

The Staff Council convened on January 13, 1998. Members present were: Nancy Bunton, Cindy Burnette, Linda Cantrell, Fred Gibson, Danna Jacobson, Jennifer Roberts, Robert Upchurch, and Sharon Young. Staff Regent Joy Gramling also attended the meeting. Dr. Ransdell met briefly with the group to outline the new role of the Staff Council. The group will no longer be an advisory group to the President. Rather, the group has been given authority and autonomy to make decisions on matters whenever possible or present matters to the appropriate Administrative Council representative for further review. President Ransdell challenged the Council to be an active representative group on campus and likened the role of the Staff Council to that of the Faculty Senate and Student Government Association.

The items on the agenda for the January 13, 1998 meeting were discussed and are as follows:

1. Minutes Taking of the Staff Council Meetings - Minutes will be taken by Jennifer Roberts, as the Council suggested and approved. Minutes will be sent out on a trial basis via e-mail, with 200 paper copies being distributed in the Office of Facilities Management. The Staff Council will meet on the 3rd Wednesday of each month. Agenda items may be sent to any council member.
2. Promotion verses Hiring Off Campus Dollars - a question was raised about the pay scale used for promoting within verses hiring an employee from off-campus for the same position. This was referred to Human Resources for review and possible policy change.
3. Policy Concerning Classes Taken During Work Hours - The current policy does not clarify whether employees may attend classes during working hours OR whether vacation time or lunch time must be used, or the time must be made up. A proposed policy on this issue and other related issues brought about by Governor Patton's higher education reform is currently being considered by the Administrative Council.
4. Staff Forum - The Staff Council will be holding forums for ALL staff on February 4, 1998. There will be a morning forum in Garrett Auditorium at 10:30 and an afternoon forum in the Grise Hall Auditorium at 2:00. These forums are being held so that each staff member at Western will have the opportunity to voice concerns or ideas to the Staff Council. Every staff member is encouraged to attend the forum. The Staff Council needs to know what the staff that we represents expects of us.

The Staff Council is also in the process of developing a Web page. The Minutes of each meeting will be posted on the Web page as well as the membership of the staff council and an e-mail address which can be used for the submission of Council meeting agenda items. A subcommittee of the Council is currently working on this task. More information will be forthcoming on this issue.

5. Campus "Adopt An Area" Program - The Council is currently working on the logistics of such a program. Hopefully this program will be up and running before the end of the spring semester. If you have any ideas to submit about such a program, please contact on of the Staff Council members.

6. Staff Service Recognition Awards - This program is still in the discussion phase with Human Resources. This item will be discussed at the Staff Form. Please attend and give us your input.
7. Efficiency Ideas - The Council would like to see this program reinstated. Discussion are currently underway as to how to implement this program. One idea has already been submitted and is currently being review by the Council. We encourage you to send your efficiency ideas to the Council.
8. Payroll - Robert Upchurch raised the question of issuing supplemental paychecks if overtime is not included on the original payroll check. Jim Cummings, Payroll Manager, stated that if overtime is not on the original payroll check, a determination needs to be made as to why the overtime was not reported within the payroll period that it was worked. Jim asked Robert to gather information on how overtime is reported in Facilities Management. Once the information is gathered, this item will be pursued further.
9. Complaint About Reserved Parking Spaces - A complaint was brought to Fred Gibson of Intramural/Recreation Sports. The complaint stated that the person had purchased a reserved parking space but with the new policy on towing they spend more time trying to find out who is in their space and then trying to get them removed than it is worth to have it. The towing service contract wasn't renewed and the tow trucks are no longer allowed to patrol the parking lots as they did before. The complaint was forwarded to the Parking and Traffic Committee.
10. New Procedures Being Implemented Soon - Sharon Young informed the Council that a new procedures was being considered in the Accounts and Fiscal Services Department. Purchasing, along with Accounts and Fiscal Services, have joined efforts to provide the academic and administrative departments with a new procedure to make small purchases. In the near future they will be providing procurement cards to departments. These procurement cards, which are similar to a credit card, will replace the Local Small Purchase Order forms. This should reduce paperwork, improve delivery time, and make it easier to make small purchases.

Do you have a question or a comment? If so, please contact any member of the Staff Council. We hope to see everyone at the Staff Forum on February 4!

Staff Council Representatives

Ms. Nancy Bunton  
Department of Music  
Ivan Wilson Center 355  
3752

Cindy Burnette  
Student Financial Assistance  
Potter Hall 317  
5499

Linda Cantrell  
Information Technology  
WAB 109

2243

Clay Diamond *mkd*  
Department of Facilities Management  
Physical Plant and Parking Structure  
5050

Fred Gibson  
Intramural-Recreational Sports  
Preston Center  
6542

Danna Jacobson  
Accounts and Fiscal Services  
WAB 13  
5527

Jennifer Roberts  
WKU Foundation  
CAC 200  
6893

Robert Upchurch  
Department of Facilities Management  
Physical Plant and Parking Structure  
3253

Sharon Young  
Accounts and Fiscal Services  
WAB 13  
5338

The WKU Staff Council met on April 11, 1998. Members present were: Nancy Bunton, Linda Cantrell, Mike Cardwell, Fred Gibson, Danna Jacobson, Jennifer Roberts, Robert Upchurch, and Sharon Young. Members absent: Cindy Burnett

The Members of the Council welcomed Mike Cardwell to the Staff Council. Mike is serving the rest of the fiscal year 1998 for Clay Diamond. Clay had to resign for personal reasons.

The following items were on agenda for April 11, 1998 were discussed and are as follows:

1. Staff Service Awards- Kim Stone, a representative from O.C. Tanner, talked with the Staff Council about some ideas for the Staff Service Awards. Ms. Stone discussed some possible ideas that would be great for getting started at Western with the Staff Service Awards. The ideas were looked at by the members. The Staff Council endorses employee service awards.
2. Fall Break Brunch- Ideas for a Fall Brunch were discussed by the members of the Council. Questions came up and the Council decided we needed more time to investigate before we could continue discussion.
3. KTRS/Sick Day Accruals update- The Council is updating the information they currently have concerning KTRS and hope to review further.
4. E-mail Policy - Jennifer Roberts will be representing the Staff Council on the E-Mail Policy Committee.
5. Staff Council Elections- Staff Council Elections will be held within the next month. Human Resources will be sending information concerning elections. The terms that expire are as follows:

Robert Upchurch (Technical/Skilled/Service Maintenance)

Jennifer Roberts (Secretarial/Clerical)

Clay Diamond (Technical/Skilled/Service Maintenance)

Linda Cantrell (Secretarial/Clerical)

Nancy Bunton (Secretarial/Clerical)

6. Agenda Items- If you have agenda items please send them to Linda Cantrell or your representative by Monday of the second week of each month. Monthly meetings are scheduled on the second Wednesday of each month. Please make sure you have all agenda items to them the Monday before the meeting on Wednesday.
7. Tuition Waiver Policy- The Council would like to thank Human Resources for allowing us to have some input in the tuition waiver

policy. After several hours of discussion, the council agreed on four recommendations that we felt should be incorporated into the policy. These recommendations were presented and accepted by Human Resources. Robert Upchurch was opposed to any policy changes from the policy that was in place prior to this 1998 revision. Mike Cardwell was opposed to the policy but agreed that the Staff Councils recommendations would benefit all employees which was our ultimate goal.

