

**Subject: Staff Council 1/16/01 meeting minutes**  
**Resent-From: Staff-All@wku.edu**  
**Date: Mon, 22 Jan 2001 10:05:30 -0600**  
**From: "Joy Gramling" <Joy.Gramling@wku.edu>**  
**Organization: Western Kentucky University**  
**To: Staff-All <Staff-All@wku.edu>**

The meeting was called to order January 16, 2001 at 10:00 a.m. in the Police Annex Training Room. Members present were: Joy Gramling, Marshall Gray, Carolyn Hunt, Brenda Keith, Dale LaMastus, Elizabeth Paris, Phyllis Reed, Tony Thurman and Brian Ward. Staff Regent Howard Bailey, Dr. Richard Kirchmeyer, and Dr. Wood Selig were also in attendance. Members absent were: Johnny Allen, Dina Bessette, Teresa Dunning, Jackie Ellis, Kathy Grover-Jimerson and Jim Ramge.

1. Information Technology: Dr. Richard Kirchmeyer, Vice President for Information Technology, presented the Council with copies of a Five Year Strategic and Operations Plan for Information Technology for review and discussion at the next meeting. He is sharing the plan with many campus groups for feedback.
2. Regular Part Time Staff Salary Increases: The Council has had ongoing discussions about this issue. A number of regular part time staffers do not receive annual salary increases - in some cases for years. A memo to the President was drafted recommending that he make department heads aware that if a pool of money is available for raises for these employees, it is their responsibility to give annual raises to the budgeted part time staff in their departments. It was also recommended that the process for giving these raises be streamlined and that a pool of money for these increases be provided every year as part of the regular budget process. The memo will be sent immediately in hopes that action will be taken in the upcoming budget cycle, but it is not known at this time if a pool of money for part time staff salary increases will be available this year.
3. University Budget Council Report: Marshall reported that the Budget Council is trying to finish its work in the next couple of weeks. As is always the case, there are more needs than there is money. Recommendations will be made to the President soon.
4. Athletics: Athletics Director Wood Selig gave the Council an update on the present and future state of the Athletics Department. The increase in the Athletics budget from the new student fees ( from 6.2 million to about 8 million), will help turn Diddle Arena into a multi-purpose facility that will benefit the campus community. Mr. Selig answered questions about our conference affiliations. It seems that having 1 - AA football limits us from being invited to join quite a few conferences. He also said the conferences we are in now offer a high level of competition.
5. University Senate Report: Tony Thurman reported that the Senate agreed on the creation of an "IP" grade (in progress) which will be added to the grading system of A through F and incomplete. A proposal designating certain students as International Scholars has been sent back to committee. Carolyn Hunt will represent the Staff Council at the next University Senate meeting.
6. Staff Council Salary Committee Report: One of the Staff Council's goals for this year has been to work for market - based adjustments for our lowest paid staff starting with the lowest paid and working up. However, a recent directive from the administration that was presented to the Salary Committee states that because of the significant demands on the 2002 budget, a pool of money for market - based salary adjustments for staff may not be considered this year. This matter and other similar issues are currently being evaluated by the University's Budget Committee. Another issue

that the Salary Committee is addressing is "in house equity". There was discussion of putting an approval process in place regarding new hires, promotions or transfer situations. An internal approval process could be incorporated into the present Form 1 request that would require department heads to look at the salaries of existing employees in the same pay band in that department before setting a salary for a new employee in that same pay band. The committee is also looking at pay bands and salary structures as they currently exist within each department. This will be a very time consuming task. Part time salary increases were also discussed.

7. Habitat for Humanity: Members will be making contact with local and campus participants in Habitat for Humanity to determine the feasibility of building a house for a Western employee by Western employees. Stay tuned.....

The next meeting of the Staff Council will be held February 13, 2001 at 10 a.m. in the Wetherby Administration Building.

The Staff Council wants to hear from you. Do you have a question, concern or comments? You can email the Staff Council: [staffcouncil@wku.edu](mailto:staffcouncil@wku.edu)

The Staff Council Minutes, Constitution and By-laws are posted on the Staff Council web page at:  
<http://www.wku.edu/staffcouncil>

**Subject: Staff Council 2/13/01 meeting minutes**

**Resent-From:** Staff-All@wku.edu

**Date:** Thu, 22 Feb 2001 08:29:26 -0600

**From:** "Joy Gramling" <Joy.Gramling@wku.edu>

**Organization:** Western Kentucky University

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

The meeting was called to order February 13, 2001 at 10:00 a.m. in Potter Hall room 408. Members present were: Dina Bessette, Teresa Dunning, Joy Gramling, Marshall Gray, Kathy Grover-Jimerson, Dale LaMastus, Elizabeth Paris, Jim Ramage, Tony Thurman and Brian Ward. Dr. Richard Kirchmeyer was also in attendance. Members absent were: Johnny Allen, Jackie Ellis, Carolyn Hunt, Brenda Keith and Phyllis Reed.

1. Information Technology: Dr. Richard Kirchmeyer, Vice President for Information Technology answered questions and heard discussion of the five year strategic plan for information technology for the campus. Several suggestions were made and will be considered for inclusion in the final version of the plan. Suggestions included: offering extensive training to all employees the next time we go to a different operating system (Windows 2000), becoming a "test bed" for new technologies (which is much more feasible now that we will soon have an Engineering College), and ensuring that new employees receive the computer training they need before being placed on the job. The Council commends Dr. Kirchmeyer and his staff for this thorough and ambitious plan.

