

**WESTERN KENTUCKY UNIVERSITY  
STAFF COUNCIL MINUTES  
JANUARY 9, 2008**

The WKU Staff Council met on January 8, 2008 at WAB Human Resources Conference Room. Those present were Diane Carver, Larry Hardin, Trish Jagers, James Kennedy, Cheryl Lewis-Smith, Chester McNulty, Todd Misener, Sherry Nation, Angela Robertson, Darrel Saalwaechter, Tamela Smith, Shannon Ward, Stephanie Wimsatt and Mike Young. Those not present were Tex Currington, Jennifer Ragan and Stephanie Wimsatt

Sharon Hartz, the Staff Council Representative on the Master Plan Committee gave a report. She stated that the following locations on campus are being considered for renovation:

- Smiths Stadium Stage 1 (General Renovations) completed, Smiths
- Stadium Stage 2 (grand stand, concessions and club seating) still progressing
- Van Meter (bigger auditorium, more staging room and bathrooms)
- College of Education Building to be built (projected date Fall 2010)
- Herald Building about completed
- Health Services Building about completed
- Preston Center expansion (weight room)

She discussed other items such as: standardizing signs on campus, signs locations, building names on buildings, crosswalks needing to be more noticeable, the construction of Einstein Bros'. Bagel at MMTH, plans for a possible chapel on campus, the standardization of memorial items, traffic flow on campus, renovation of South Campus, etc. The Master Plan Committee normally meets twice a month. Sharon asked for any questions and one of the staff council members asked about the poor air quality dilemma at Helm Library and whether its heating/cooling ductwork needs to be renovated. Someone else stated that Thompson Complex North Wing and Science and Technology Hall need renovating as well. Sharon stated that Thompson Complex has been discussed, but no funding is available at this time. Mike Young suggested that more picnic tables and benches need to be placed around campus.

Chester McNulty, Staff Council member, and Sharon Hartz, the Staff Council Representative, both on the Benefits Committee gave a brief report of the committee's progress. The Benefits Committee met on January 8, 2008, but no motions were passed. Some issues being discussed are the waiting periods for new employee's health benefits and tuition waivers for dependent children of employees, of whom both are employed by WKU.

Diane Carver, the Staff Council member on the Parking and Transportation Committee, gave a report. She stated that there are three task-forces set up. The task-forces are Departmental Parking, Event Parking and Off-Campus Transit Program. Each committee has met independently and has not yet made any recommendations. Gary Meszaros, and Jennifer Tougas will be meeting with the President on Friday, January 11, 2008 to discuss several parking issues.

The Staff Satisfaction Survey Committee will be meeting soon to set up to prepare this year's survey. They will go over last year's survey and review any recommendations by the Staff Council to add to this year's survey.

The Cell Phone Committee will meet again to come up with recommendations for staff who use both a work cell phone and a personal cell phone.

Trish Jagers stated that Helm Library has a room available for BSAs to use. She stated that the room needs some computer equipment. James Kennedy stated that he would work with Alan Logsdon to possibly obtain recycled computers for the BSA. After the meeting I was notified that the room at Helm Library is no longer available.

The next meeting will be at the Diddle Arena on February 6, 2008.

Minutes recorded by Diane Carver

WESTERN KENTUCKY UNIVERSITY  
STAFF COUNCIL MINUTES  
FEBRUARY 6, 2008

The WKU Staff Council met on February 6, 2008 at Diddle Arena, HAF Conference Room. Those present were Diane Carver, Larry Hardin, Trish Jagers, James Kennedy, Cheryl Lewis-Smith, Chester McNulty, Todd Misener, Sherry Nation, Jennifer Ragan, Angela Robertson, Darrel Saalwaechter, Tamela Smith, Shannon Ward, Stephanie Wimsatt and Mike Young. Those not present were Tex Currington.

Chester McNulty asked about the status of all staff having access to computers in the Helm Library. It was stated that the Staff Council is not aware of any building on campus not having computer and printer access to all staff. We would like to remind all staff to assist others who may need help in computer and printer access.

Chester also reiterated that he will continue working to shorten the waiting periods for new employee's to be hired into full time status. As a side note he also stated that 30-60 days was more than enough time to see if an employee would work out.

James Kennedy, the cell phone committee chairperson, handed out a recommendation to the Staff Council. The recommendation is to allow employees to use their personal cell phones for business use, and have WKU pay the person a stipend for the individuals approved by their department head. A motion was made by Trish Jagers and seconded by Todd Misener to bring this recommendation to the Telecommunications Department and have them review the stipend possibilities and the logistics of this proposal. The motion was passed.

Tamela Smith, Staff Regent, discussed the budget cuts. She clarified some points about the budget and stressed that each cut was given serious consideration before implementing. She said we are not under a hiring freeze, but each department will need to find ways to cut their budget, which may include not filling open positions. The Staff Council supports President, Gary Ransdell in his efforts to make the appropriate decisions regarding the budget cuts.

The next meeting will be at the Thompson Complex North Wing on March 5, 2008.