The Staff Council met for it's regular monthly meeting on Wednesday, May 13. Members present were Danna Jacobson, Linda Cantrell, Fred Gibson, Mike Cardwell, Sharon Young, Cindy Burnette, and Jennifer Roberts. Those not in attendance were Robert Upchurch and Nancy Bunton. Guests attending were:

- Joy Gramling - Staff Regent
- Deborah Wilkins - University Counsel
- Gary Meszaros - Director of Business Services
- John Osborne - Assistant Vice President for Student Services
- Jim Cummings - Accounts and Fiscal Services, Payroll Manager

1. Gary Meszaros spoke to the Council regarding a debit card program proposed for use with the Big Red Card. The program would benefit the University and bring more business to the food services and bookstore. It would give faculty and staff incentives to remain on campus and use their Big Red Card. The proposal is enabling employees to have dollars payroll deducted and posted against their Big Red Card account. Funds could then be debited from that account for use in the bookstore or at any eating establishment on campus. The Council requested Mr. Meszaros to survey the campus community to determine the degree of interest in such a program. A survey will be done and the results will be reported back to the Council.

2. Tuition Waiver for High School students who are children of WKU employees: The question about tuition waivers for high school students who are children of WKU employees and wish to take classes at WKU. The Staff Council will prepare a proposal concerning this matter and forward it to Dr. Ransdell for his endorsement. The Staff Council believes it will be a valuable recruitment tool for the University, as well as an added benefit.

3. Efficiency Ideas: The Staff Council is revisiting the issue of an Efficiency Ideas Program. A subcommittee was formed and a report will be presented at the June Council meeting. Those members on the subcommittee are Danna Jacobson and Linda Cantrell. The Council will be looking at ways the University can reward our employees for their ideas.

4. Annual Staff Evaluation Consideration and Suggestions: A concern was brought before the Council regarding the consistency (or lack of) of staff evaluations. This concern will be forwarded to the Department for Human Resources

5. Staff Recognition Awards: The Staff Council will have a meeting on May 27th with Ivy Roberson to further discuss the Staff Recognition Awards program criteria. More information will be forthcoming.

6. KTRS subcommittee update: The Staff Council KTRS subcommittee has not met since our last meeting. The committee decided on a date for a meeting to discuss the concerns.

7. The Staff Council will be having a retreat in June to work on some pending issues. Some items of discussion are: Council by-laws (the creation of), Staff Recognition Awards, Efficiency Ideas Award Program, and the development of a Staff Council Web Page.

8. Facilities Management will be placing a trash receptacle in the Pit Parking Lot within the next few days. There have been complaints in the past about the litter in the parking lot - this should help alleviate the situation.

9. The Staff Council holds regular meetings every second Tuesday of the month. If you have an agenda item you would like to place before the Council, please forward that information to Linda Cantrell by the Monday preceding the meeting. Also, the Staff Council Election is approaching quickly. We encourage

every staff member to participate in the voting.

10. As a last item to report, Deborah Wilkins called a special meeting of the Staff Council to discuss proposed modifications to the University vacation schedule. Many staff members had expressed a desire to President Ransdell during his departmental visits that the University consider closing during Spring and Fall breaks each year. This topic was discussed and the Staff Council made their recommendation to President Ransdell that based on all things considered,ed that the vacation schedule remain as it is. The memo below summarizes the meeting and the response from President Ransdell. The Staff Council would like to thank President Ransdell for his attention to this matter and for listening to the concerns expressed by the Council. We feel this was a major accomplishment.

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

Telephone (502) 745-4346

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May 8, 1998

MEMORANDUM

TO: Staff Advisory Council

FROM: Deborah T. Wilkins  
General Counsel

SUBJECT: Proposed Modifications to University Vacation Schedule

As you know, many staff members expressed a desire to President Ransdell during his departmental visits that the University consider closing during Spring and Fall Break each year.

I reviewed the current holiday vacation days offered by the University, as follows:

Independence Day	1 day
Labor Day	1 day
Thanksgiving	2 days
Christmas Break	9 days (1998- 1999 will be December 21-31)
New Year's Day	1 day
Martin Luther King, Jr. Day	1 day
Memorial Day	1 day
TOTAL	16 days

In addition, the University observes a modified daily closing time of 4:00 p.m. during the summer period, which in 1998 will be May 18 through August 14. This  $\frac{1}{2}$  hour for 64 days (May 18 through August 14 and excluding July 3, which will be recognized as the Independence day holiday), comes to 32 work hours, or four days. This brings the total holiday vacation time offered to 20 days.

The average number of holidays offered at other Kentucky universities is 15 days. No other universities have a reduced summer

work day.

These 20 days are in addition to the vacation time accumulated by each employee each year, the amount of which varies depending on the number of years of service. Each employee on campus accumulates at minimum 12 days per year. Therefore, at minimum, employees are offered 32 vacation days per year.

Staff Advisory Council

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The President and the Administrative Council considered possible options for offering two days of vacation the week of Spring Break and two days of vacation the week of Fall Break. Following this discussion, President Ransdell offered the following proposed schedule modification for the Staff Advisory Council's review and feedback:

Offer a total of 18 days and adopt a "flex" plan for Spring Break, Fall Break, and the summer.

Proposed Vacation Days:

Independence Day *(1 day)	Friday, July 3, 1998
Labor Day *(1 day)	Monday, September 7, 1998
Fall Break (2 days)	During one week of October 1998
Thanksgiving *(2 days)	Thursday and Friday, November 26 and 27, 1998
Christmas *(7 days)	Wednesday, Dec. 23 - Thursday, Dec. 31 1998
New Year's Day *(1 day)	Friday, January 1, 1999
Martin Luther King, Jr.'s Birthday *(1)	Monday, January 18, 1999
Spring Break (2 days)	During one week of March 1999
Memorial Day *(1 day)	Monday, May 31, 1999

\*University Closed

All offices remain open from (at a minimum) from 8:00 to 4:30 p.m. during the weeks of Spring Break and Fall Break and during the summer. Employees and departments adopt a "flex" plan to allow employees to choose two (2) days to take vacation during the Spring Break and Fall Break weeks. The Department Head must approve selected days in order to ensure a sufficient work force each day. In the summer, employees may have the flexibility to work from 8:00 a.m. to 4:00 p.m. by claiming four (4) vacation days in lieu of the time missed. The Department Head must approve such options in order to ensure a sufficient work force between 8:00 a.m. and 4:30 p.m.