We also discussed with Dr. Kirchmeyer the issue of access to computers for all employees. There was a consensus that all staff should have the opportunity to have an e-mail account and access to the web for research or communication. Even though this may not be part of an employee's job duties, these activities could take place during break times, lunch or after work if access was provided. Employees need to be made aware that they have an e-mail account here at WKU - all they have to do is activate it. They can also use campus computer labs to access e-mail and get on the web. But what we'd also like to see is more computers made available to employees in break rooms or other locations ( especially in Facilities Management where access is limited to supervisors, management and clerical employees) to make it easier for employees to make use of the technology available to them. Dr. Kirchmeyer was supportive of this idea and will look into it further.

2. University Budget Council Report/Market Adjustments: Marshall hit some of the highlights of the recommendations sent to the President by the Budget Council recently including the 2% raise pool. Staff Council was in agreement that the 2% pool should be distributed "across the board" rather than by merit and it now appears that's how it will happen. There will be a small pool of \$75,000 for market adjustments for staff available, however it is unclear who will decide how that money will be distributed. This pool was created by splitting a pool originally designated for the fourth year of a five year plan to bring faculty salaries up to market value. However, there has been no plan in place to accomplish the same thing for staff, so this is a

small step in the right direction. It has been requested that the University Budget Council stay together as a standing committee for the rest of the year rather than disbanding as in previous years, in order to deal with ongoing budget issues. Marshall has offered to work with the Staff Council representative on the Budget Council next year in order to share all he has learned this year and provide continuity to the process. He will also work toward additional staff representation on next year's Budget Council.

3. Part Time Issues: It was brought to the Council's attention that there are situations on campus where a part time employee is working two part time

jobs that together add up to full time hours. The question is - is that person eligible for benefits? The answer from the Department of Human Resources is - no - not at this time, but that could change in the future with the upcoming Banner implementation and Administrative approvals. A second question dealing with this scenario is - can the employee be paid overtime for any hours worked over 40 in one week? The answer is - yes - and the overtime would be paid by the department where the overtime was worked.

Another interesting fact is that if a part time employee works one hundred hours or more per month over a 6 month period, the University is automatically required by the state to pay into a retirement account for that part time employee and the employee is required to contribute the mandatory contribution level of the state. The department that employs the permanent part time employee is responsible for employer paid retirement costs (if working in two departments, both departments share the cost). We will invite Tony Glisson, Director of Human Resources to our next meeting to answer questions we have about this and other issues that came up later in our 3 hour meeting.

4. Family Medical Leave Act (FMLA): Jim Ramage asked the Council to consider the fairness of how the FMLA is implemented on this campus. A staff member can take up to twelve weeks approved medical leave for himself/herself or immediate family but must exhaust all sick and vacation leave first, then go on unpaid status. A faculty member can take up to twelve weeks leave and be paid the entire time since most departments will simply fill in for the absent faculty member. On the surface this may seem to be unfair but is complicated by the fact that staff employees have certain leave benefits that the faculty do not such as being paid for up to 24 vacation days upon leaving the University or being able to use accumulated sick leave accruals (KERS only) toward retirement credit. Faculty do not accrue sick leave balances to be credited toward retirement calculations. The federal policy regulates that the employer must allow the employee off for qualifying reasons if that employee is "eligible" including having worked for the employer for at least 1 year and 1250 hours over the prior 12 months. Up to 12 weeks of FMLA leave may be provided in an "unpaid, job protected leave for certain medical reasons". The Council will follow up on this issue.

5. Staff Council Salary Committee: This committee is continuing to focus on comparisons by pay band for each administrative department. They are about halfway through the process. Some small discrepancies have been found but nothing alarming so far. This committee would like to be able to provide feedback to the Staff Council and make a group recommendation to the Administrative Council regarding distribution of the \$75,000 market adjustment pool for staff. We have been advised by the Human Resources Department that President Ransdell will make the final approval regarding the distribution of this money.

6. Habitat for Humanity Update: We found out that there used to be a student group on campus which has been defunct for several years now. We will be in contact with the President of the local chapter in Bowling Green and will have future discussions about what our level of involvement will be.

The next meeting of the Staff Council will be March 13, 2001 at 10:00 a.m. in the Orientation Room of the Kentucky Building.

The Staff Council wants to hear from you. Do you have a question, concern or comments? You can now email the Staff Council: [staffcouncil@wku.edu](mailto:staffcouncil@wku.edu)

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<http://www.wku.edu/staffcouncil>

**Subject: Minutes of Staff Council Meeting 3/13/01**

**Resent-From:** Staff-All@wku.edu

**Date:** Thu, 15 Mar 2001 16:27:12 -0600

**From:** "Joy Gramling" <Joy.Gramling@wku.edu>

**Organization:** Western Kentucky University

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

The meeting was called to order March 13, 2001 at 10 a.m. in Room 100 of the Kentucky Building. Members present were: Dina Bessette, Teresa Dunning, Jackie Ellis, Joy Gramling, Kathy Grover-Jimerson, Carolyn Hunt, Brenda Keith, Dale LaMastus, Elizabeth Paris, Jim Ränge, Tony Thurman, Phyllis Reed and Brian Ward. Members absent were: Johnny Allen and Marshall Gray.

1. A question and answer session had been scheduled with Tony Glisson but at the last minute he was unable to attend. He will be invited back to our next meeting and a full report on the questions and the answers will be made in April.

2. Elections: The Staff Council elects new representatives every April. This year we have two openings to fill - one position representing part time employees (now Kathy Grover-Jimerson) and one representing professional non faculty (now Marshall Gray). The rest of the members have another year left on their terms. The timetable is as follows:

**March 23** - memo announcing the election and calling for nominations goes out to employees in the 2 categories that will be voting.