Minutes recorded by Diane Carver

WESTERN KENTUCKY UNIVERSITY  
STAFF COUNCIL MINUTES  
MARCH 5, 2008

The WKU Staff Council met on March 5, 2008 at Thomson Complex Central Wing 368. Those present were Diane Carver, Larry (Tex) Currington, Cheryl Lewis-Smith, Chester McNulty, Sherry Nation, Jennifer Ragan, Angela Robertson, Darrel Saalwaechter, Tamela Smith, and Mike Young. Those not present were Larry Hardin, Trish Jagers, James Kennedy, Todd Misener, Shannon Ward, and Stephanie Wimsatt. Chester McNulty, designated member on the Benefits Committee gave us an update, although no decisions have been made yet. It was decided that we would have a special meeting to review the Resolution passed by the University Senate concerning use of the University's health insurance contributions.

Larry Hardin a member of the Staff Council has retired as of last month. Since this is so late in the academic year it was decided that Tamela Smith, Staff Regent be allowed to fill the position through the remainder of the year as a voting member, as stated in the Staff Council Constitution and By-laws.

Angela Robertson met with Bob Ware and he will try to come to the April meeting.

Angela received an email from Kenny Blair, from the University of Kentucky concerning a state budget resolution. He would like for each Staff Congresses, Councils, Senates etc. throughout the state to pass a resolution. We have reviewed several and will come up with one from Western Kentucky University. It will be in next month's minutes.

One of the most effective – and easiest – ways to contact your legislator is by simply calling 1-800-372-7181. This option will allow you to provide your opinion to your legislator about an issue. For instance, if you want to voice your support for WKU during this budget session, you may want to call the number and say the following: "I support WKU and its State Budget Resolution Plan. I hope you will work to find additional funds to support WKU with more operating dollars than currently proposed in the Governor's budget."

The finalized Staff Satisfaction Survey for 2008 which was created by committee was passed around the Staff Council. It will be mailed out on Monday, March 10, 2008. The deadline for its return is Friday, March 21, 2008.

Due to not having 2/3 members present a motion was made by Cheryl Lewis-Smith to waive the quorum rule in order to conduct Staff Council business.

The motion was seconded by Chester McNulty. The motion passed. Staff Council elections was discussed next. The members who will be going off and cannot rerun this coming election again are Chester McNulty and Larry Hardin. The members who will be going off and can rerun again are Stephanie Wimsatt, Trish Jagers, Darrell Saalwaechter and Todd Misener. Angela stated that since Larry Hardin retired, that will leave 3 vacancies to fill in the Technical/Skilled/Service Maintenance area.

Chester McNulty made the motion that who ever receives the most number of votes in this area will serve a 3 year term instead of a 2 year term for this term only. Tamela Smith seconded the motion. The motion passed. It was also stated that a staff member may vote for any category area the number of positions to fill. This is different than before, when a staff member could only vote in the category area they currently were employed. (Example: we will have two vacancies in Secretarial/ Support Personnel, three vacancies in Technical/Skilled/Maintenance, and one vacancy in Professional Non-Faculty; staff members will be able to vote in all three categories for the available vacancies). Nominations go out March 26<sup>th</sup>; Deadline for Nomination April 9<sup>th</sup>; and Elections Aprils 24<sup>nd</sup>.

The WKU Employee Wellness Program will hold their Employee Health Fair on Friday, April 11, 2008. You may have your blood drawn at Health Services during March 10<sup>th</sup> – 14<sup>th</sup>, 2008 from 8:00 a.m. – 11:30 a.m. by appointment only. Call 745-5641 for an appointment.

Roger Murphy and Dan Meyers, members of the ACE Internationalization Laboratory committee met with us to discuss their purpose. They are trying to create a strategic plan to include study abroad, foreign students coming to WKU, curriculum, and outreach. They would like to include staff in their subcommittees. The following subcommittees are being created: Recruitment, Retention and Programming, Study Abroad, Exchange Agreements, Research and Grants, Curriculum, Assessment and Outreach. If anyone is interested in being in these committees please contact them immediately.

The location of the next meeting on April 2, 2008 will be Tate Page Hall Room 332.

Minutes recorded by Diane Carver

WESTERN KENTUCKY UNIVERSITY  
STAFF COUNCIL MINUTES  
APRIL 8, 2008

The WKU Staff Council met on April 8, 2008 at Tate Page Hall Room 332. Those present were Diane Carver, Trish Jagers, James Kennedy, Chester McNulty, Todd Misener, Sherry Nation, Jennifer Ragan, Angela Robertson, Darrel Saalwaechter, Shannon Ward, and Stephanie Wimsatt. Those not present were Larry (Tex) Currington, Larry Hardin, Cheryl Lewis-Smith, Tamela Smith, and Mike Young.

Bob Ware, Facilities Management Director, attended the meeting and discussed several issues. He wants to create a balanced workload program and measure productivity. He is setting up training programs to work smarter. He stated he is not a proponent of hiring temporaries. He would prefer to hire a person on a permanent basis if possible. He stated he has 19 full-time permanent custodial positions open, with 9 of them being filled with current temporary positions. He stated that the Residence Life facilities program is under different management. He feels that staff should follow the chain of command, for any issues and use the ombudsperson to resolve conflicts if needed. He stated that he requested Mr. Greer, the ombudsperson, to resolve an issue in the facilities department, which called for numerous interviews. This was mainly a fact finding mission. He invited the staff council to attend his Leadership Team meeting, which is held once a week.