The Staff Advisory Council called a special meeting on May 6 to consider the proposed changes. All members were present with the exception of Fred Gibson. The Staff Council discussed the proposal and offered the following unanimously approved comments:

1. Summer hours (8:00 a.m. to 4:00 p.m.) should be maintained.
2. The current Christmas break period should be maintained.
3. The proposal to require offices to be open until 4:30 in the



summer, with the staff in those offices being asked to accommodate the 4:30 closing time by requiring some staff to work 8:30 to 4:30 was not supported. The opposition was based on the SAC's belief that some offices do not have sufficient staff to accommodate these hours, thus requiring some employees to lose their ½ hour of "free time." The SAC also expressed their belief that it is more consistent, fair and manageable to close all offices at the same time, rather than selected offices.

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4. The SAC supported adding two vacations days during Spring break and closing all campus offices during this period. They did not feel that the campus would support giving up Christmas or other holidays, or summer hours, in exchange for two days at Spring and Fall break.

5. If it is not feasible or desirable to add two additional days (during Spring break week), then the SAC was unanimous that no change or modification be made to the current vacation and summer hours schedule.

President Ransdell, after considering the current holiday/vacation time enjoyed at this time and those offered at other Kentucky universities, could not support the addition of two holidays to the University's schedule. Given the position expressed by the SAC, the President has determined that the vacation schedule, including the summer closing hour of 4:00 p.m., will remain in place and unchanged.

I appreciate the SAC's prompt and thoughtful consideration of this matter. Tony Glisson will circulate the official holiday schedule as soon as possible, and we will begin summer closing hours beginning on Monday, May 18, 1998.

DTW:ttc

xc: Dr. Gary Ransdell  
Administrative Council  
Ms. Joy Gramling  
Mr. Tony Glisson

*College of Ed -  
Staff Rec. Awards - (also faculty awards)*  
*Nancy Howell - 3757*  
*Carol Martony -*

6/15/98

The Staff Council held it's June meeting in the form of a retreat at the Barren River Lake Dam. The purpose of the retreat was to get away from the workplace to really concentrate on some tasks and issues that needed immediate attention.

Members attending the retreat were: Cindy Burnette, Linda Cantrell, Mike Cardwell, Fred Gibson, Joy Gramling, Danna Jacobson, Jennifer Roberts, Robert Upchurch, Sharon Young and Dr. Gary Ransdell.

Members not attending: Nancy Bunton

The first order of business was the development of a Staff Council Constitution and by laws. Cindy Burnette provided the Council with a draft Constitution. After much discussion and review the Council approved the Constitution with changes. The by laws were developed next. The by laws will be the working rules for the present and future Staff Councils, so much thought and effort was put into the development of them. After much discussion the Council decided on a draft of the by-laws that will be further discussed and voted on at the next regular meeting in July. The Council felt that the development of these two documents was a very important accomplishment, since up to this date there had really been no written guidelines for the Staff Council. It was also decided to formally change the name from Staff Advisory Council to Staff Council. This name change will be reflected on the Constitution, by laws and all future correspondence.

During the discussion of the by laws and Constitution, the Council agreed to expand the membership to 15. It is hoped that this will accomplish representation for every facet of staff on campus. There was much discussion as to where the expanded membership should be and the Council decided to expand each of the following categories by 1 member:

Secretary/clerical: expand from 3 to 4 members  
Technical/Skilled Maintenance: expand from 3 to 4 members  
Professional-Service/Support: expand from 3 to 4 members

The At-Large representation will be changed from 1 member to 3 members. Anyone can nominate/vote for the at-large category. In order to accomplish a more balanced service on the Council it was decided to hold an interim term election at the end of June to vote in the 5 new members for a one year interim term. At the end of that interim term, each one of those members may run for another 2 year term. This was done in order to keep approximately half of the Council in office while the other half rotates off. This will keep the possibility of a 100% turnover on the Council very remote. Plans were made for the interim election to be held on June 25th.

After a lunch break the Council discussed the proposed Service Awards Program. Research had been done on how many employees would be affected by the first year as well as the next four years. With the numbers gathered, the cost of implementing and maintaining the program for five years was calculated. Each Council member has had the opportunity to review the proposed gifts for each years of service category. The cost to implement and maintain this program was discussed with Dr. Ransdell. The Council asked that consideration be give for this program to be made a budget item, if approved. Dr. Ransdell charged the Council with reviewing the program's cost and trying to make it more financially feasible for the University. The Council will revisit this topic and continue to work on its possible

implementation.

The Staff Council Web Page is still under development. The subcommittee reported to the Council as to the contents of the Web page. The Web page will contain the contact information for each Council member, minutes of past meetings, the Constitution and by-laws, the agendas for future meetings, and an e-mail link for messages to be sent to the Council. The Council was presented with examples of other Staff Council Web pages from various other schools. The subcommittee will continue to work on the Web page. It is anticipated that the Web page will be up and running prior to the beginning of the fall semester.

Dr. Ransdell joined the Council at the end of the day for an update of Council activities as well as a question and answer session. There was much discussion about various topics, including Service Awards, Fall Break Brunch (more to come on this at a later date), vacation time, outsourcing by Facilities Management (through temporary hires), the expansion of the Council's membership, distribution of surplus computers, and the Parking and Traffic Committee. The Council requested that they have a representative on the Parking and Traffic Committee. Dr. Ransdell felt that was a fair request and asked us to send the request to Dr. Wilder.

Overall, it was a very productive day. The Council would like to thank Dr. Ransdell for joining us as well as approving the retreat. Thanks also go out to all of our supervisors for letting us attend the retreat. The retreat will be a yearly meeting for the Staff Council.

The next meeting of the Staff Council will be in mid-July.

**Subject: Minutes of 7/15 staff council meeting**  
**Resent-From:** nsStaff-All@wku.edu  
**Date:** Wed, 22 Jul 98 16:03:45 CDT  
**From:** "Staff-All@wku.edu" <Staff-All@wku.edu>  
**To:** Staff-All@wku.edu  
**CC:** #Staff-All\_at\_HUB1-PO@WKU.EDU,  
#Staff\_1-at-ADM1\_at\_wkuadm1-po@WKU.EDU,  
#Staff\_1-at-NET2\_at\_wkUNET2-po@WKU.EDU,  
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#Staff-at-Glasgow\_at\_glasgow-po@WKU.EDU,  
#Staff-at-IED\_at\_iednet1-po@WKU.EDU,  
#Staff-at-Remote\_at\_wkuadm1-po@WKU.EDU, nsstaff-all@wku.edu, steen@wku.edu,  
#Staff-at-SSB\_at\_SSBNET1-PO@WKU.EDU, Linda.Cantrell@wku.edu

The Staff Council convened for it's first meeting of the new year at 2:00 p.m. on July 15, 1998 in the Executive Room of Garrett Conference Center.

