

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

February 21, 1994

MEMORANDUM

TO: All Staff Members
FROM: Staff Advisory Council
SUBJECT: Minutes from Meeting of February 17, 1994

Members Present:

Ms. Cathie Bryant	Ms. Anna Highland
Ms. Judy Craft	Ms. Denise Huffman
Mr. Mike Dale	Ms. Sharon Young
Dr. Jim Heck	Mr. Robert Upchurch

Also Present:

Dr. Sandra Webb, Director of Continuing Education

Members Absent:

Mr. Mike Wallace
Ms. Pat Widmann

1. Dr. Heck discussed the progress of the Leadership for the '90s series. He indicated that the Leadership for the '90s Task Force is exploring ways in which the program could be broadened to include more staff involvement. Dr. Webb gave a presentation concerning options for including additional staff in Leadership for the '90s.
2. Ms. Craft requested that Mr. Dale clarify the vacation/sick day policy. Mr. Dale outlined the key points of the University's vacation/sick day policy. He also mentioned that policy manuals were available in the following locations: Helm Library, Downing University Center Information Desk, Garrett Conference Center Information Desk, Facilities Management, and Public Safety.
3. Ms. Young inquired about the personal computer loan program. Dr. Heck reported that the program was initiated to support faculty research. The intent of the program was to enable a faculty person to take out a loan through the University in order to purchase a home computer. Dr. Heck indicated that he will inquire about the possibility of expanding this program.

4. Ms. Bryant inquired about the status of the Salary Committee's report. Dr. Heck indicated that three faculty members have been employed by the University to offer an assessment of classified staff salaries. Their report should be completed shortly.
5. Ms. Bryant inquired about the staffing at the Office of Human Resources. Mr. Dale reported that an evaluator has turned in his report to the University, and this report is currently being reviewed.
6. Ms. Highland distributed a memo regarding emergency battery-powered lighting for University buildings. Dr. Heck indicated that he will forward this concern to Mr. Kemble Johnson, Director of Facilities Management.
7. Ms. Craft offered an update on the possibility of having a staff member on the Board of Regents.
8. The next meeting is scheduled for Thursday, April 21, 1994, at 9 a.m. in the Regents Room.

JCH:clk

cc: Dr. Thomas C. Meredith

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

April 28, 1994

MEMORANDUM

TO: All Staff Members
FROM: Staff Advisory Council
SUBJECT: Minutes from Meeting of April 21, 1994

Members Present:

Ms. Cathie Bryant	Ms. Denise Huffman
Ms. Judy Craft	Ms. Sharon Young
Mr. Mike Dale	Mr. Robert Upchurch
Dr. Jim Heck	Ms. Pat Widmann
Ms. Anna Highland	Mr. Mike Wallace

1. Ms. Highland inquired about the University's policy on smoking in University vehicles. Dr. Meredith indicated that University vehicles should be smoke free. He also indicated that he would send a memo out to that effect.
2. Mr. Upchurch inquired about the future of the building services division of Facilities Management. Dr. Meredith indicated that Dr. Ramsey was handling this situation and that Dr. Ramsey would be in ongoing communication with the staff as it relates to developments in this matter.
3. Ms. Widmann suggested that the Staff Advisory Council meet more often than once every two months. It was agreed that the Staff Advisory Council would meet once every six weeks.
4. Ms. Young suggested that any policy changes should be well communicated throughout the University community. Dr. Meredith indicated that he will remind the vice presidents that it is their responsibility to communicate policy changes to employees within their division.