Diane Carver stated that as of this date there was 491 staff survey forms turned in. Last year there were a total of 520 surveys turned in. The survey answers will be accumulated and posted on the web later this year. Any comments will be reviewed by the staff council.

As of this time there were four nominations received for staff council. April 9 will be the last day to accept nominations.

The bylaws will be amended to state the following:

- All eligible voters are permitted to vote for a respective in each category. In the event of multiple openings voters can vote for more.

We feel this will encourage more people to run for office and vote. This issue was revisited due to concerns from staff from last meeting.

James Kennedy stated someone contacted him concerning reducing hours from 8:00 – 4:00 during spring break. The issue was discussed and the staff council felt this was not an issue to look into.

He also stated that someone contacted him concerning an increase in stipend for certifications earned. Currently a person may get up to 3 certifications and be paid a \$300 stipend for each, with approval of a department head. A committee was set up to review this stipend as well as the incentives for diplomas received. The committee consists of James Kennedy, Todd Misener, and Jennifer Ragan.

The June staff council retreat was discussed. Various locations were mentioned, but we will decide on the final location at the May meeting.

Angela Robertson requested that Cheryl Lewis-Smith take her place in the Diversity Enhancement Committee. Angela was not able to meet during the set times for that committee.

Diane Carver suggested that she may start sending the minutes out in pdf form rather than word document form.

The next meeting will be May 7 at the new Health Services Building Conference Room.

Minutes recorded by Diane Carver, Secretary

WESTERN KENTUCKY UNIVERSITY  
STAFF COUNCIL MINUTES  
MAY 7, 2008

The WKU Staff Council met on May 7, 2008 at Health Services Conference Room. Those present were Diane Carver, Trish Jagers, James Kennedy, Cheryl Lewis-Smith, Chester McNulty, Todd Misener, Sherry Nation, Jennifer Ragan, Angela Robertson, Darrel Saalwaechter, Tamela Smith, Shannon Ward, and Stephanie Wimsatt and Mike Young. Not present was Larry (Tex) Currington.

The June Staff Council Retreat was discussed. The date has been set for Wednesday, June 11, 2008 starting at 8:30 at the Corvette Museum. Angela stated that she talked with the Corvette Museum manager, and he is including a tour of the museum. Each of the current members and the new members will bring a breakfast item, snacks or drinks. Lunch will be held outside of the museum. Angela will invite the appropriate guests to attend the retreat.

The parking permit increase was discussed. Chester McNulty made a motion not to approve the \$10.00 parking permit increase. Trish Jagers seconded the motion and the motion passed. Diane Carver, Parking and Transportation Committee representative, will announce this at the next Parking meeting.

Diane Carver stated that we received 509 Staff Surveys this year. The information collected has been sent on to Betsy Shoenfelt for analysis.

James Kennedy reported on the Stipend Committee findings. The committee contacted several benchmark institutions and discovered that W.K.U. is at or above the other institutions on this issue. The Staff Council has decided not to pursue this item due to the findings.

Todd Misener, Staff Council representative on the Budget Council, gave a report. He attended a budget meeting recently, over which Ann Mead presided. He considered two items of special interest. 1: The \$300,000 budget for faculty salary compression, which Tamela Smith, Staff Regent, felt was not fair to the staff and 2: the \$500 pay increase across the board for all employees. Tamela Smith stated that she had talked with President Gary Ransdell and feels that he did consider all options and felt this was the most beneficial for employees at the lower end of the pay scale.

Tamela Smith stated that she felt several issues concerning the budget cut affected the staff tremendously more so than the faculty. She is gathering information concerning university staff unions.

Discussion concerning the VOICE listserv occurred. It seems that a select few individuals are constantly expressing their views during office hours. James Kennedy stated that he might discuss options to help alleviate this issue with Dr. Kirchmeyer.



The issue concerning allowing part-time employees the option to purchase insurance through W.K.U. was discussed. The Staff Council feels that this issue is only part of a bigger issue for part-time employees, and due to the state of the budget this year, we will not pursue the matter at this time.

The Staff Council Election occurred on Tuesday, May 6, 2008 and the results are as follows:

Secretarial/Support – Retha Spinks and Tammy Spinks

Professional/Non Faculty – April Gaskey

Technical/Maintenance/Skilled – Tammi Beach, Cassandra Bailey and Darrell Saalwaechter.

Since three of the Technical/Maintenance/Skilled were elected this year due to extenuating circumstances, Tammi Beach, who received the most votes, will remain on the Staff Council for a three-year term, instead of a two-year term.

Minutes recorded by Diane Carver, Secretary

WESTERN KENTUCKY UNIVERSITY  
STAFF COUNCIL MINUTES  
JUNE 11, 2008

The WKU Staff Council met on June 11, 2008 at the Corvette Museum Conference Room. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, Larry (Tex) Currington, April Gaskey, Trish Jagers, James Kennedy, Cheryl Lewis-Smith, Chester McNulty, Todd Misener, Jennifer Ragan, Angela Robertson, Darrel Saalwaechter, Retha Spinks, Tammy Spinks, Shannon Ward, Stephanie Wimsatt and Mike Young. Not present was Sherry Merklung, and Tamela Smith.