Council members present were: Diane Amos, Cindy Burnette, Linda Cantrell, Debby Gabbard, Fred Gibson, Marshall Gray, LaDonna Harris, Danna Jacobson, Tony Thurman, Brian Ward, and Sharon Young.

Council members absent: Johnny Allen, Mike Cardwell, Joe Keith, and Joy Gramling - Staff Regent (Ex-Officio).

Officer Elections: The Council meeting began with an introduction of all members and a welcome to those newly elected members. Officer elections took place next with the following officers being elected for the one year term of July 1, 1998 through June 30, 1999:

Chairperson:	Danna Jacobson
Secretary:	Linda Cantrell
Treasurer:	Sharon Young

EEO 1 and Part-Time Staff Representation: The Council discussed the situation of personnel in EEO Category 1 not being able to run for Staff Council seats or vote in the elections. Several members of this EEO category have forwarded their concern of non-representation to the Council. The question was put before the Council of including personnel in EEO category 1 in Council representation in one form or another. After much discussion it was decided that this item would be tabled for further discussion. Members of this EEO category will be asked to attend the August Council meeting and present their views.

The Council also discussed the lack of representation of part-time staff. This discussion was similar in nature to that of the EEO 1 personnel. This topic was also tabled for further discussion. Several part-time staff will be invited to the August meeting to present their views.

Constitution and By Laws: The second draft of the Staff Council Constitution and By Laws was presented and reviewed. A vote on the approval of the Constitution and By Laws has been delayed until the matters of the EEO1 and Part-Time representation have been finalized. The outcome of those discussions could lead to changes in the content of the Constitution and By Laws. Copies were given to the new members for their review and comment.

Staff Service Awards: The Service Awards program was discussed again. At the retreat in June the Council presented a proposal to Dr. Ransdell concerning a service awards program. Dr. Ransdell commended the effort but asked that the total cost of the program be brought down to a more feasible level. That matter was discussed at the meeting and it was decided that a proposal would be recalculated in accordance with Dr. Ransdell's request. A final proposal will be ready to present to President Ransdell in early August. The proposed program would begin recognizing employees with 10 years of service and would recognize employees at the 10 year, 15 year, 20 year, and 25 year service marks. More details will be forthcoming once the proposal is finalized.

Hosting of Council Meetings: The Council will be trying something new for the next year. Each member will host a Council meeting. This is being done in order for each member to be able to visit different areas of campus and for each of us to see where our colleagues work. The Council meetings will take place on the second Wednesday of each month at 2:00 p.m. with the location to be announced 1 month in advance. The meetings will be hosted as follows:

August:	Linda Cantrell
September:	Marshall Gray
October:	Debby Gabbard
November:	Diane Amos and Tony Thurman
December:	Jennifer Roberts
January:	Brian Ward
February:	LaDonna Harris
March:	Cindy Burnette
April:	Fred Gibson
May:	Johnny Allen, Mike Cardwell, and Joe Keith

June: Staff Council Retreat - Sharon Young and Danna Jacobson

Goals: The suggestion was made that the Council develop a list of goals and target dates for the upcoming year. This will give us a defined vision. Some of the topics that have been brought before the Council which have not been completed are:

- Efficiency Ideas
- Staff Council Web Page
- KTRS
- Staff Recognition Awards (different from service awards)

At the next meeting the Council will set some goals and target dates for these topics as well as others.

Newsletter: A newsletter will be published and distributed to all staff in addition to the monthly minutes. These newsletters will be published in July (after the election,) October (after the fall forum,) and in March (after the spring forum.) This is just another mechanism the Council will use to try and keep the staff members informed. Jennifer Roberts will be in charge of the newsletter.

Web Page: The Web Page committee reported that work was underway on the Staff Council Web page. A Web page address will be forwarded to all Council members shortly. After review of the page by the Council

members, the address will be published for the entire campus. Some items that will be included in the Web page are:

- By Laws and Constitution
- Goals
- Agenda for upcoming meetings
- Minutes of past meetings
- E-mail link to Staff Council
- Calendar page with upcoming events (elections, forums, meetings, etc.)
- Accomplishments

Big Red Dollars - Payroll Deduction Poll: Gary Meszaros presented the results of the survey performed to find out the interest in payroll deduction for Big Red Dollars. Fifty three (53) replies were received which stated an interest in the program. This represents 3 percent of the employees on campus. A discussion with the Payroll Department revealed that this was not a high enough percentage to justify the work involved in the payroll deduction program. The Staff Council will request that at least a 25 percent interest of employees be presented before this would be considered.

Fall Break Brunch: At the retreat in June Dr. Ransdell approved a Fall Break Brunch for the entire campus. This will be a brunch on Thursday, October 8 from 9:00 - 11:00 a.m. in the Downing University Center (or vicinity). The University offices will be shut down from 9:00 - 11:00 in order for ALL employees to be able to attend. Although this is in the infancy stages of planning, the brunch will include:

- Breakfast food
- Entertainment
- Door Prizes

Each employee will be receiving an announcement along with a registration form to be filled out. You will be required to present the registration form at the door in order to be eligible for door prizes. The Fall Break Brunch will be used to kick off the spirit of Homecoming with a theme of Glory Days. More information on this event will be forthcoming - but MARK IT ON YOUR CALENDAR!

NOTE: Employees MUST attend the brunch during these two hours. The University offices will be closed in order to accommodate this. These two hours may not be used as personal time for anything other than attending the brunch.

The Staff Council meeting was adjourned. The next meeting will be Wednesday, August 12 at 2:00 p.m. Any agenda items for the August meeting may be submitted to Linda Cantrell (linda.cantrell@wku.edu) by close of business on Monday, August 3rd. Agenda items may be submitted by e-mail, campus mail, hand delivery, or phone.

