

**WESTERN KENTUCKY UNIVERSITY**

**OFFICE OF THE PRESIDENT**

March 2, 1995

**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 January 24 and February 28, 1995

This memo contains the combined minutes of the two meetings mentioned above.

1. Status of Tornado Alert System. Dr. Meredith reported that Western is working with Warren County government to establish a county-wide system of which Western would be a part. This system should be in place by the spring of 1996.
2. Need for Office Equipment Repair Person. During budget cuts, this position and its associated costs were eliminated for a savings of \$65,000. The total cost expended on an external vendor contract for the repair of office equipment has been \$5,000 to date this year. The yearly total is not expected to exceed \$12,000-\$15,000.
3. Extension of Employee Dependent Grant Benefit. A proposal was submitted that students on this program with certain GPA's would receive a larger tuition grant. This was not approved for budget reasons.
4. Ground Floor of Wetherby. A question was raised regarding plans to remodel the ground floor of Wetherby. Nothing definite has been decided on space utilization in Wetherby. This should be determined sometime this spring.
5. Facilities Management Labor Charges. No change is anticipated in the current policy of doing repair and maintenance work for free by Facilities Management but charging for new items or items that need modification.
6. Vacation and Sick Leave Information on Payroll Check. All of the details are being worked out on this, and this information should be on the checks issued at the end of March.

7. Health Insurance. The campus concern over a potential health insurance situation with the state is causing a number of people in Frankfort to look closely at what is happening to the universities. Staff are recommended to contact our local legislators and any other elected officials that you may know to express our concern over what the state health insurance plan may do to Western Kentucky University. As you recall, preliminary information indicates that the new plan may cost Western Kentucky University up to \$1 million more per year with coverage similar to or less than we now have. The Frankfort number for our three local legislators is 1-800-372-7181.
8. Privatization of Facilities Management. The bids should be out soon with the possibility of a new management company taking over by July 1. A contract will be awarded only if it is in the best interest of Western Kentucky University. A question was raised whether Facilities Management employees would work for the new management company or still be employees of Western. Assurance was given that they would still be employees of Western but would be responsible to the management company for day-to-day operations.
9. Mr. Tony Glisson. Mr. Glisson, Director of Human Resources, was introduced to the Staff Advisory Council. He expressed his desire to work closely with the Staff Advisory Council on a number of issues in the future and to get the Council's reaction on various policies as they are proposed. He also wants to work closely with Dr. Sandra Webb, Director of Continuing Education, on the staff development programs that have been discussed earlier. The session on human relations will be held this spring for all employees. The Staff Advisory Council will review the agenda before it is finalized.
10. Promoting Within. Mr. Glisson is working on a policy to deal with the possibility of promoting from within a department and how that might fit into the overall policies of the institution. More on this later.
11. Wellness Committee. Sharon Young reported that brown bag luncheons are being planned and that a new organization has been formed called The Hillwalker Club. A major event is being planned on April 3. The group hopes that the whole campus community will bring walking shoes and join in. Awards are planned for those who complete a certain number of miles.
12. "Moving to a New Level." The Staff Advisory Council was informed that the Board will meet on March 22 at 8:30 a.m. to consider the document "Moving to a New Level."
13. Staff Salary Study. This study is still under way. Some preliminary data indicates there may have been some problems in the calculation of the data. This is being reviewed for corrections and will be brought back at a later date.
14. Spring Break and Vacation Days. Kemble Johnson is issuing a memo to all Facilities Management employees outlining the options for the students' spring break week.
15. The next meeting of the Staff Advisory Council will be April 18, 1995, at 9 a.m.

TCM:clk

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

**WESTERN KENTUCKY UNIVERSITY**

**OFFICE OF THE PRESIDENT**

May 10, 1995

**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 April 20, 1995, Meeting**

The Staff Advisory Council met with President Meredith, University Counsel Deborah Wilkins, and Human Resources Director Tony Glisson on April 20, 1995, in the Regents Room. The items covered were as follows:

1. Cathie Bryant suggested that CPR and first aid training be provided across the campus by the University. Everyone agreed that this was a good idea, and Tony Glisson will set up the process.
2. Cathie Bryant stated that there was some confusion remaining regarding the new vacation and sick leave policies. Tony Glisson will send out another explanation clarifying the questions.
3. President Meredith indicated that progress was still being made on building the budget for 1995-96. A five percent salary pool has been built into the budget. A meeting has been scheduled for May 3 in Grise Hall Auditorium to explain to the campus about the budgeting process.
4. The Staff Salary Study was discussed. President Meredith indicated that \$150,000 has been budgeted, beginning in January of 1996, to address the findings of the Staff Salary Survey. The W.F. Carroon Company has been hired to assist in the final phases of the study and the restructuring of the classification system.