Everyone introduced themselves and stated how long they had been on the Staff Council and where they worked. A contact worksheet was passed around to update addresses, emails and phone numbers. The Staff Council meets the first Wednesday of each month at a host site, unless otherwise noted.

An email had been sent out to inform all members to read the Constitution and By-Laws. Angela stated that each member may be contacted concerning issues and to contact the secretary to put it on the agenda for the next meeting. Issues that concern a few individuals may need to be taken up with the Ombudsperson rather than the Staff Council. Other issues involving numerous people will be discussed by the Staff Council.

The Staff Council Accomplishments for 2007-2008 were as follows:

- Bereavement Policy
- Ombudsperson
- Diversity Enhancement
- Fall Break Brunch
- Revised web site
- Revised voting guidelines
- Revised By-Laws
- Leadership Program
- Staff Satisfaction Survey
- Supported BSA be hired fulltime rather than part-time for 6 months
- Resolution regarding Proposed Budget Cuts to Postsecondary Education

In June or July we will review the Staff Satisfaction Survey results and do so in a video conference room so it will be taped.

The increase in Parking Fees was discussed. The Staff Council is very disappointed in the increase of parking fees after we had stated that we had opposed the proposal. Angela Robertson stated she would ask Jennifer Tougas to attend one of our meetings as soon as possible to talk about parking issues.

The issue of BSA working in buildings at night with no air conditioner was mentioned. Angela stated she would contact Bob Ware about this issue.

The Ombudsperson position was for a trial period and we would like Dr. Greer to come to a future meeting to discuss the usage by staff.

The Calendar for the Staff Council Meeting is as follows:

DATE	HOST	LOCATION
July 9, 2008	James Kennedy, Diane Carver	MMTH
August 6, 2008	Angela Robertson	MMTH
September 10, 2008	Shannon Ward	Jones Jagers
September 24, 2008	Jennifer Ragan	Diddle Arena
November 5, 2008	Tammi Beach	MMTH
December 3, 2008	Tammy Spinks	Tate Page Hall
January 7, 2009	April Gaskey	
February 4, 2009	Mike Young	TCCW
March 4, 2009	Tex Currington	Ag Center
April 1, 2009	Cassandra Bailey	Diddle Arena
May 6, 2009	Retha Spinks	Potter Hall
June 3, 2009	Retreat	

Jennifer Ragan will order shirts for the new members.

Tony Glisson and Deborah Wilkins attended the Staff Council Retreat. Tony stated he will support us with issues in the best interest for the campus. Deborah Wilkins will be new working with the Staff Council and is looking forward to it. Deborah stated that she will talk with Dr. Greer, the Ombudsperson, and find out what his recommendations are for that position. We asked Deborah about the parking fee increase and she said she would look into how it came about. We asked Tony about alternative working schedules. He stated that it has been in the policy for some years and it is up to the department to schedule a person's work load for the same amount of hours. He also stated that certain positions may work shorter hours for a set period of time with a cut in pay depending on the agreement of all concerned. It was stated that EKU has instituted alternative scheduled work days.

Tony asked about the compensation for training certification and diplomas. James Kennedy, chairperson of that committee, stated that his committee has done research and that W. K. U. has a fair policy. Tony Glisson stated that the policy has not been changed since 1996 and that it may be time to look into it further. Members of the staff council stated that the Human Resources classes during the past year have been informative especially the health and web training. He said that there is not enough money in the budget this year for as many classes.

The following Committees are staffed as follows:

- Staff Satisfaction Survey  
Diane Carver, Angela Robertson and Tammy Spinks
- Benefits  
Sharon Hartz, Pat Johnson, Chester McNulty
- Budget Council  
Todd Misener
- Campus Master Planning  
Mike Young
- Parking and Transportation  
Diane Carver
- Staff Mentoring  
April Gaskey
- Staff Excellence  
Angela Robertson
- Staff Leadership  
James Kennedy, Jennifer Ragan, Tammi Beach
- Staff Wellness  
Darrel Saalwaechter, Tex Currington
- Western Spirit Award  
Cassandra Bailey
- Diversity Committee  
Cheryl Lewis-Smith

The following officers were elected:

Chairperson: Angela Robertson

Secretary: Diane Carver

Treasurer: Mike Young

Web Master: James Kennedy

The Staff Council then went on a tour of the Corvette Museum.

Minutes recorded by Diane Carver, Secretary

**STAFF COUNCIL MINUTES**  
**JULY 9, 2008**

The WKU Staff Council met on July 9, 2008 at MMTH Journalism Library. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, Larry (Tex) Currington, James Kennedy, Cheryl Lewis-Smith, Sherry Merkling, Angela Robertson, Darrel Saalwaechter, Tamela Smith, Retha Spinks, Tammy Spinks, Shannon Ward, and Mike Young. Not present April Gaskey and Jennifer Ragan.