Received: from zeus.wku.edu by MAILGTWY.WKU.EDU (SMTPLINK V2.11.01)  
; Wed, 22 Jul 98 16:03:40 CDT  
Return-Path: <Linda.Cantrell@wku.edu>  
Received: from wku.edu ([161.6.16.68]) by zeus.wku.edu  
(Netscape Messaging Server 3.52) with ESMTTP id AAA3635  
for <Staff-All@wku.edu>; Wed, 22 Jul 1998 16:03:40 -0500  
Message-ID: <35B653A9.6D96301C@wku.edu>  
Date: Wed, 22 Jul 1998 16:03:38 -0500  
From: Linda Cantrell <Linda.Cantrell@wku.edu>  
Organization: Western Kentucky University

**CC:** #Staff-All\_at\_HUB1-PO@WKU.EDU, #Staff\_1-at-ADM1\_at\_wkuadml-po@WKU.EDU,  
#Staff\_1-at-NET2\_at\_wkunet2-po@WKU.EDU, #Staff\_1-at-WAB\_at\_wabcoba-po@WKU.EDU,  
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#Staff\_2-at-WAB\_at\_wabcoba-po@WKU.EDU, #Staff-at-DFM\_at\_DFM@WKU.EDU,  
#Staff-at-Glasgow\_at\_glasgow-po@WKU.EDU, #Staff-at-IED\_at\_iednet1-po@WKU.EDU,  
#Staff-at-Remote\_at\_wkuadml-po@WKU.EDU, #Staff-at-SSB\_at\_SSBNET1-PO@WKU.EDU, znssf@wku.edu,  
Linda.Cantrell@wku.edu

**Date:** Thu, 27 Aug 98 11:26:43 CDT

**Subject:** Staff Council minutes

**To:** Staff-All@wku.edu

**From:** "Staff-All@wku.edu" <Staff-All@wku.edu>

The Staff Council met for it's regular monthly meeting on August 12, 1998 at 2:00 p.m. in Grise Hall 443.

Council Members present were: Johnny Allen, Diane Amos, Cindy Burnette, Linda Cantrell, Fred Gibson, Joy Gramling (Ex-Officio), Marshall Gray, LaDonna Harris, Danna Jacobson, Joe Keith, Debby Gabbard, Tony Thurman, Brian Ward and Sharon Young.

Council members absent were: Jennifer Roberts (excused), and Mike Cardwell (excused).

Guests in attendance: Carol White, Betty Yambrek, Kathy Jimerson and Jill Blythe.

The Staff Council had invited representatives from the part-time employee community and the EEO1 Category employee community to speak before the Council regarding possible representation for these two classifications of employees. Betty Yambrek and Kathy Jimerson spoke on behalf of the part-time employees and Carol White spoke on behalf of the EEO1 category employees. Each of the guests presented the Council with information and concerns about not having representation on the Council nor the ability to vote for Council members. After their presentations, the guests departed and the Council discussed each of the issues.

**Part-time Representation:** After much discussion, a motion was made that an existing at-large position be converted to a part-time position effective July 1, 1999. The motion was seconded and a vote was taken. The vote was unanimous. Therefore, in the next election one of the newly added at-large positions will be converted to a part-time seat.

**EEO1 Representation:** After much discussion it was decided that this issue would be tabled until the next meeting so that additional research can be conducted.

Fall Break Brunch: Each committee was asked to update the Council on their progress for the Fall Break Brunch. To date we have received donation of several door prizes and the details are being decided on food and other activities. Jill Blythe with the office of Alumni Affairs attended and gave the Council ideas about Homecoming activities. The Council offered support of Homecoming by tying the theme into Fall Break Brunch. More will be reported on this event at the next meeting. The Fall Break Brunch is October 8th from 9:00 a.m. to 11:00 a.m. at the Downing University Center.

Staff Regent Role on Staff Council: Joy Gramling had requested that the Staff Council more clearly define the role of the Staff Regent relating to the Council. Ms. Gramling suggested that she give a report on Board activities at each meeting and possibly share the agenda of upcoming Board Meetings. The Council was agreeable to this idea and the Regent Reports will begin with the September council meeting.

Part-Time medical coverage: It is recognized that part-time employees play a vital role on this campus and that some areas are very dependent on these employees. Because of this, the Council believes that benefits for part-time employees is an issue that should be studied further. However, due to the time element involved in studying this issue, the Staff Council and a committee appointed to evaluate medical insurance for 1999 recommend that Western not make any changes to the current coverage for the 1999 calendar year.

Newsletter update: A draft of a newsletter prepared by Jennifer Roberts was distributed to the Council. The distribution of the newsletter will begin in October, 1998.

Web Page Update: Cindy Burnette went over the new Staff Council Web page briefly. The Council feels the Web page is ready for unveiling. The Web Page address is :<http://www.wku.edu/staffcouncil>. We encourage all staff to visit the Web page often and please forward any comments you may have.

Corroon Study - pay above pay band maximum: This issue was tabled until the next meeting so that proper representation may be present. Tony Glisson will attend the next meeting to address this issue and answer questions.

Staff Council Goals for 1998-99: This issue was tabled until the next meeting. Each council member was asked to come back in September with a list of goals for the Council.

The September meeting will be hosted by Marshall Gray and will take place in Downing University Center room 226 on Wednesday, September 9th at 2:00 p.m.

The August meeting of the Staff Council was adjourned.



**Subject: minutes of Sept. Staff Council meetings**

**Resent-From:** [znssf@wku.edu](mailto:znssf@wku.edu)

**Date:** Wed, 23 Sep 98 15:00:16 CDT

**From:** "Staff-All@wku.edu" <[Staff-All@wku.edu](mailto:Staff-All@wku.edu)>

**To:** [herald@wku.edu](mailto:herald@wku.edu), [Staff-All@wku.edu](mailto:Staff-All@wku.edu)

**CC:** #Staff-All\_at\_HUB1-PO@WKU.EDU,  
#Staff\_1-at-ADM1\_at\_wkuadm1-po@WKU.EDU,  
#Staff\_1-at-NET2\_at\_wkunet2-po@WKU.EDU,  
#Staff\_2-at-ADM1\_at\_wkuadm1-po@WKU.EDU,  
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#Staff\_2-at-WAB\_at\_wabcoba-po@WKU.EDU,  
#Staff-at-IED\_at\_iednet1-po@WKU.EDU,  
#Staff-at-Remote\_at\_wkuadm1-po@WKU.EDU, [znssf@wku.edu](mailto:znssf@wku.edu),  
[Linda.Cantrell@wku.edu](mailto:Linda.Cantrell@wku.edu)

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Here's an attempt at draft minutes. Please review and let me know of any changes that need to be made by Wednesday, September 23rd.

Thanks!

The Staff Council met for it's monthly meeting on September 9, 1998 at 2:00 p.m. in room 226 of the Downing University Center.

Council members present: Johnny Allen, Diane Amos, Cindy Burnette, Linda Cantrell, Mike Cardwell, Fred Gibson, Marshall Gray, LaDonna Harris, Danna Jacobson, Joe Keith, Debby Gabbard, Jennifer Roberts, Tony Thurman, and Brian Ward.

Council members absent: Sharon Young (excused), Joy Gramling (ex-officio)

Guests in attendance: Tony Glisson

Tony Glisson, Director of the Department for Human Resources, had asked the Staff Council to review several draft policies and revisions to the Classification and Compensation Plan Policies and Procedures. Mr. Glisson attended to meeting in to discuss the proposed changes. After much discussion by the Council and Mr. Glisson concerning these policies and revisions after which Mr. Glisson asked the Council to submit any written recommendations that it may have concerning these policies. The following written recommendation was forwarded to Mr. Glisson:

1. Remove maximum cap from pay bands. Cap may be retained for point of reference only.

The remainder of the draft policies were tabled by the Council until further research could be done and the Council could get back together for discussion on these points.