**April 6** at 4:30 p.m. - deadline for nominations,

**April 11** - sample ballot will be sent to employees eligible to vote

**April 25** - Election Day

Details will be forthcoming....

3. Staff Council Priorities: The Council reviewed the priorities that we set at the beginning of the school year to gauge our progress. Health Insurance became a top priority that was addressed in an equitable way when the University upped it's contribution to \$315/month per employee. The Council joined together with the University Senate to ask the Administration to raise the contribution. Our other top priority was to improve staff salaries. Some amount of progress has been made in this area and some groundwork has been laid to further the cause next year. The Staff Council is in agreement with Dr. Ransdell ensuring that a pool of money was available for staff market adjustments this year. This pool will be distributed to BSA's, BSA group leaders, and the the Grounds Crew in pay bands 101, 102 and 103, and some members of the Police Department. Although \$75,000 will not go very far, we feel it is a step in the right direction. The Council will continue to keep this issue at the forefront. We have not made any progress on the question of compensation for longevity this year. We feel that years served should be considered when raises are being given That would go a long way in solving the problem of salary compression (when year to year increases in starting salaries outpace year to year raises) but more work needs to be done on this one. Service Awards: The Staff Council agrees that the budget constraints that currently exist do not warrant addressing this issue at this time. KTRS: This has been a complicated issue. Those of you that are concerned about this (using accumulated sick days toward retirement as employees in KERS are able to do) can't be any more frustrated than those who have been working on this committee. It's been difficult getting information from Frankfort and we are awaiting further information before taking this issue to the University Senate to ask the Executive Committee to consider implementing a formal sick/vacation leave policy. This work will more than likely continue into next year.

4. Report from the Staff Council Salary Committee: The Committee concluded their analysis of current salaries at WKU. For the most part, there were no major inequities found in the current pay bands (they analyzed staff positions university wide by pay band within each department and /or work unit). Most departments are hiring and compensating their employees at equitable levels within each organization, although a few cases were discovered where minimum pay levels were not being observed and enforced. This committee will continue to work to ensure staff market adjustments are addressed in upcoming budget cycles.

5. University Senate: Elizabeth Paris and Jackie Ellis will represent the staff at the University Senate meeting this month.

The next meeting of the Staff Council will be Wednesday April 18, 2001 at 10 a.m. in DUC room 226.

The Staff Council wants to hear from you. Do you have a question, concern or comments? You can now email the Staff

Council: [staffcouncil@wku.edu](mailto:staffcouncil@wku.edu)

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**Subject: Staff Council minutes of 4/18/01 & 5/2/01 meetings**  
**Resent-From:** Staff-All@wku.edu  
**Date:** Fri, 04 May 2001 14:15:49 -0500  
**From:** "Joy Gramling" <Joy.Gramling@wku.edu>  
**Organization:** Western Kentucky University  
**To:** Staff-All <Staff-All@wku.edu>, Gene Tice <Gene.Tice@wku.edu>

Our regular monthly meeting was held April 18, 2001 at 10 a.m. in DUC room 226. Most of the meeting time was spent discussing a proposed payroll change with University administrators Tony Glisson, Len Kogut, Jim Cummings and Dr. Gene Tice. The Council decided to take some time to look into the issue and come together for a special meeting to consider the payroll issue again. The following minutes include discussions from both meetings:

The Special Meeting was called to order May 2, 2001 at 9:30 a.m. in DUC Room 226. Members present were: Dina Bessette, Teresa Dunning, Joy Gramling, Marshall Gray, Kathy Grover-Jimerson, Carolyn Hunt, Dale LaMastus, Elizabeth Paris, Phyllis Reed, Tony Thurman, and Brian Ward. Staff Regent Howard Bailey, Dr. Gene Tice, Tony Glisson, Len Kogut and Jim Cummings were also in attendance. Members absent were: Johnny Allen, Jackie Ellis and Jim Range.

1. **Payroll Issue:** The implementation of the new Banner system has prompted the administration to look closely at making existing systems more efficient. Presently there are three payroll systems. Exempt (or salaried) employees are paid monthly. Some non-exempt (hourly) employees are paid bi-weekly and about 350 non-exempt employees are paid semi-monthly - on the 15th and the 30th. The administration was considering putting the semi-monthly employees on the bi-weekly pay schedule to streamline the operation and improve time accounting methods. The problem is that bi-weekly is a delayed payroll (2 weeks pay is held back) while semi-monthly is a current payroll. No matter how we looked at it, the semi-monthly employees would have to lose 2 weeks pay this year in order to convert to the other payroll system (although they would receive that pay when they leave the University). The Council voted unanimously against supporting this change and recommended that the administration not pursue this course of action. Tony Glisson, Jim Cummings and Len Kogut left the meeting after the discussion but returned an hour later to announce that they will not move forward with this change and will keep the 3 existing payroll schedules.

2. **Questions for Human Resources:** At the April meeting Tony Glisson answered the following questions:

Q. Family Medical Leave Act - Is there any way to equalize how this program is applied to faculty

and staff?

A. The FMLA requires only that the University hold a person's job for 12 weeks when they must be off for personal or family illness. How an employee accounts for that time and is or is not paid is not covered by the Act and depends on a number of variables. Faculty and Staff have different time accounting methods and that is not likely to change any time soon.

Q. Will the new Banner system be able to track part time employees more efficiently?

A. There are several categories of part time employees so you have to know what you're looking for but yes, it will make it easier.