Deborah Wilkins attended the meeting and expressed a desire to attend the meetings for a short period of time. It was agreed that she should attend around 11:00 p.m. for each meeting.

Pictures of all members together and individuals were taken for the web page.

Mike Young expressed a desire that we post on our web page all locations that give WKU discounts. It was decided that the secretary, Diane Carver receive emails from staff concerning various locations. She would then pass this information along to the Discount Committee, James Kennedy, Cheryl Lewis-Smith and Shannon Ward for verification. James Kennedy would then keep the web page current.

Staff Council was requested to look into a Sam's Club Membership for WKU employees. The only way a membership could be done is if Staff Council set up an account, keep up with members, payments, etc... The Staff Council agreed that we should not pursue this issue.

Angela Robertson said she wants to look into increasing the mileage amount, which currently is .44 per mile. She believes the state rate is more. The Staff Council thought this was worth checking out. She will look into this matter further.

Tex Currington suggested that we look into allowing staff to take a floating vacation day for their birthday, since we did not receive a significant pay raise. It was decided to not pursue this matter at this time.

It was suggested that we look into having picnic tables set up around campus. We will ask Gary Meszaros when he attends this meeting later.

Cassandra Bailey, Tamela Smith and Angela Robertson reported on the air conditioning being off at Pearce Ford Tower while the maintenance staff is working this summer. They stated that the hall is being renovated, so there is no air conditioning. Commercial fans have been provided, Gatorade and water are being provided and extra break times are being set up.

Jennifer Tougas and Gary Meszaros attended the meeting to discuss Parking and Transportation. They discussed the parking and transportation budget and future needs. They said all funds will go toward improving parking and transportation. No funds will be used for additional personnel. Gary stated that picnic tables with umbrellas will be set up soon around campus at locations by MMTH, PFT, Garrett and the library.

Angela Robertson passed out a letter requesting sponsorship for the 2008 Fall Break Brunch.

The Ombudsman position was discussed. The president has asked the Staff Council for a recommendation for this position. Angela has received several emails concerning staff who are interested in this position. Staff do not have to go through the Staff Council, but those who did were reviewed. We agreed to recommend someone to be the Ombudsman.

Partner Benefits were asked about, with our last poll of staff the majority were not in favor. We decided to not pursue this matter at this time. A few universities around the state have implemented partner benefits.

Angela Robertson requested that we look into the Shared Medical Leave Bank policy. A committee has been set up including Cheryl Lewis-Smith, Retha Spinks, and Tammi Beach.

The next meeting will be on August 6, 2008 at MMTH.

**STAFF COUNCIL MINUTES**  
**AUGUST 6, 2008**

The WKU Staff Council met on August 6, 2008 at MMTH Journalism Library. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, Larry (Tex) Currington, April Gaskey, James Kennedy, Cheryl Lewis-Smith, Sherry Merklings, Jennifer Ragan, Angela Robertson, Darrel Saalwaechter, Tamela Smith, Retha Spinks, Tammy Spinks, and Mike Young. Not present was Shannon Ward.

James Kennedy reported on the Staff Discount Committee. He has been receiving several emails concerning discounts in Bowling Green for WKU Staff. He has not yet updated the staff council web site but will do so shortly. He will validate the discount before adding to the web site. He also stated that he will have the pictures and committees updated on the web site soon as well. James has updated the web site since our meeting with all the information that was stated above.

Cheryl Lewis-Smith, Chairperson of the Medical Leave Bank Review Committee, said they met to review policy modification recommendations. The committee focused on two specific items, donating hours to specific individuals and the current employee qualification criteria. The committee researched several other Higher Ed, Government, State, public and private industry policies and guidelines. After thorough review it appeared that there were too many problematic issues that could possibly prompt or create negative concern/impact to the overall intent or purpose of the policy. It was noted that the Medical Leave Bank policy was revised a year ago. During the committee review it was discovered that our current Medical Leave Bank is in a deficit hour state and that more donation participation is needed. Based on the overall committee findings Staff Council decided to not pursue further action on this item.

Increasing mileage cost was discussed last month and after that meeting it was announced that mileage would be increased to .49 a mile.

Angela stated that she sent the Staff Council recommendation for Ombudsman to Deborah Wilkins along with all other emails she received concerning this issue.

July 2008 minutes had a misprint, it stated that Deborah Wilkins will attend the meetings around 11:00 p.m., but it should read around 11:00 a.m. She has been invited to the Staff Council meetings, since she is our liaison with the Administrative Council. She does not have a vote, but we felt it would allow more communication between the two entities.

Cheryl Lewis-Smith brought up the issue that the air conditioning is not being turned on in buildings on campus until 7:00 a.m. BSA are starting around 2:00 a.m. in the summer and the heat is extreme. Tamela Smith stated she would talk with John Osborne and Angela Robertson stated she would talk with Dale Dyer. We will invite Dale Dyer or Bob Ware to a future meeting to discuss this issue.

Mike Young, a member of the Campus Master Planning Committee, stated that renovation is about to begin at several buildings on campus. He also stated they are looking into a new building for Alumni and Development Office.