Due to time constraints, the Council adjourned for the day but scheduled to reconvene on Wednesday, September 17th to discuss the upcoming Fall Break Brunch.

Wednesday, September 17

Council Members present: Johnny Allen, Diane Amos, Cindy Burnette, Linda Cantrell, Mike Cardwell, Fred Gibson, Joy Gramling (ex-officio), Marshall Gray, LaDonna Harris, Danna Jacobson, Joe Keith, Jennifer Roberts, Tony Thurman, Brian Ward, and Sharon Young..

Members Absent: Debby Gabbard (excused)

The Staff Council reconvened on Wednesday, September 17 at 2:00 p.m. in Downing University Center room 349 to discuss Fall Break Brunch. As a result of a recent article published in the College Heights Herald, several staff members were present to hear discussion about the draft personnel policies. Danna Jacobson, Staff Council Chair, informed everyone that the policies would not be discussed at this meeting as had been reported in the Herald. The sole purpose of this meeting was to discuss Fall Break Brunch. She clarified that the information printed in the Herald was not indicative of what the Council discussed at the previous week's meeting. She also noted that she and other Council members would be present at the Facilities Management staff meeting on Tuesday, September 22 and any questions or concerns would be addressed at that time.

The Council then discussed Fall Break Brunch, with each committee reporting on the status of their tasks. The promotions committee reported that banners had been donated by Pepsi and they could be used year after year. Also, a brochure will be distributed to all staff members giving details of the Brunch. There will also be flyers posted around campus and a mass e-mail will be sent to all staff prior to the Brunch.

The Entertainment committee reported that the Gator G-107 was agreeable to doing a live remote from the Brunch. There will also be music and emceeing provided by the Special Events office. Door prizes will be given away at 15 minute intervals with a grand prize given away at 11:00 a.m.

The food committee reported the donations that had been made and basically gave a status on the food that would be provided. Chair Jacobson also clarified that Dr. Ransdell has proclaimed October 8th a casual day and uniforms are not required for that day. Also, the 2 hours spent at the Brunch will NOT be taken away from lunch and breaks. This is an additional 2 hours that the university will be closed and all staff will be able to participate in the Brunch.

The Door prize committee reported that door prizes had been donated by several vendors and solicitation is ongoing. As of now there is a good variety of door prizes and the committee hopes to solicit even more before the brunch.

The Council then met with University Counsel, Deborah Wilkins, to discuss the matter of Council meetings being open meetings. After much discussion a vote was taken to open the Staff Council meetings and it was passed. In the future all Staff Council meetings will be announced to the campus staff with the date, time, and tentative agenda.

Discussion was started about the fall Open Forum for staff. It is anticipated that the open forum will take place in late October. Details on this event will be forthcoming as they are finalized.

NOTE: THE FALL STAFF FORUMS HAVE BEEN SCHEDULED!

The Fall Staff Forums have been scheduled for Wednesday, October 28th. The morning forum will take place at 9:30 a.m. in the Garrett Conference Center Ballroom and the afternoon forum will take place at 2:00 p.m. in the Grise Hall Auditorium. This is your opportunity to come and voice



<P>Council Members present:&nbsp; Johnny Allen, Diane Amos, Cindy Burnette, Linda Cantrell, Mike Cardwell, Fred Gibson, Joy Gramling (ex-officio),&nbsp; Marshall Gray, LaDonna Harris, Danna Jacobson, Joe Keith,&nbsp; Jennifer Roberts, Tony Thurman, Brian Ward, and Sharon Young..

<P>Members Absent:&nbsp; Debby Gabbard (excused)

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<P><B>NOTE:&nbsp; THE FALL STAFF FORUMS HAVE BEEN SCHEDULED!</B>

<P>The Fall Staff Forums have been scheduled for Wednesday, October 28th.&nbsp; The morning forum will take place at 9:30 a.m. in the Garrett Conference Center Ballroom and the afternoon forum will take place at 2:00 p.m. in the Grise Hall Auditorium.&nbsp; This is your opportunity to come and voice any concerns or comments you may have on anything!&nbsp;&nbsp;&nbsp; If

you have a certain item that you would like to have placed on the forum agenda, feel free to forward that information to any Council member.&nbsp; Also, don't forget to visit our web page at [www.wku.edu/staffcouncil](http://www.wku.edu/staffcouncil).

<P>There being no other business, the Council was adjourned.

<P>Other:&nbsp; The Fall Break Brunch brochures have been mailed out and every staff member should receive one.&nbsp; If you don't receive one, please call Linda Cantrell at 2243 or any other staff council member and we'll get a brochure to you.

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Wed, 23 Sep 1998 15:00:06 -0500  
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Date: Wed, 23 Sep 1998 15:00:06 -0500  
From: Linda Cantrell <Linda.Cantrell@wku.edu>  
Organization: Western Kentucky University  
X-Sender: "Linda Cantrell" <Linda.Cantrell@fsmail.wku.edu>  
X-Mailer: Mozilla 4.05 [en] (Win95; I)  
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To: herald@wku.edu, Staff-All <Staff-All@wku.edu>  
Subject: minutes of Sept. Staff Council meetings  
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Precedence: list  
Resent-From: Staff-All@wku.edu

**Subject: minutes**

**Resent-From:** znssf@wku.edu

**Date:** Fri, 16 Oct 98 16:43:41 CDT

**From:** "Staff-All@wku.edu" <Staff-All@wku.edu>

**To:** Staff-All@wku.edu

**CC:** #Staff-All\_at\_HUB1-PO@WKU.EDU,  
#Staff\_1-at-ADM1\_at\_wkuadm1-po@WKU.EDU,  
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#Staff\_2-at-ADM1\_at\_wkuadm1-po@WKU.EDU,  
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#Staff-at-Remote\_at\_wkuadm1-po@WKU.EDU, znssf@wku.edu,  
Linda.Cantrell@wku.edu

The Staff Council met for it's regular monthly meeting on Wednesday, October 14, 1998 at 2:00 p.m. in room 100 of Cravens Graduate Center.

Council members present: Diane Amos, Cindy Burnette, Linda Cantrell, Mike Cardwell, Joy Gramling (ex-officio), Marshall Gray, LaDonna Harris, Danna Jacobson, Joe Keith, Debby Gabbard, Jennifer Roberts, Tony Thurman, Sharon Young, and Brian Ward.

Council members absent: Fred Gibson (excused) and Johnny Allen (excused)

**Fall Break Brunch:**

The meeting opened with a discussion about Fall Break Brunch. It was reported that approximately 625 people attended and approximately 100 door prizes were given away. A committee was appointed to prepare and send out formal thank you letters to all businesses and establishment which donated food, door prizes, or other services. Also it was agreed that an advertisement would be taken out in the Daily News which expresses the Council's appreciation to those that donated. Each donor will be listed in the advertisement. It was felt overall that the Fall Break Brunch was a success but was agreed upon that a survey of all staff members would be conducted to see what the reaction was to the Brunch.