Q. Is there a workplace violence policy in place at WKU?

A. No, but a policy is being drafted, so we may have one in the near future.

Q. Is there a formal appeals process if you don't agree with your yearly job performance appraisal?

A. Put your objections in writing and submit that to Human Resources. It will be attached to your evaluation. You may also take it through administrative channels by going to the next level above your boss and on to the next level etc.

Q. What can an employee do if he/she feels retaliation from the boss for a "bottoms up appraisal"?

A. Go through administrative channels.

3. Staff Council Election: There will not be a formal election this year because we received exactly the right number of nominations to fill the available slots. We would like to welcome new members Deborah Cole, Part Time Employee Representative from the Kentucky Museum, Dana Divine, Professional Representative from Educational Television Service, and Brad Stinnett, Professional Representative from Intramural and Recreational Sports. New members will attend the Staff Council Retreat in June.

4. Health Insurance Committee Report: Joy Gramling and Tony Thurman asked the Council for feedback on our present plan designs (Plan A and Plan B). It was mentioned that we are having to pay a lot for prescriptions this year. A generic brand is not always available or effective and the non generic drugs cost more out of pocket. The Council gave the medical reimbursement accounts high marks and talked about what a positive benefit this has been. These comments will be taken back to the University Health Insurance Committee.

5. Staff Leadership Program: At the April meeting a leadership program for staff was discussed. Dr. Stephen House of the WKU Institute for Economic Development has developed a year long program that would teach staff essential leadership skills and team building. Staff from all employment levels would be eligible for this program - applicants would be selected on potential rather than credentials. We will be exploring funding options for this program which would benefit 20 - 25 staff members each year. The Council is really excited about the possibilities!



6. June Retreat: Plans have begun for the annual Staff Council retreat in June. Included in the agenda will be orientation for new members, developing a calendar of events and establishing our priorities for next year.

The next meeting of the Staff Council will be the June Retreat - time and place to be announced.

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**Subject: Staff Council 7/12/01 meeting minutes and Retreat wrap-up**

**Resent-From:** Staff-All@wku.edu

**Date:** Tue, 17 Jul 2001 16:04:50 -0500

**From:** "Joy Gramling" <Joy.Gramling@wku.edu> **Internal**

**Organization:** Western Kentucky University

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

Retreat Wrap-Up

The WKU Staff Council held its annual retreat June 26, 2001 at the L.D. Brown Agricultural Exposition Center. Thanks go out to Darrell Towe, Director and the DFM custodial staff for their hospitality. The day was spent setting goals, establishing priorities, and getting organized for next year. Our top priorities will be: working for better staff salaries, addressing part time employee issues, and enhancing our health insurance/benefits package. Work will continue on the issue of staff employees in the KTRS retirement system using sick days toward retirement, with hope of finishing that work by the end of fiscal year 2002. Staff Service (longevity) Awards have been taken off the priority list for this year due to anticipated budget constraints. New officers were chosen: Chair - Joy Gramling, Treasurer - Johnny Allen, Secretary - Elizabeth Paris. Brad Stinnett will be the new web master. Our web site will soon be updated with our accomplishments from last year and other items of interest. In the afternoon Tony Glisson - Director of Human Resources, Dr. Steven House - Executive Director of the Institute for Economic Development, and Sharon Woodward - Program Coordinator of Continuing Education spoke about a staff leadership program that the Council has been very interested in. Johnny Allen, Dina Bessette and Jim Range will work with Sharon and Tony in an advisory role to help develop the program. The Council hopes to meet with Dr. Ransdell several times this year to keep the channels of communication open between the staff and the administration.

Meeting Minutes of 7/12/01

The meeting was called to order at 9 a.m. in the Facilities Management Conference Room. Members present were: Johnny Allen, Dina Bessette, Deborah Cole, Dana Divine, Teresa Dunning, Joy Gramling, Carolyn Hunt, Dale LaMastus, Jim Range, Tony Thurman and Brian Ward. Staff Regent Howard Bailey was also in attendance. Members absent were: Jackie Ellis, Elizabeth Paris, Phyllis Reed and Brad Stinnett.

1. Regent's Report: Howard Bailey caught the Council up to date on the latest Board actions that took place at the Board

Retreat and meeting held in June.

\* Tuition and fees have now been combined. Units that have received money from fees in the past will still receive it plus an annual cost of living raise (mandated by a previous Board action). Funding for these units will not go up in direct proportion to a raise in tuition rates.

\* The purchase of the Bowling Green Mall is not a done deal. It is still being worked on in Frankfort.

\* There was discussion about the plan to give Diddle Arena and other WKU athletic properties to the city of Bowling Green as collateral to come up with money for the Diddle renovation plan. The Staff Council strongly urged Regent Bailey to vote against this concept. The Board of Regents meets again August 17, 2001.

2. **Staff Leadership Program:** The advisory committee (Johnny, Dina and Jim) met with Dr. Tice last week to seek his support for this program. The program would help develop personal leadership skills through a year long series of classes covering such topics as communicating assertively, working with a team, priority /time management and habits of successful people. Any staff member would be eligible to apply for the program and participants would be selected based on future potential rather than on past accomplishments. Up to 25 staff members would be in the leadership class in any given year. Dr. Tice is supportive of the concept and will talk to the President and the Administrative Council about the feasibility and funding options available.

3. **Part Time Employee Issues:** The Council has had an ongoing concern for Western's part time employees. They receive no benefits and in some cases do not receive annual raises. Deborah Cole will chair a sub-committee that will develop a questionnaire to be sent out to all part time employees that work 6 months or more out of the year. This survey will help gather information about our part time employee population that will guide our actions in the coming year.

