I. Approval of SPR Meeting Minutes from 9/21/09 meeting:
   Committee Approved. *10/19/09

II. Parental Leave Discussion:
    SPR Chair/Senator Lisa London has spoken with Staff Senate Chair Brent Fryrear by e mail. The Parental Leave recommendation that passed at the last meeting of Full Staff Senate has gone forward to Administration. (Kim Mafett, Larry Owsley and the Provost.)

    *NOTE: Lisa London will keep SPR Committee updated as she receives further information.

III. Update on Morale Recommendation...(for one time leave over the holidays):
    SPR Chair/Senator Lisa London is waiting on communication from the Provost Office.
    Senator Libby Davis stated that she spoke with Karen Howe and that the Provost is in the process of drafting an e mail. It is anticipated the e mail will come out later this week.
IV. **Update on Bereavement Leave – (change in wording of policy):**
SPR Chair/Senator Lisa London stated that it is her understanding this change has reached the Provost, as well. This being because it was sent forth with the above mentioned Employee Morale Recommendation. She stated that she spoke with Staff Senate Chair Brent Fryrear about this and he admitted that a better system is needed to check status of future items SPR/Staff Policy Review Committee presents to the Administration.

*NOTE:* Each Committee member is encouraged to share ideas on how we can better communicate with Administration on future recommendations.

V. **Changes to Shared Leave – submitted for approval (changes that have been held up in human resources):**
SPR Chair/Senator Lisa London distributed hard copies of changes to entire Committee.
SPR Vice Chair/Senator Sandra Kelly reviewed the changes that were recommended over a year ago with the committee, pointing out the reasoning behind some of the changes that were made.

Senator Kelly stated that since she has now served on the *Shared Leave Committee* for over a year, she has a better understanding of the way the application process for shared leave hours works and that some of the changes that were recommended a year and half ago should not be implemented.

Senator Suzanne Galbreath, who also currently serves on the *Shared Leave Committee*, proposed that the Staff Policy Review Committee draft a “checklist/worksheet” for the Supervisor of an employee applying for shared leave hours. The receiving dept. supervisor would fill out the worksheet and return to HR and the *Shared Leave Committee*.

This would be to make certain the applicant has not previously abused leave. The information contained on the worksheet would also be helpful to the *Shared Leave Committee* to make a better informed decision when granting hours from the leave pool.

All Staff Policy Review Committee members were in agreement for the creation of this worksheet. The Committee agreed there are many discrepancies in the Shared Leave Program.

SPR Vice Chair/Senator Sandra Kelly stated her main concern is the lack of a licensed Physician or Nurse serving on the Shared Leave Committee with the 2nd main concern being the abuse of the leave pool.

*NOTE:* SPR Committee voted to “table” the Shared Leave revisions, for now. Each Committee member will send ideas for the “checklist/worksheet” to SPR Chair/Senator Lisa London. Lisa will also send out the link to the full policy for the committee to review.

SPR Vice Chair/Senator Sandra Kelly will make noted changes to revision sheet.
VI. **Family Friendly Policy recommendation – Adoption friendly policies & assistance:**
SPR Chair/Senator Lisa London shared information that she has received from UofL employees that have adopted in the past and stated that it seems UofL is already “adoption friendly.” The one thing that is lacking is financial assistance. Lisa suggested that the University could perhaps do something similar to the University’s PC Loan Program for adoptive families to offset some of their expenses.

Senator Libby Davis stated she liked the idea of the PC Loan program versus simply “giving” financial assistance. Her concern being that this recommendation would only impact a small minority of individuals and since employees have not received a raise in two years they would not be as receptive.

Senator Beth Hobson agreed that *loaning* money, versus *giving* money would be better received.

*NOTE: SPR Chair/Senator Lisa London will e mail data/research she has gathered, to the SPR Committee, for their review. Senator Suzanne Galbreath agreed to look into the UofL PC Loan Program and find out how they funded the start up when the program was first implemented. She will report back to Committee by e mail.*

VII. **Other discussion:**
Senator Libby Davis suggested that in upcoming months the SPR Committee look over the “Redbook” and recommend pieces to revise.

SPR Chair/Senator Lisa London distributed copies of the President’s “Recommendation to Board of Trustees concerning Values Statement, Code of Conduct and conflict of Interest Policies.” The recommendations were already sent forth and have been approved. However, Staff Senate Chair Brent Fryrear wants SPR Committee members to look over recommendations since the order of these recommendations going through Staff Senate first, were overlooked.

*NOTE: Any comments on Board of Trustees recommendations send to Lisa London.*

**Meeting adjourned 4:20 p.m.** 

*Respectfully submitted Staff Policy Review Committee*