**Open Forums:**

The fall forums for staff have been scheduled for Wednesday, October 28 at 9:30 a.m. in the Garrett Ballroom and at 2:00 p.m. in the Grise Hall Auditorium. Flyers will be distributed to all full-time and part-time staff, as well as posted in buildings. This is an opportunity for staff members to voice their concerns and comments and we hope that everyone will participate in one or both of the sessions.

**Review of Draft Policies:**

Discussion was held on the proposed overtime compensation policy. A motion was made that the Staff Council not endorse the draft policy as written. The motion was seconded and passed. Another motion was made that the draft policy as re-written by the Staff Council be passed. The policy was rewritten to include the language ".....For purposes of determining overtime, vacation leave, sick leave, and holidays are considered as part of the work week". Also, other editorial changes were made to the policy. The motion to accept this rewritten policy was seconded and passed unanimously. The Council will forward the recommended policy to Tony Glisson for submittal to the Administrative Council.

The next draft policy reviewed was the on call status and call back pay policy. The proposed policy submitted to the Council for review was

cutting back the minimum hours paid for call back duty from 4 to 2. The Council did not agree with this proposed policy and the motion was made that the Staff Council would endorse on call status and call back pay at a minimum of 4 hours. The motion was seconded and passed unanimously. A recommendation will be sent to Tony Glisson for submittal to the Administrative Council.

#### Staff Regent Report:

Regent Gramling reported on the Governor's Conference on Trusteeship. Ms. Gramling noted that the Council on Postsecondary Education has a faculty representative and a student representative but not a staff representative. After conferring with fellow staff regents from other Kentucky universities, a campaign to add a staff representative to the Council for Postsecondary Education could possibly begin. Ms. Gramling asked the Staff Council to consider supporting this campaign. Ms. Gramling also reported on the Executive Committee of the Board's selection of the third party entity to oversee the paperwork aspect of the self insurance. Ms. Gramling feels very comfortable with the selection and noted how hard the committee had worked to make this decision. Other items reported on briefly were the fund balance allocation fund and the first public meeting on the proposed loop road. Ms. Gramling noted that the next meeting on the proposed loop road is Tuesday, October 20 at 2:30 p.m. at the South Campus.

#### EEO 1 Representation on Staff Council:

This item had been tabled from previous meetings and was now brought back before the Council for discussion and vote. The discussion on whether or not to allow those staff members in the category of EE01 the opportunity to have representation on the Staff Council was very lengthy. This category of staff members includes those staff with titles of Associate Director and above. Some employees in this category had been provided representation on and by the Staff Council prior to the Corroon study and the reclassification of positions. A motion was made to include EE01 representation on the Staff Council - excluding members of the Administrative Council - in the categories of Professional or At-Large beginning with the July 1, 1999 term. The motion was seconded and passed by a 2/3 vote.

#### Goals for Staff Council for 1998-99 term:

This was also an agenda item from previous meetings which had been tabled. Some goals that were stated for the Council were to have successful Fall and Spring staff forums, conduct another survey of staff members to see what the campus staff would like to see happen, and implementation of the service recognition awards (more information forthcoming).

Draft proposals on a program called "Leadership Western" and "Fitness in the Workplace" were distributed to Council members for review. These items will be discussed at the November meeting.

The November meeting of the Staff Council will be Wednesday, November 11th at 2:00 p.m. in room 101 of Jones Jagers Hall. Diane Amos and Tony Thurman will be hosts.

A motion was made that the October meeting of the Staff Council be adjourned. The motion was seconded and passed.

Received: from zeus.wku.edu by MAILGTWY.WKU.EDU (SMTPLINK V2.11.01)  
; Fri, 16 Oct 98 16:43:36 CDT

Return-Path: <Linda.Cantrell@wku.edu>

Received: from wku.edu ([161.6.16.68]) by zeus.wku.edu  
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Message-ID: <3627BE07.DE476F79@wku.edu>

Date: Fri, 16 Oct 1998 16:43:35 -0500

**Subject: Staff Council minutes**  
**Resent-From: Staff-All@wku.edu**  
**Date: Thu, 19 Nov 1998 14:30:59 -0600**  
**From: Linda Cantrell <Linda.Cantrell@wku.edu> Internal**  
**Organization: Western Kentucky University**  
**To: Staff-All <Staff-All@wku.edu>, The Herald <herald@wku.edu>**

Minutes of the November Staff Council meeting

The Staff Council met for it's monthly meeting on Wednesday, November 11, 1998 at 2:00 p.m. in Jones Jagers Hall room 101. Hosts for November's meeting were Diane Amos and Tony Thurman.

Council members present: Diane Amos, Linda Cantrell, Mike Cardwell, Fred Gibson, Joy Gramling (ex-officio), Marshall Gray, LaDonna Harris, Danna Jacobson, Joe Keith, Jennifer Roberts, Tony Thurman, and Sharon Young.

Council members not present: Johnny Allen, Cindy Burnette, Debby Gabbard (excused), and Brian Ward.

Guests attending: Gene Crume and Gary Meszaros

Chair Jacobson opened the meeting by introducing Gene Crume, Director of Alumni Affairs, who was in attendance to present a proposal for a training program entitled "Leadership Western". Mr. Crume explained that this program was inspired by Leadership Kentucky and Leadership Bowling Green and would be a program that was all inclusive of Western Staff. The planning stages for this program are in the very beginning stages and Mr. Crume proposed that the Staff Council take the lead in backing such a program. After Mr. Crume's presentation the Staff Council named a sub-committee made up of members Jennifer Roberts, Mike Cardwell, and Sharon Young. This sub-committee will meet with Mr. Crume on this proposed program and report back to the Staff Council in more detail at the December meeting.

Gary Meszaros, Director of Business Services, was present to propose a program called "Fitness in the Workplace". Essentially, a program such as this would provide incentives to employees to be healthy (exercise, eat well, smoking cessation, etc.) and keep health care costs down. This may become a very important factor now that the University has decided to go the self insurance route. Mr. Meszaros submitted a study that was done in the early 90's that showed several private companies that had provided a health incentive to it's employees in the form of an exercise and wellness program. With the state of the art Preston Center right on the campus, it would be easy to institute such a program at Western. Mr. Meszaros was asked to confer this idea with Tony Glisson and Fred Gibson was asked to contact a health care professional to come in and possible give us an idea of what a program like this would cost to institute and how it could be incorporated into the insurance aspect. Mr. Gibson will also discuss this issue with Dr. Charles Lott, Director of Student Health Services.