5. Questions were raised about the privatization plans for Facilities Management. The Staff Advisory Council requested that meetings be held with those in Facilities Management to bring them up-to-date on the progress. Dr. James Ramsey will organize and conduct those meetings.
6. It was mentioned that it was time for the Staff Advisory Council elections. Mr. Glisson will put this process in motion.
7. A question was raised again about a break in continuous service as applied toward the new vacation leave policy. It was explained that anyone who had a break in continuous service would have to appeal to the University Personnel Committee in order to have any possibility of not having that count against them.
8. A question was raised concerning the fact that some supervisors are still reluctant to let their employees take classes during working hours. Dr. Meredith suggested that the University could deal with the problem in a much more efficient way if the names of those supervisors were brought to his attention. Mr. Glisson is going to review the policy.
9. A question was raised regarding the possibility of payroll deduction for paying for parking decals. Mr. Glisson was going to review this possibility.
10. Dr. Meredith told the group that task forces were being established to work out the logistics of implementing "Moving to a New Level." He encouraged the Staff Advisory Council to encourage others to sign up for the task forces in order to have input.

The next meeting of the Staff Advisory Council is scheduled for Tuesday, May 30, 1995, at 9 a.m. in the Regents Room.

TCM:clk

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

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

745-4346 (Telephone)

745-4492 (Fax)

January 5, 1996

MEMORANDUM

TO: All Staff Members

FROM: Staff Advisory Council  
Ms. Anna Highland (Secretarial/Clerical--Student Affairs; Institutional Advancement;  
President's Area)  
Ms. Danna Jacobson (Professional Non-Faculty)  
Ms. Pat Johnson (Professional Non-Faculty)  
Ms. Norma Jean Lee (Service/Maintenance)  
Ms. Sue Pillow (Secretarial/Clerical--Academic Affairs)  
Mr. Mike Wallace (Technical/Paraprofessional)  
Mr. Robert Upchurch (Skilled Crafts)

SUBJECT: Staff Advisory Council Minutes

The Staff Advisory Council met with President Meredith, University Counsel Deborah Wilkins, Staff Regent Joy Gramling, and Director of Human Resources Tony Glisson in meetings on October 19 and November 14, 1995. The topics discussed are listed below:

1. KERS and Sick Leave. A question was raised regarding the differential between the policy concerning the Kentucky Employment Retirement System in which credit is given for unused sick days at retirement and the policy with the Kentucky Teacher Retirement System in which no credit is given. Some staff members fall under KTRS. The issue is a complicated one, but essentially, all faculty fall under KTRS and they do not have sick days. As a result, some employees under KTRS would have a benefit if their sick days counted as credit toward retirement which faculty members would not have since they don't receive sick days. The addition of this policy would also mean a dramatic increase in cost to the institution. There was no resolution of this issue.
2. Salary Increases. Questions were raised concerning salary increases in some areas of the institution. It was agreed that policies regarding salary increases on campus should be communicated in a better fashion.
3. Parking Decals. The Council requested that the cost for parking decals be payroll deducted if an employee desired to do so. President Meredith agreed that this could be done. A question was also raised about the increase in cost for parking decals and one Council member wondered if the petition that had been circulated last spring had any effect. President Meredith reported that the petition was received and duly noted, but that the parking decal increase was kept because of the low appropriation and the desire to provide a five percent salary pool for everyone.
4. Re-enrolling in Classes. The current policy requires that anyone who sits out two semesters from taking classes must completely re-enroll and fill out all the forms. A request was made to make this easier in some way. The purpose of the re-enrollment is to make sure that data on each individual is still updated and correct. An attempt will be made to make this process easier.

5. Health Insurance. An update was given to the Council by President Meredith regarding health insurance. At this point, Western is not a member of the new Health Alliance. Western has maintained its current health insurance program with rates much lower than would have been encountered in the Alliance. The Council thanked President Meredith for his work in keeping insurance rates as low as possible.
6. Staff Handbook. Mr. Glisson reported that a staff handbook is being developed complete with updates and a new format.
7. Wellness Committee. Danna Jacobson was appointed as a staff council representative to the University Wellness Committee.
8. Bylaws-Staff Advisory Council. Two changes were approved by the Council regarding the bylaws of the Staff Advisory Council. Elections for new members will be held in April of each year and the term of each elected representative begins on July 1.
9. Holiday Schedule. A Council member asked if December 15 might be the last working day for the Christmas holidays instead of coming back on December 18. President Meredith reported that with the new vacation policy, a set holiday schedule was put in place for each year. He also related that the other institutions surveyed were working until December 22.
10. Caroon Study. This study of staff salaries was discussed. All raises will be effective January 1, 1996. Mr. Glisson reported that not everyone will be receiving raises. The analysis that has been done shows that many positions are on target with the marketplace pay scales but that others need adjustment. The results should be completed during the first two months of 1996.
11. Parking for Employees. A question was raised regarding parking for housekeepers at Poland Hall and the new residence halls. No resolution was reached.

The next meeting of the Staff Advisory Council is January 11, 1996, at 9 a.m. in the Regents Room. If you have any item that you wish to be discussed by the Council, please get it in the hands of the appropriate representative listed above.

TCM:clk

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