4. **Standing Committees:** Standing Committees were assigned for the upcoming year. The committees are: Part Time Issues Committee and the KTRS Committee. The Salary Committee will be assigned at our next meeting. We hope to meet with the President within the next month or so to discuss the upcoming budget crunch and how it will affect salaries.

5. **Fall Break Brunch:** Plans are already being made for the Fall Break Brunch which is scheduled for October 4, 2001 from 9-11 a.m. The location of the event is yet to be determined. Various work committees were established to begin work on this project.

6. **Other Business:** Plans were made to update the list of Facilities Management employees who want to receive a hard copy of the Staff Council minutes in their mailboxes. If there are any employees in your area who don't have access to a computer or to campus e-mail who would like to receive the minutes in the mail, send the name and department to Elizabeth Paris, Office of the Vice President for Information Technology.

The meeting adjourned at 11:35 a.m. The Staff Council meets again August 2, 2001 at 9 a.m. in the second floor conference room of WAB.

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**Subject: Staff Council 8/2/01 Minutes**  
**Resent-From: Staff-All@wku.edu**  
**Date: Mon, 06 Aug 2001 14:07:01 -0500**  
**From: "Elizabeth Paris" <Elizabeth.Paris@wku.edu> Internal**  
**Organization: Western Kentucky University**  
**To: Staff-All <Staff-All@wku.edu>**

The WKU Staff Council held its monthly meeting on 8/2/01 in Wetherby Administration Building. Members present were: Johnny Allen, Dina Bessette,

Deborah Cole, Teresa Dunning, Joy Gramling, Carolyn Hunt, Dale LaMastas, Elizabeth Paris, Phyllis Reed, Brad Stinnett, Tony Thurman and Brian Ward. Members absent were: Dana Divine, Jackie Ellis, Jim Ramage and ex officio member Staff Regent Howard Bailey.

1. Scott Ahaus, Regional Manager of Primerica Financial Services, made a presentation to the Council on services offered by his company which could possibly be useful to the employees of Western Kentucky University. Primerica

is interested in offering employees of WKU a no cost opportunity for confidential financial planning. Interested parties would enroll with Primerica to receive a Financial Needs Analysis and meet with a Primerica representative. Since the program, as explained, sounds as though it could be very helpful to interested employees and since there is absolutely no cost involved either to the employee or to WKU, the Staff Council plans to endorse this program with administration.

2. Staff Excellence Awards - Joy Gramling reported that she had been working with Tony Glisson on several issues associated with the upcoming Staff Excellence Awards. The Staff Council reviewed drafts of 2001 Selection Process and Nomination Forms and will provide Tony Glisson with suggested changes. The Council will recommend to Tony Glisson that two members of the Staff Council serve on the Selection Committee. After presentation of this years awards, the Council will evaluate whether to continue to present the awards at the annual Brunch or possibly the awards could be presented at the President's Annual Fall Meeting. The 2001 awards will be presented at the Fall Break Brunch to be held on October 4, 2001.

3. Health Insurance Issue - A WKU employee brought a problem to a Council member concerning a problem he was having with Med Ben about out-of-network charges. The Council is deferring this issue to the Insurance Committee and Human Resources.

4. Appointment of Salary Committee - The 2001 Salary Committee will consist of Elizabeth Paris, Chair, Dina Bessette, Deborah Cole, Jim Ramage and Brad Stinnett. The most important job of this committee is to determine a winning strategy to take before the Budget Council to acquire good raises for staff.

5. Fall Break Brunch - The Fall Break Brunch will be held on October 4, 2001. If renovations are complete the event will be held on the 1st floor of DUC, alternate sites were discussed. Committee reports were presented to the Council.

6. Part Time Committee Report - Deborah Cole reported that the committee has secured a list of Benchmark Institutions and will be contacting the Human Resources Departments of these institutions to gain information on what benefits and services are offered to their part time employees. A questionnaire will be designed to be sent to all part time WKU employees concerning what benefits or services they would utilize.

7. Staff Council Web Page Update - Brad Stinnett, Staff Council Webmaster, reported work in progress. He has done a great job updating the Constitution

& By Laws, Meeting Agendas, Meeting Minutes and Accomplishments. Pages under construction include Membership, Organizational Chart and Announcements. Visit the Staff Council Web Site at <http://www.wku.edu/staffcouncil>.

8. On-line Staff Council Elections - Elizabeth Paris reported having talked with Dr. Richard Kirchmeyer and Gordon Johnson about conducting Staff Council elections on line. There should not be a problem getting this project up and running prior to April, 2002, elections. Gordon Johnson will be invited to the next meeting for discussion on specifics of this project.

9. Dependent Discount - A question was raised to Council members concerning if a husband and wife both are employed at Western, does their dependent child get the benefit of both their discounts thereby granting full tuition discount? This would be somewhat similar to the cross referencing for health insurance. Joy Gramling will investigate further with appropriate administration and report back to Council. Benchmark Institutions will be surveyed concerning what type of tuition discounts are given to their employees.

10. Treasurers Report presented by Johnny Allen. Johnny reported that as of 6/30/01 the Staff Council account had a balance of \$49.44 out of an original budget of \$2,700.00. Expenses were associated with the Fall Break Brunch held in October of 2000.

11. Other Business - The issue of daycare for children of employees was discussed. Information about this issue will be gathered from Benchmark Institutions and a report will be forthcoming. Also discussed was whether employees have a choice of retirement plans when initially employed at WKU. Tony Thurman will investigate this issue and report back to the Council.