5. Ms. Bryant suggested that the University install a siren system for tornado warnings and other emergency situations. Dr. Meredith explained that Dr. Ramsey is exploring a siren system to be installed at Cherry Hall. Dr. Meredith also indicated that there was a committee addressing Western's risk management planning. The tornado warning system would fall under this category.
6. Mr. Mike Dale discussed the procedures for upcoming staff regent election. Mr. Dale will communicate these procedures to appropriate individuals in the near future.
7. Ms. Widmann inquired about the steps in front of Wetherby Administration Building. Dr. Meredith explained that these steps are in the process of being resurfaced. This process should ensure that the steps are safe for human travel.
8. Mr. Wallace inquired about the completion of Potter Hall. Dr. Meredith indicated that Potter Hall will open soon after commencement.
9. Dr. Meredith announced to the group the May 10, 1994, Grand Opening for the Institute for Economic Development and invited staff participation.
10. Mr. Wallace inquired about adding parking spaces on University property off 15th Street. Dr. Meredith said he had approved a plan to add several parking spaces in the area where University-owned homes have recently been demolished.
11. Ms. Widmann inquired about the parking permit fee increase. Dr. Meredith said that, pending Board approval, the fee will be raised to \$45 for transferrable permits and \$30 for permanent stickers. Dr. Meredith indicated that the anticipated increase in revenue as a result of this increased fee would assist the University in achieving the planned salary increase for faculty and staff. Dr. Meredith also indicated that a certain number of parking spaces will be available as reserved parking for those who wish to purchase them.
12. The next meeting of the Staff Advisory Council will be Thursday, June 2, at 9 a.m. in the Regents Room.

The Ideas for Efficiency Committee is still encouraging faculty, staff, and students to send ideas and suggestions to help WKU operate more efficiently. Send ideas to Judy Byrd, Chair, Ideas for Efficiency, Office of the Registrar, WAB 228.

JCH:clk

cc: Dr. Thomas C. Meredith
Vice Presidents

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

August 4, 1994

MEMORANDUM

TO; All Staff Members

FROM: Staff Advisory Council

SUBJECT: Minutes from Meetings of June 7 and July 26, 1994

The following topics were brought forth by members of the Staff Advisory Council for discussion at their June 7 and July 26, 1994, meetings. Our new Staff Regent, Ms. Joy Gramling, attended the meeting.

1. Annual reception to recognize employees who complete degree requirements. The first annual reception to recognize these employees will be held on September 14, 1994. Information will be mailed at a later date.
2. Waiver of graduation fees for Western employees who complete degree requirements. Dr. Meredith approved this request effective with the May 1995 graduation.
3. Evaluation of supervisors by those they supervise. This was referred to the University Personnel Committee, which in turn recommended that it not be implemented at this time. The Personnel Committee recommended that employees utilize the expanded section on the new appraisal form for employee comments.
4. Continuing education unit (CEU). Credit for "Leadership for the '90s" CEUs are being awarded.
5. Loans for computer purchases by staff. Dr. Meredith will explore the possibility of providing a similar program for staff that is now provided for faculty. Loans are now made interest free to faculty for the purchase of computers.
6. University Benefits Committee. Denise Huffman was elected as the alternate representative for Cathie Bryant on the University Benefits Committee.
7. Proposal for a management firm for Facilities Management. Proposals are now being received from a variety of firms for the possibility of an award of contract to take over the management of Facilities Management. Employees in Facilities Management would remain as employees of Western Kentucky University. Several of these companies are offering resources that Western cannot possibly afford and will provide training to enhance skills for most employees. Five companies have expressed interest so far. This process should be completed sometime in the fall semester. Dr. Ramsey has promised to keep everyone informed.

8. Training for maintenance personnel. This is on hold pending the outcome of a decision of a management company since training will probably be a part of the contract which is awarded.
9. Liability question regarding the elimination of University cars. In a report from Dr. Ramsey, he related that budget cuts have forced the elimination of these vehicles. Those who travel in their own cars on University business will be paid a mileage rate and the insurance liability will rest with the individual(s). A provision has been made for departments to lease vehicles from the state.
10. Status of salary review study being conducted. A faculty committee working on this project is behind schedule but will complete its work in plenty of time before the next budget cycle.
11. A recommendation was made to put vacation and sick day information on check stubs. Dr. Meredith will follow up.
12. Reserved parking. Dr. Meredith stated that this was a recommendation that had come forth from several directions to the Budget Committee, and that body wanted to try it to generate additional revenue for the campus. If it does not work, it will be dropped. Approximately 150 of the 200 slots have been sold. Unauthorized cars in these reserved spots will be towed by a private towing service.
13. Can payroll deduction be used to pay for a reserved parking space? Dr. Meredith approved for implementation.
14. Leadership for the '90s program for staff development. A survey is being conducted by Continuing Education to ascertain appropriate topics.
15. Discussion was held regarding the possibility of an Employee of the Month program and/or Employee of the Year program.
16. Opening fall sessions. The opening session for secretarial/clerical staff is scheduled for August 16 at 9:30 a.m. in Garrett Conference Center 103. The opening session for Facilities Management, Public Safety, and Marriott staff is scheduled for August 23 at 9:30 a.m. in Downing University Center Theatre. Dr. Meredith asked the Staff Advisory Council for suggestions for topics that he should be sure and cover at the opening fall sessions.
17. Next Meeting. The next meeting of the Staff Advisory Council will be September 6, 1994, at 9 a.m. in the Regents Room.