The fall forums were discussed and it was an overall consensus that the attendance was quite disappointing. Hopefully those in attendance found it to be a worthwhile.

Danna Jacobson and Mike Cardwell reported on their presentation to the Administrative Council on the overtime and 4 hour callback issues. The Administrative Council asked that Tony Glisson and Ms. Jacobson collect some data from various business, State Government, and the other



Kentucky public institutions on how this situation is handled at each respective place of business. Once that data is collected, it will be taken back to the Administrative Council for further discussion. While the Administrative Council is still reviewing the proposed policy concerning On Call Status and Call Back Pay, the reaction to maintaining the (4) four hour minimum was very positive.

Longevity of employees - It has been brought to the attention of the Staff Council that the campus population is getting older and some think that incentives for retirement should be offered. The Staff Council agreed that this item is out of our purview.

Raises for part-time Staff - This item was discussed briefly and each council member was asked to go back to their respective areas and research if and/or how part-time employees in their areas are given raises. Once this information is gathered, this topic will be discussed in greater detail at the December meeting.

Audited Classes - The omission of audited classes from the Staff Tuition Waiver Program has created quite a bit of concern. This omission was accidental and the Staff Council and Faculty Senate will be sending a joint resolution to the Administrative Council to have the option of auditing a class included in the policy.

Employee Evaluations - Employee evaluations were discussed and it was noted that the mid-year evaluations were due. The point was made that the mid-year evaluations were not mandatory at this time. It was also noted that the "bottoms up" evaluations could be a useful tool for employees if utilized.

Flower Fund - The question was raised concerning the flower fund and the fact that it no longer existed. This happened due to a depletion of funds. Suggestion was made to maybe hold a fund raising activity to bring back the flower fund. The point was made that historically the flower fund was comprised of "donations" by WKU faculty and staff. Why could the flower fund not be funded centrally? History of the flower fund will be collected and reported at the next staff council meeting.

With no further business, the Staff Council adjourned. The December meeting will be hosted by Jennifer Roberts and will take place on Wednesday, December 9 at 2:00 p.m. in the Dining Room of Craig Alumni Center.

**Subject: December Staff Council Minutes**  
**Resent-From: Staff-All@wku.edu**  
**Date: Mon, 11 Jan 1999 15:44:00 -0800**  
**From: "Linda Cantrell" <Linda.Cantrell@wku.edu> Internal**  
**Organization: Western Kentucky University**  
**To: Staff-All <Staff-All@wku.edu>, The Herald <herald@wku.edu>**

The Staff Council met for its December meeting on Wednesday, December 9, at 2:00 p.m. in the Craig Alumni Center.

Council members present: Johnny Allen, Diane Amos, Linda Cantrell, Mike Cardwell, Debby Gabbard, Fred Gibson, Joy Gramling (ex-officio), Marshall Gray, Danna Jacobson, Joe Keith, Jennifer Roberts, Tony Thurman, Brian Ward, and Sharon Young.

Council members absent: Cindy Burnette (excused), LaDonna Harris

Chair Jacobson opened the meeting by introducing Ann Mead, Chief Financial Officer. Ms. Mead was invited to attend the meeting to discuss salary increases for part-time employees. The question of why part-time employees have not received yearly salary increases for the past few years was raised. Ms. Mead explained that only those part-time employees classified as permanent, part-time were actually included in the salary increase pools. All other part-time employees' salary increases are required to be funded internally by each budget unit head. There is currently no central funding for these increases. The Staff Council will request an inventory of all part-time positions through Human Resources. As of now there are apparently no guidelines for designating a position as permanent, part-time. The Council feels that any employee who works a minimum of 900 hours per year should be considered as permanent, part-time and therefore, would be eligible for a yearly salary increase out of the increase pool. The Council would also like to see a separate salary increase pool for all permanent, part-time employees rather than have their increase funds mixed in with full-time employees'. All permanent, part-time employees must meet the eligibility guidelines set forth for full-time employees in order to receive a salary increase. The motion was made that this item be approved and forwarded to the Budget Council. The motion was seconded and passed unanimously.

Flower fund: It was reported that historically the flower fund was funded by donations and that University dollars cannot be used for this purpose. After some discussion, the Staff Council agreed that since most departments purchase flowers for employees who have a death in the family, the Staff Council will take no further action on this item.

Fitness in the Workplace update: Fred Gibson reported that he had held discussions with both Charles Lott of the Student Health Service and Tony Glisson of Human Resources. While it is felt that this is a program worth pursuing, it was agreed that due to the newness of the self insurance program, the Fitness in the Workplace proposal would be revisited after the first of the year. At that time, all parties concerned will reconvene for brainstorming sessions and further discussion.

Leadership Western update: The subcommittee appointed had met with Gene Crume to discuss the proposal in more depth and reported back to the Council. After discussing this matter, the Council agreed that the timetable for it would have to be pushed back. The Council will begin the planning of the Employee Service Recognition awards in January and it was felt that this should be the top priority for the next few months, especially due to the amount of work involved. Leadership

Western will be revisited in mid to late 1999.

The Staff Council will hold its January meeting on Wednesday, January 13, 1999 at 2:00 p.m. in the Police Annex. Brian Ward will be the host. There being no further discussion, the Staff Council adjourned.

The Staff Council held a special meeting on Wednesday, December 16, 1998, at 2:00 p.m. to further discuss the part-time salary increase issue.

Council members in attendance: Cindy Burnette, Linda Cantrell, Mike Cardwell, Joy Gramling (ex-officio), Marshall Gray, LaDonna Harris, Danna Jacobson, Joe Keith, Tony Thurman, Brian Ward, and Sharon Young.

Council members absent: Johnny Allen, Diane Amos (excused), Debby Gabbard (excused), Fred Gibson, and Jennifer Roberts.

The Council met to discuss the issue of part-time salary increases. Ms. Jacobson explained that after doing further research into the classification of part-time employees, this issue is more in depth than the Council first realized. More research needs to be done as a joint venture between the Council, Human Resources, the Budget office, and Payroll. At this time a subcommittee has been named to investigate the budget aspect of part-time salary increases. This subcommittee will begin meeting in February and will report back to the Council. Therefore, this item will not be forwarded to the Budget Council at this time as was reported earlier.

Also, the Staff Council would like to announce that the President has endorsed the recommendation presented to the Administrative Council regarding the overtime and on call policies. The recommendations are as follows:

1. Four (4) hours minimum will be paid for call-ins;
2. Vacation days/time will not be counted for overtime purposes;
3. Sick leave and holidays will be counted for overtime purposes.

The Council appreciates the input that was received from many of the staff. The Department of Human Resources will issue a new policy concerning on call status and overtime in the near future.

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**Linda Cantrell** <[Linda.Cantrell@wku.edu](mailto:Linda.Cantrell@wku.edu)>

Administrative Assistant  
Information Technology