The meeting adjourned at 11:55 a.m. The Staff Council meets again September 6, 2001, in Tate Page Hall, room 421.

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Business Coordinator  
Western Kentucky University  
Information Technology

**Subject: Staff Council 9/6/01 Minutes**

**Resent-From:** Staff-All@wku.edu

**Date:** Fri, 07 Sep 2001 14:41:55 -0500

**From:** "Elizabeth Paris" <Elizabeth.Paris@wku.edu> **Internal**

**Organization:** Western Kentucky University

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

The WKU Staff Council held its monthly meeting at 9:00 a.m. on 9/6/01 in Tate Page Hall. Members present were: Deborah Cole, Dana Divine, Teresa Dunning, Jackie Ellis, Joy Gramling, Carolyn Hunt, Elizabeth Paris, Phyllis Reed, Brad Stinnett, Tony Thurman, Brian Ward and ex officio member Staff Regent Howard Bailey. Members absent were: Johnny Allen, Dina Bessette, Dale LaMastas and Jim Range.

1. Maribeth McBride was introduced to the Council as the new Benefits Manager in Human Resources (replacing Brenda Keith). Maribeth comes to Western from Eastern Kentucky University where she served in a similar position. The Council looks forward to working closely with Maribeth on issues dealing with employee benefits.
2. Health Insurance for 2002 was discussed. Len Kogut, Chair of the Insurance Committee, provided some insight on the decisions that were made by the Insurance Committee. Members of the Staff Council questioned the fact that flexible accounts for employees that waived health insurance were reduced by 50%. Len Kogut responded that the Insurance Committee felt this was a necessary step for the University to begin building an Insurance Reserve Fund. The Staff Council has three members on the Insurance Committee, Joy Gramling, Tony Thurman and Johnny Allen.
3. There was discussion about Staff Council representation on the University Budget Council which will begin building the budget for 02-03 later this fall. More information will be forthcoming.
4. Howard Bailey, WKU Staff Regent, reported to the Council on items of interest from the Board of Regents. Items of discussion included property acquisition and renovation of Diddle Arena.
5. Update on Dependent Tuition Discount - As was reported in minutes from the August meeting, the Council is investigating the possibility of cross referencing when it comes to the Dependent Tuition Discount. Joy Gramling sent a letter on behalf of the Staff Council to Tony Glisson, Human Resources Director, asking him to pursue this matter through administrative channels. The Council will follow up on this issue.
6. E-mail access for all Staff Council members - There are still two members of the Staff Council that do not have e-mail access. Since all communication is done via e-mail, it is imperative that all Council members have e-mail access. Dr. Richard Kirchmeyer, VP for Information Technology, will be contacted concerning a possible solution.
7. Preparation for Dr. Ransdell's meeting with Council on October 11 - The Council will meet with President Ransdell and bring concerns/suggestions to his attention on October 11. Some suggestions for topics were discussed but will be finalized at special called meeting on September 18.
8. Fall Break Brunch - The Fall Break Brunch will be held at 9:00 am on October 4, 2001, in Downing University Center. The Promotions Committee will be sending out brochures and e-mail to staff employees with further details.

9. Brad Stinnett, Staff Council Web master, reported that e-mail links will soon be available from the Staff Council web page as well as other enhancements currently under construction.

The meeting adjourned at 12:15 p.m. The Staff Council will have a special called meeting on September 18 in Potter Hall to finalize preparations for the Fall Break Brunch and prepare for meeting with the President on October 11. The next regular monthly meeting of the Staff Council will be held on October 11 in Wetherby Administration Building.

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**Subject: 9/18/01 Staff Council Minutes**

**Resent-From:** Staff-All@wku.edu

**Date:** Fri, 21 Sep 2001 09:04:51 -0500

**From:** "Elizabeth Paris" <Elizabeth.Paris@wku.edu> Internal

**Organization:** Western Kentucky University

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

The WKU Staff Council held a special called meeting on 9/18/01 in Potter Hall. Members present were: Johnny Allen, Deborah Cole, Dana Divine, Teresa Dunning, Jackie Ellis, Joy Gramling, Dale LaMastas, Elizabeth Paris, Jim Range, Phyllis Reed, Brad Stinnett, Brian Ward and ex officio member Staff Regent Howard Bailey. Members absent were: Dina Bessette, Carolyn Hunt and Tony Thurman.

1. Final preparations are being made for the Fall Break Brunch to be held in Downing University Center on October 4, 2001, from 9:00 a.m. to 11:00 a.m. Updates were given by the various committees. Brochures will be sent out to all staff within a week with more details.

2. Dr. Gene Tice, Vice President for Student Affairs, met with the Council to discuss various staff issues. The discussion included developing a strategy for effective staff representation on the University Budget Council. We also discussed with Dr. Tice our questions/concerns with regard to personnel policies including employee evaluations, the manner in which raises are given, position upgrade processes, etc. We had a lengthy discussion with Dr. Tice about these issues. He was receptive to our concerns/questions. More information will be forthcoming.

3. Finalized issues to discuss with President Ransdell at our October 11, 2001, meeting. Issues to be discussed include staff salaries/benefits, part time issues, addition of second staff representative to Budget Council, etc.

4. The Council had discussions concerning Primerica Financial Services offering employees of WKU a voluntary no cost opportunity for confidential financial planning. A presentation was made by the company at our August, 2001, meeting. The Council voted on a resolution to ask Human Resources to allow Primerica the opportunity to offer their services to employees during insurance/benefit open enrollment.