TCM:lf

cc: Vice Presidents
Assistant Vice Presidents
Board of Regents

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

September 26, 1994

MEMORANDUM

TO: All Staff Members

FROM: Staff Advisory Council

Ms. Cathie Bryant (Secretarial/Clerical--Academic Affairs)

Ms. Judy Craft (Service Maintenance)

Ms. Anna Highland (Secretarial/Clerical--President, Student Affairs,
Institutional Advancement)

Ms. Denise Huffman (Secretarial/Clerical--Finance and Administration)

Mr. Robert Upchurch (Skilled Crafts)

Mr. Mike Wallace (Technical/Paraprofessional)

Ms. Pat Widmann (Professional Nonfaculty)

Ms. Sharon Young (Professional Nonfaculty)

SUBJECT: Minutes of September 6 and September 22, 1994

The Staff Advisory Council met with President Meredith on September 6 and spent the meeting discussing the possibility of a Staff Development Program at Western that would be along the lines of Leadership for the '90s for all supervisors. The results of the staff survey on this topic were discussed with the Staff Advisory Council by staff members from Continuing Education.

There was much discussion over which programs should be offered, how they would be handled, and should they be mandatory. No conclusions were reached. The Staff Advisory Council met again with President Meredith on September 22 in a called meeting to further discuss this issue. The group concluded that no more than two programs should be mandatory. One program should be on the topic of human relations which would cover areas such as racial discrimination, sexual harassment, conflict in the work place, and understanding those with disabilities. A second required session would be held on more involvement in decision making and taking greater responsibility in order to enhance quality.

The Staff Advisory Council also recommended that three voluntary development sessions be offered on computer training (basic and advanced), time and stress management, and understanding performance appraisal.

Minutes

Page 2

The Staff Advisory Council recommended that the presentation language be appropriate for the groups represented, and that group sizes that encourage discussion be used. President Meredith will ask Dr. Sandra Webb, Director of Continuing Education, to develop these programs.

Another agenda item involved labor charges by Facilities Management for work done on campus. This topic is now being discussed administratively.

A proposal was presented to extend the Employee Dependent Tuition Grant to offer a full tuition grant to dependent children of full-time employees who have achieved a 3.0 GPA or better after one semester. The Fringe Benefits Committee will discuss this matter and make a recommendation.

President Meredith reminded everyone that the classified staff cookout is scheduled for October 4 with October 6 serving as the rain date.

The next meeting of the Staff Advisory Council is scheduled for October 18, 1994. If you have any items you want submitted for the agenda for the next Staff Advisory Council meeting, please contact your representative.

TCM:clk

cc: Dr. Thomas C. Meredith
Board of Regents
Vice Presidents
Assistant Vice Presidents
Deans
Directors

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

October 20, 1994

MEMORANDUM

TO: All Staff Members

FROM: Staff Advisory Council
Ms. Cathie Bryant (Secretarial/Clerical--Academic Affairs)
Ms. Judy Craft (Service Maintenance)
Ms. Anna Highland (Secretarial/Clerical--President, Student Affairs,
Institutional Advancement)
Ms. Denise Huffman (Secretarial/Clerical--Finance and Administration)
Mr. Robert Upchurch (Skilled Crafts)
Mr. Mike Wallace (Technical/Paraprofessional)
Ms. Pat Johnson (Professional Nonfaculty)
Ms. Sharon Young (Professional Nonfaculty)

