
PED	New Policies/Changes to existing policies	PED created procedure for policy originator offices to notify Staff Senate when new policy or changes to existing policy considerations are being discussed. Procedure approved by EC and CFO office. PED will reach out to all offices that create/change policies.	Yes

February PED Minutes Approved: February 26, 2019

Obtaining Staff Senate Input on New Policy or Change to Policy

Procedure:

- When there is discussion regarding implementing a new policy or making changes to an existing policy, a designee from the Originator office shall notify the Staff Senate Chair asking for input from the Staff Senate.
- The Staff Senate Chair will present this notification to the Executive Committee (EC) and the EC will make the decision whether the policy should be distributed to the entire Staff Senate body for input or if review from the Executive Committee is all that is needed.
- If it is decided that the entire staff senate should provide input, the Staff Senate Support Coordinator will create a Survey Monkey and distribute through the Staff Senate listserv.
- Chair of the Policy and Economic Development Committee (PED) will have access to this survey to review results.
- PED committee reviews these results and provides recommendations to EC.
- With approval from the EC, the Chair of the Staff Senate will send this review to the designee from the Originator office.
- Once final version of policy has been completed by Originator office, it will be sent to the Staff Senate Chair. Staff Senate Chair will present to the EC.
- The Originator office designee or PED Chair to present policy at the General Staff Senate meeting.
- PED to keep track of policy progress and implementation date.