The meeting adjourned at 11:20 a.m. The next regular monthly meeting will be held on October 11 in Potter Hall.

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**Subject: 10/11/01 Staff Council Minutes**

**Date:** Sun, 14 Oct 2001 17:38:02 -0500

**From:** Elizabeth Paris <Elizabeth.Paris@wku.edu>

**Organization:** Western Kentucky University

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

The Staff Council held its regular monthly meeting at 8:30 am on 10/11/01 in the Regents Room, Wetherby Administration Building. Members present were: Deborah Cole, Dana Divine, Teresa Dunning, Joy Gramling, Carolyn Hunt, Dale LaMastas, Elizabeth Paris, Jim Ramage, Phyllis Reed, Brian Ward and ex officio member Staff Regent Howard Bailey. Members absent were: Johnny Allen, Dina Bessette, Jackie Ellis, Brad Stinnett and Tony Thurman. President Gary Ransdell also attended the meeting at the request of the Council to discuss various issues.

- Discussion with President Ransdell - President Ransdell provided information and insight on the State of Kentucky budget deficit and how it will impact Western. He provided information on 2002-2003 legislative budget priorities for WKU which were presented to the Council on Post Secondary Education this month. Personnel issues were also discussed including part-time salaries/benefits, raise pool for 02-03, policies and procedures regarding staff position upgrades, health insurance and dependent student tuition discount. We appreciate President Ransdell taking time from his busy schedule to meet with the Staff Council and look forward to meeting with him periodically to discuss issues affecting staff.
- Final assessment of 2001 Fall Break Brunch - Overall the response to the 2001 Fall Break Brunch has been overwhelmingly positive. A few suggestions will be taken into consideration when planning next years brunch. Thank you notes will be sent out to those who made donations for prizes, Facilities Management personnel who assisted in the setup, and others who helped make this years brunch a great success. Pictures from the Brunch are on the Staff Council web page at <http://www.wku.edu/staffcouncil>. Hope you all enjoyed!!
- Report from the Staff Leadership Committee - The Committee has been working on guidelines, funding, etc. We hope this program can be implemented in the near future. More information will be provided as it becomes available.
- Review/update Staff Council By Laws - This agenda item was deferred until our November meeting. Council members are to review and bring a copy of by laws to next meeting for discussion.
- Finalize Budget Council representative issue - The practice in the past has been that the Chair of the Staff Council serve on the University Budget Council. A motion was made and seconded stating "In lieu of automatically sending the Chair of the Staff Council as the representative to the Budget Council, the Staff Council should send the most qualified member to serve on the University Budget Council." The motion passed. A motion was then made and seconded to nominate Elizabeth Paris as the Staff Council representative to the University Budget Committee. Motion passed unanimously. The Staff Council had made a request to the President to have an additional staff member on the 8 member University Budget Council. The President denied the request.
- Salary Committee Report - The Salary Committee met with Tony Glisson earlier this month to discuss issues concerning staff compensation. The Committee is working on researching issues relating to Market Value Adjustments, longevity increases, part-time salary/benefits issues and will present our recommendations to the Staff Council and the University Budget Council.
- Health Insurance Financial Report - At the request of a University staff member, the Staff Council asked the University Insurance Committee to provide the University community with a yearly financial status report on the WKU Health Insurance Program. As the requesting staff member pointed out, with this being a self funded program, we are all stockholders in the program and

therefore should be provided a yearly financial status report. The University Insurance Committee will work on a financial report to be given to the University community.

- Replacement member for Jim Range - Jim Range will be leaving the University and therefore vacating his Staff Council seat. As stated in the Staff Council by-laws, "vacancies shall be filled by the runner up in the respective category of the most recent election". Human Resources researched the results of the most recent election and provided the Staff Council with runner up information. Lynne Swetmon will be replacing Jim Range on the Staff Council. Thanks to Jim for all his hard work on the Staff Council and Good Luck to him in his new endeavors.

The meeting adjourned at 11:00 am. The next regular monthly meeting will be held on November 1, 2001 in Facilities Management Conference Room.

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**Subject: Staff Council 11/1 Minutes**

**Date:** Fri, 02 Nov 2001 14:17:22 -0600

**From:** Elizabeth Paris <Elizabeth.Paris@wku.edu>

**Organization:** Western Kentucky University

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

The Staff Council held its regular monthly meeting at 9:00 am in Facilities Management conference room. Members present were: Jackie Ellis, Joy Gramling, Carolyn Hunt, Dale LaMastas, Elizabeth Paris, Lynne Swetmon, Brad Stinnett, Brian Ward and ex officio member Staff Regent Howard Bailey. Members absent were: Johnny Allen, Dina Bessette, Deborah Cole, Dana Divine, Teresa Dunning, Phyllis Reed and Tony Thurman. The Staff Council wishes to welcome our newest member, Lynne Swetmon (replacing Jim Ramge).