Diane Carver, member of the Parking and Transportation Committee, stated that President Ransdell is adjusting the number of members on this committee. They will not be meeting until it is decided.



The Fall Break Brunch was discussed. The Theme this year is the Homecoming Theme "Vote Big Red for President". We will try to have the brunch at DUC Fresh Food Company again. The decorating committee consists of Retha Spinks, Tammi Beach, Jennifer Ragan and Tammy Spinks. We will collect tickets to keep count of the number of meals, and we will also have a paper for each person with the person's name and department for door prizes. All members are to collect door prizes.

Deborah Wilkins attended the meeting and we discussed the BSA air conditioning issue, the Parking and Transportation Committee, and the Ombudsman position.

The next meeting will be on September 10, 2008 at MMTH.

## **STAFF COUNCIL MINUTES**

### **SEPTEMBER 10, 2008**

The WKU Staff Council met on September 10, 2008 at MMTH 250. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, Larry (Tex) Currington, April Gaskey, James Kennedy, Cheryl Lewis-Smith, Jennifer Ragan, Angela Robertson, Darrel Saalwaechter, Tamela Smith, Retha Spinks, Tammy Spinks, Shannon Ward and Mike Young. Not present was Sherry Merklng.

Dr. Elizabeth Shoenfelt handed out the Western Kentucky University Staff Satisfaction Survey 2008 analysis. She said that Dr. Reagan Brown also helped with the analysis. She stated that 508 employees returned a completed survey. The survey was administered in March 2008 and the data analysis occurred in July 2008. Her presentation was videoed. The analysis document and the video presentation will be put on the Staff Council web site. The analysis compared 2005 through 2008 questions and answers. Comments entered on the survey are also at the back of the document.

The Fall Brunch will be Thursday, October 2, 2008. Donations are being collected for door prizes. Angela has contacted The Fresh Food Company, but has not received a confirmation. She has also contacted Scooter Davis about being the m.c. This year we will have a numbered ticket to give to each person who will be eating as long as they have a WKU ID. A brochure will be created and sent out to all staff about the Brunch as well as an email. The brochure will have a place to enter your name, department and phone number for door prize giveaways.

Tamela Smith encourages all staff to nominate someone for the Staff Excellence Awards. Members on the Staff Council cannot nominate or be nominated for the Staff Excellence Awards. This year the winners will receive \$750.00.

Angela Robertson stated that she sent three names from members of the Staff Council to the President to review to select someone for the Parking and Transportation Committee. That committee was adjusted to have 13 members selected by the president. She has not yet heard who he will select.

James Kennedy stated that the web form containing Staff Discounts at retail stores is on the web at <http://www.wku.edu/staffcouncil/> Then click on Activities and then click on Retailer Discounts. All the discounts specified have been validated. Please contact the [staffcouncil@wku.edu](mailto:staffcouncil@wku.edu) for additional discounts.

The salary of WKU employees are located on the web at <http://www.wku.edu/Dept/Support/FinAdmin/08-09%20Budgeted%20Salary%20Information.pdf>.

The next meeting will be on September 24, 2008 at Diddle in the HAF Conference Room.

## **STAFF COUNCIL MINUTES SEPTEMBER 24, 2008**

The WKU Staff Council met on September 24, 2008 at Diddle 2015. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, Larry (Tex) Currington, April Gaskey, James Kennedy, Cheryl Lewis-Smith, Sherry Merklings, Jennifer Ragan, Angela Robertson, Darrel Saalwaechter, Tamela Smith, Retha Spinks, Tammy Spinks, Shannon Ward and Mike Young.

Angela Robertson, Chairperson, met with the Administrative Council concerning the 2008 Staff Survey. They recommended a new item to specify in which division the person worked and taking out gender and age. When the Survey Committee meets they will take this recommendation and any new issues into consideration.

The President picked Sherry Merklings from the Staff Council to be a member of the Parking and Transportation Committee. The article in the Herald concerning busing was talked about. Angela said she would try to meet with Jennifer Tougas to discuss this issue.

A new committee for Sustainability has been created. This committee will have 12 members. The committee will lead WKU to be a "green" campus. Angela was asked to have a Staff Council member be on the committee. Tammi Beach was recommended to be on the committee.

James Kennedy was approached concerning the stipend employees can receive when receiving a certification. Currently the maximum is 3 times. Angela Robertson said she would meet with Tony to discuss this issue.

Jennifer Ragan said someone has asked her about reimbursement for traveling around town for the department. Other members stated that a travel form should be filled out if the amount is \$10.00 or greater. It was recommended that staff members should read the policies concerning travel at the following web page <http://www.wku.edu/Dept/Support/FinAdmin/Travel.htm> or contact the Office of the Controller with question 745-5327.

James Kennedy found an advertisement that had a WKU logo. He is going to bring this up to Tom Meacham and/or Deborah Wilkins.

Tamela Smith, Staff Regent, said she will be meeting with other Staff Regents in the state.