SUBJECT: Minutes of October 18, 1994

1. **Staff Salary Study.** Dr. Dan Myers presented a progress report to the Staff Advisory Council (SAC) on the Staff Salary Study. Dr. Myers indicated that the study would be completed in time to use for the 1995-96 budget. His committee is essentially using the same process as was used for the faculty study. Its recommendations will be general in nature and will not specifically address an individual but will involve classifications. Salaries are being compared to similar positions in the local labor market or with positions in our benchmark institutions. One of the difficulties involves the fact that every job title doesn't match with the function of that job
2. **Budget Priorities.** President Meredith asked that the SAC recommend budget priorities for consideration. The SAC voted as a number one priority to enhance faculty and staff salaries. Second was to enhance student retention, and third was to continue to enhance technology development on campus. Three items tied for fourth: increase operating budgets in instruction, maintain current staffing in operations, and increase maintenance operations.
3. **Vacation and Sick Days.** Progress is being made on displaying vacation and sick days on paychecks.

Minutes

Page 2

October 20, 1994

4. **Privatizing Facilities Management.** The request for bids has not been sent out yet. The timetable has probably been pushed back until after the first of the year.
5. **Staff Development Program.** Dr. Sandra Webb of Continuing Education has been given the staff development program recommendations from the SAC and is working on that program.
6. **Vacation.** A discussion was held regarding whether the vacation policy should count only continuous service or total service. A recommendation from the Personnel Committee is on the way.
7. **Health Insurance.** A question was asked regarding when information will be out pertaining to health insurance. Everyone should expect the information any day.
8. Pat Johnson from SAC was elected to represent the SAC on the university-wide committee for "Moving to a New Level"
9. Next meeting: November 29, 1994.

TCM:clk

cc: Dr. Thomas C. Meredith
Board of Regents
Vice Presidents
Assistant Vice Presidents
Deans
Directors

**WESTERN KENTUCKY UNIVERSITY
OFFICE OF THE PRESIDENT**

November 30, 1994

MEMORANDUM

TO: All Staff Members

FROM: Staff Advisory Council
Ms. Cathie Bryant (Secretarial/Clerical--Academic Affairs)
Ms. Judy Craft (Service Maintenance)
Ms. Anna Highland (Secretarial/Clerical--President, Student Affairs,
Institutional Advancement)
Ms. Denise Huffman (Secretarial/Clerical--Finance and Administration)
Mr. Robert Upchurch (Skilled Craft)
Ms. Pat Johnson (Professional Nonfaculty)
Mr. Mike Wallace (Technical/Paraprofessional)
Ms. Sharon Young (Professional Nonfaculty)

SUBJECT: Minutes of November 29, 1994

The Staff Advisory Council met with President Meredith on November 29, 1994, for its regular meeting. The first item on the agenda was the proposed Staff Development Program. The Council met with Dr. Sandra Webb and Ms. Susan Zimmerman from Continuing Education to discuss further how the Staff Development Program would work. The Council agreed that there should be two mandatory sessions for all staff members at Western. Each session would last for two hours during the work day and would cover topics previously identified by the Council. The first session will cover sexual harassment, racial diversity on campus, and understanding those with disabilities on our campus. The second two-hour session will deal with the role of staff in improving quality on campus.

In addition to these mandatory sessions, there will be a number of optional sessions that will be voluntary. These will be designed to enhance individual development and skills. The Staff Advisory Council agreed that the purpose of the Staff Development Program is to make Western a better place to work and to go to school.

The Council members received an update on the discussion paper, "Moving to a New Level While Keeping Old Traditions." They also received an update on the plumbing problems in the Downing University Center. President Meredith announced that there will be major reconstruction work on the plumbing system in Downing during the Christmas holidays

A question was again raised regarding vacation and sick leave information on employee checks. This is in process and should be brought forth soon.

The revised reserved parking policy was discussed. A question was raised regarding employee access to the pool in Diddle Arena.

The next meeting of the Staff Advisory Council will be on Tuesday, January 10, 1995.

If
cc: Executive Officers