- **Regents Report** - Howard Bailey gave an update on issues discussed at the Board of Regents October meeting. Issues of interest to the Staff Council include the reorganization of Institutional Advancement and the Annual Financial Report.
- **Shared Medical Leave Program** - Maribeth McBride, Benefits Manager in Human Resources, was present at our meeting to discuss the Shared Medical Leave program. It was reported that the Shared Medical Leave Committee has received two requests for medical leave and has met and made a decision on each case. Since this program was at the recommendation of the Staff Council, Maribeth wanted to discuss with the Council some issues that have surfaced. Wording of the policy was discussed as well as application process and maximum days an employee could draw from the Medical Leave Bank.
- **Staff Council By-Laws** - When looking at the membership of the Staff Council, it came to our attention that 11 of the 15 current members will be rotating off of the Staff Council next June. This number is way to high if we are to ensure continuity and effectiveness of the Staff Council. Two of four Professional Non Faculty seats will be available. Three of four Secretarial/Clerical seats will be available. Four of four Technical/Skilled seats will be available and two of two At-Large seats will be available. The By-Laws were designed so that about half of the membership would rotate off each year; however, because of various reasons elected representatives didn't complete their terms and were replaced early and finally after several years this problem has surfaced. Article I, Section 4 of the Staff Council By-Laws state "Each Staff Council representative should serve a two-year term with the ability to serve a consecutive two year term". Article I, Section 5 of the Staff Council By-Laws state "In the event of multiple vacancies, the Staff Council reserves the right to pick the most appropriate measure in which to fill those vacancies." The Staff Council has voted, for the upcoming election only, when the representatives are elected next April, five of those elected will serve three year terms and six of the elected representatives will serve two-year terms. The five representatives elected with the most votes will be assigned the three year terms. By adjusting the term limits for this one time only, the membership should get back to a reasonable number of vacant seats each year.
- **Treasurer's Report** - In the absence of Treasurer Johnny Allen, Elizabeth Paris reported that after expenses for the Fall Break Brunch, the Staff Council account has \$165.50 available balance.
- **Staff Leadership Program update** - Joy Gramling reported talking with Gene Tice, Vice President for Student Affairs, concerning this issue. The Staff Leadership Program would help develop personal leadership skills through a year long series of classes covering such topics as communicating assertively, working with a team, priority/time management and habits of successful people. Any staff member would be eligible to apply for the program and participants would be selected based on future potential rather than on past accomplishments. Up to 25 staff members would be in the leadership class in the first year. Dr. Tice will be taking this concept to the Administrative Council in the next few weeks. We hope to get this program up and running in

January, 2002. More information will be forthcoming.

- Web Masters report - Brad Stinnett, Staff Council Web Master, reported the on-going work that is being done to the Staff Council Web Page. He has some exciting plans in mind for our web page. Access the Staff Council web page at <http://www.wku.edu/staffcouncil>.
- Other Business - The Staff Council at the August,2001, meeting brought up the fact that when both husband and wife work at WKU, with the current policy, their dependent child is granted only one of their tuition discounts. The Council inquired as to why this benefit is not cross referenced in the same way as health insurance thereby granting full tuition discount if both husband and wife both work at WKU. Human Resources is looking into ways to move forward with this issue. More information to come.

The meeting adjourned at 11:45 am. The next regular monthly meeting will be held on December 6 in Academic Complex.

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Council: [staffcouncil@wku.edu](mailto:staffcouncil@wku.edu)

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**Subject: 12/4/01 Staff Council Minutes****Resent-From:** Staff-All@wku.edu**Date:** Fri, 07 Dec 2001 07:53:03 -0600**From:** "Elizabeth Paris" <Elizabeth.Paris@wku.edu> Internal**Organization:** Western Kentucky University**To:** Staff-All <Staff-All@wku.edu>

The Staff Council held its regular monthly meeting at 9:00 am in Downing University Center on December 4, 2001. Members present were: Johnny Allen, Dana Divine, Jackie Ellis, Joy Gramling, Dale LaMastas, Elizabeth Paris, Lynne Swetmon, Phyllis Reed, Brad Stinnett, Tony Thurman and ex officio member Staff Regent Howard Bailey. Members absent were: Dina Bessette, Deborah Cole, Teresa Dunning, Carolyn Hunt and Brian Ward.

- Health Insurance Committee Report - Joy Gramling, Staff Council representative on the University Health Insurance Committee, updated the Council on issues including discussions concerning the University contribution to health insurance and the status of requested financial report for the University community.
- University Senate Report - Joy Gramling attended the University Senate meeting in November as a representative of the Staff Council. Joy provided the Council with an update on issues being discussed by the Senate. President Ransdell is scheduled to attend the December University Senate meeting to discuss budget issues and in his recent e-mail to Faculty/Staff extended an invitation to the entire campus to attend the Senate meeting. The meeting is scheduled to be held in Garrett Ballroom on December 13 at 3:30 pm. Elizabeth Paris and Jackie Ellis are to attend the December meeting as representatives of the Staff Council.
- Volunteer Hours - A University staff member asked the Council to consider the issue of the University allowing employees additional hours of leave time to perform community volunteer work. The employee felt that this would serve an incentive for employees to perform community volunteer work as well as help organizations which depend on volunteers. After discussion the Council decided that although we encourage employees to perform community service, our leave policy is extremely generous and that such a program would be extremely difficult to monitor; therefore, we will not pursue this issue.
- KTRS Committee Report - Tony Thurman reported that the KTRS Committee will take the issue of employees in the Kentucky Teachers Retirement System accumulating sick leave that may be applied to retirement credit to the University Senate. This issue is a complex one and is also an issue for faculty. The KTRS Committee will report back to the Council once that have met with the Senate.
- Staff Council meeting with President Ransdell - President Ransdell is scheduled to meet with the Staff Council at the March 12, 2002, meeting. A list of questions for the President will be discussed at the January and February meetings.
- Other Business - Elizabeth Paris reported that Gordon Johnson, Director of Administrative Computing, would be coming to the January, 2002, meeting of the Staff Council to discuss on-line voting for the April, 2002, Staff Council Elections.

The meeting adjourned at 10:30 am. The next regular meeting will be held January 8, 2002, TCCW 368.

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