Angela stated that the Fall Break Brunch will be held at DUC at the Fresh Food Company on Thursday, October 2, 2008. Scooter Davis will be the master of ceremonies. Diane Carver has contacted the Events Planning Department for the staging. A table will be set up outside the door of the Fresh Food Company to take up the door prize forms and to give a ticket to each staff with a WKU ID. The staff will then enter the Fresh Food Company and give the ticket to the cashier. The food will be served from 9:00 to 10:30. Coach McDonald will make a few comments. The Staff Excellence Awards will be given out and there will also be a dance contest. Diane Carver, Secretary has emailed the Staff Council the Fall Break Brunch brochure to review. A few revisions were specified. She will email the brochure the afternoon of September 24th and mail a brochure to everyone in facilities. President Ransdell has stated Thursday, October 4<sup>th</sup> and Friday, October 5<sup>th</sup> to be Casual Day. All door prizes received needs to

be marked with who donated the items before bringing to the Fall Break Brunch. Parking will be available in PS 2, the new parking structure. The Staff Council will need to be at the Fall Brunch by 7:30 a.m. with our red shirts on.

Respectively Submitted by  
Diane Carver, Secretary

**STAFF COUNCIL MINUTES**  
**NOVEMBER 5, 2008**

The WKU Staff Council met on November 5, 2008 at MMTH Journalism Library. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, Larry (Tex) Currington, James Kennedy, Cheryl Lewis-Smith, Sherry Merklings, Jennifer Ragan, Angela Robertson, Retha Spinks, Tammy Spinks, Shannon Ward and Mike Young. Those not present were: April Gaskey, Darrel Saalwaechter and Tamela Smith.

Tamela Smith, Staff Regent, could not be present but she sent an email expressing the following: I attended the meeting called by Deborah Logan to discuss the Bowling Green Medical Clinic/Anthem issue. I wanted to hear what the staff had to say on that. Unfortunately, this was a battle between BGMC and Anthem so there wasn't anything we could do.

The Fall Brunch was attended by 808 people. The total cost to the Staff Council was \$4,516.72. The winners of the Staff Excellence Awards were Administrative Support Category: Debbie Gabbard (Agriculture Department), Professional Non-Faculty Category: Elizabeth Mohon (Counseling and Testing Center), Skilled/Technical/Paraprofessional Category: David Newsom (University Farm), Building Services Attendant Category: Dwayne Holloway (Facilities Management). The winners of the Dance Contest were Johnathan Oglesby and Brian Pedigo. Cheryl Lewis-Smith asked if the Safety Fair that was held after the Fall Brunch be incorporated with the Fall Brunch next year in the lobby of DUC after the Fall Brunch ended. She thought more vendors would participate and more people would attend.

Karl Laves, Ombudsman, attended the Staff Council. He stated that he has had 8 contacts with 2 unresolved and 6 in the next step process. He will be in place until May 2009, but is working on being here throughout the summer. He is planning on remaining Ombudsman. He keeps track of his hours per case and keeps a log of each incident. Cheryl Lewis-Smith stated that she would see that the HR web site contain a page for the ombudsman. Karl Laves can be reached at 270-745-3159 and 270-781-5065. His office is at 409 Potter Hall. He will meet anyone at his office or where they would feel most comfortable. His email address is [karl.laves@wku.edu](mailto:karl.laves@wku.edu).

The Staff Council discussed the Emergency System. An Emergency Services Team has been set up and has already begun meeting. They will put in place the BEST Team, which is Building Emergency Safety Team. Two individuals from each department will be on the team. A primary and a secondary person will be chosen. This will be on a voluntary basis. A video showing what could happen (This is not what happened at WKU) has been placed on <http://www.wku.edu/emergency-info/>. If you select Shooting on Campus, it will take you directly to the video once you log in. It is about a 20 minute video.

Angela Robertson, Chairperson, has asked that we discuss changing the by-laws to allow a co-chair for Staff Council. This position would preside when the chair could not attend and also attend meetings in the chair's place.

Tamela Smith sent an email stating the following about the Downtown parking structure: I attended the Board of Regents meeting this morning. I was able to speak and present issues regarding the extended contract on the parking structure proposal, but it did pass 7-4. I do want to clarify one point that I should have made in my email yesterday - this vote was only on an amendment of the original agreement. Last year, the BOR had approved an agreement with the City of BG for spaces in

their proposed parking structure. After we approved it, the City then amended it. The original proposal was for WKU to pay \$250,000 a year for 200 spaces for 15 years. The revised proposal is for WKU to pay \$250,000 a year for 200 spaces for 20 years, and \$250,000 a year for 300 spaces for the next 10 years. The Board felt that agreement would help alleviate some of the parking problems for WKU in the future. They did listen to me and several members spoke with me afterwards to express their support for staff, but they felt this was a forward-looking initiative for WKU.

We need to be thinking about the Staff Regent election next year.

Tammi Beach, Sustainability Committee member, stated that the committee will have the first meeting before Thanksgiving.

The December Staff Council meeting will be held at Jones Jagers Conference Room. We will begin at 8:30 a.m.

It was discussed that Bob Ware has stated that he will hire employees on a full time basis, not part time before becoming full time.

Respectively Submitted by  
Diane Carver, Secretary

**STAFF COUNCIL MINUTES**  
**DECEMBER 3, 2008**

The WKU Staff Council met on December 3, 2008 at Jones Jagers Conference Room. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, Larry (Tex) Currington, April Gaskey, Cheryl Lewis-Smith, Angela Robertson, Darrel Saalwaechter, Tamela Smith, Retha Spinks, Shannon Ward and Mike Young. Those not present were: James Kennedy, Sherry Merklings, Jennifer Ragan and Tammy Spinks

Dr. Kirchmeyer attended the Staff Council meeting and discussed VOICE and Faculty All and Staff All Emails. He passed out the attached document which he had previously sent to the Deans and Department Heads. The report is as follows:

*Deans/Department Heads: In my eternal quest to reduce the amount of unnecessary email that hits your inbox, I would like to propose a change for the Spring as to how we handle Faculty/Staff-All and WKU-Voice and to get your feedback. My proposal is in three parts.*

*First, that we eliminate WKU-Voice as an email-based threaded discussion media, and replace it with a forum/bulletin board (F/BB) type system. The F/BB would have predetermined topics (e.g., academics, benefits, parking, policies, politics, budget, diversity, philosophy, etc.). Any WKU employee could then post a comment/comments to any of the topics. Topics could be added as different situations occur. We would attempt to make this a channel in the portal, so it would only be a click away. Or, if you don't use the portal, it would be easy to access otherwise. At the end of every Fall/Spring semester, the posts would be cleared out, so we can start off a new semester with a clean slate. So, if someone wanted to pontificate about something, this is where they would go and we would keep threaded comments off email. This is a place that people would have to go to, to post or read what has been posted.*

*Second, that we create a new list called: WKU-Activities which would be used to post any type of WKU activity (bands, concerts, plays, camps, debates, bookstore sales, etc). Every WKU employee would be subscribed to this automatically, however anyone could opt out at any time.*

*Third, that Faculty/Staff-All be used strictly for university business, and only designated people within each division would be authorized to post to Faculty/Staff-All. For example, in the IT Division, I would designate the IT Directors as authorized to post. This would cut down on a lot of unnecessary posts that you have to deal with now.*

*That's my proposal. If you have some feedback for me, email me directly at [richard.kirchmeyer@wku.edu](mailto:richard.kirchmeyer@wku.edu). Thanks, and I look forward to your comments. I will also be getting comments from the Staff Council and the University Executive Committee in the near future. Dick K.*

Deborah Wilkins attended the Staff Council meeting and discussed the Emergency Action Plan. She stated that external communications were good during the October 22, 2008 incident, but that internal communications need to be improved. If an incident occurs again, internal texting on cell phones will occur every 30 minutes and there will not be a Lockdown, but the university will be set in Secure Mode.

This means that exterior doors will not be locked, unless minors are inside the building, but interior office doors should be locked. The BEST (Building Emergency Safety Teams) have been created. Members are from each building on campus and someone from each floor. They have already begun meeting. All BEST members will watch a video on the web containing an action plan for each building. There will be one on one 2 hour training sessions for the members which should be completed by the end of June 2009. The Resident Halls already have an emergency .system in place.

Angela Robertson asked Deborah Wilkins about the budget cuts. She stated that there will be a 4% budget cut this year and possibly more the coming year. Certain positions that are vacant may not be filled. There has not been a hiring freeze mandated, but each department has been told of the cut they need to make.

Chester McNulty position on the Benefits Committee has ended. A motion was made by Mike Young to keep Chester on that committee for two more years. Tammi Beach seconded the motion and the motion passed. Angela will talk to our three representatives on the Benefits Committee: Chester McNulty, Pat Johnson and Sharon Hartz to see about coming to one of our meetings to keep us updated.

Tamela Smith and Angela Robertson attended a state wide Staff Meeting consisting of Staff Regents and chairpersons of Staff Councils. Several topics impacting staff at all universities/KCTCS were discussed, including: benefits, organization of staff leadership, accreditation programs, cell phones, etc. Tamela hosted this event at the WKU-Elizabethtown site, with lunch provided by Dr. Ransdell. A formal organization of this group is being created with Tamela writing up the constitution and by-laws. Tamela indicated that there is no official staff position on the CPE board and efforts are being initiated to change this policy.

Cheryl Lewis-Smith made a motion that we have a co-chair for the Staff Council. Retha Spinks seconded the motion and the motion passed with 11 yes votes and one no vote. Next month we will vote on the co-chair.

Sherry Merklng was not able to attend the meeting, but she sent an email to the staff members stating some items the parking and Transportation Committee has been discussing.

Tammi Beach, a member on the Sustainability Committee, reported that they have met once and mainly discussed the shut down of the university during winter break. They are encouraging everyone to unplug all appliances including power strips and pull down blinds.

Tamela Smith brought up the topic of BSA's having to cover for vacant BSA positions, in essence being required to do more than one job, but still having the same quality inspection checks as usual. Angela Robertson stated that she will look into this matter and discuss it with Bob Ware.

The next meeting will be January 7, 2009 at Potter Hall 4<sup>th</sup> Floor Conference Room.

Respectively Submitted by  
Diane Carver, Secretary