

STAFF COUNCIL MINUTES
JANUARY 7, 2009

The WKU Staff Council met on January 7, 2009 at the Women's Basketball Office. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, Larry (Tex) Currington, April Gaskey, James Kennedy, Cheryl Lewis-Smith, Sherry Merklng , Jennifer Ragan, Angela Robertson, Darrel Saalwaechter, Tamela Smith, Retha Spinks, Tammy Spinks and Shannon Ward. Those not present were Mike Young.

Cheryl Lewis-Smith stated she received a letter from Bobbi Jefferson, Area Manager for Jackson Hewitt Tax Service. She has offered WKU Faculty and Staff 25% off of their preparation fees and would like to offer WKU students 50% off of their preparation fees. Cheryl is going to contact Bobbi to find out Future/continued discount offerings and locations. This information will be placed on the Staff Council Retail Discount web page.

Tamela Smith, Staff Regent, discussed the new organization Kentucky Higher Education Staff Leadership Alliance(KHESLA). KHESLA is an organization of higher education staff leaders, representing the eight postsecondary educational institutions in the Commonwealth of Kentucky and the Kentucky Community and Technical College System, which will serve as the advocacy body of public postsecondary education staff. She has drafted a Constitution, which has not yet been adopted, but will be voted on at the next statewide meeting. Diane Carver made a motion to support KHESLA. James Kennedy seconded the motion and the motion passed. Tamela has also proposed that KHESLA work with CPE to have a staff member appointed to the CPE Board. Currently, there is a faculty representative and a student representative on the Board, but no staff representation.

Angela Robertson passed out the Staff Council Constitution and By-Laws with the new changes to nominate a co-chair. Retha Spinks made the motion to accept this change. James Kennedy seconded the motion and the motion passed. Diane Carver nominated James Kennedy. Tammi Beach nominated Cheryl Lewis-Smith. A secret ballot was done and James Kennedy was elected co-chair of the Staff Council.

Diane Carver passed out the Staff Satisfaction Surveys from last year. Last year the Administrative Council requested that a question concerning which division the staff worked for be added. It was suggested that the questions concerning gender and age be removed. The Staff Survey Committee consisting of Angela Robertson, Diane Carver and Tammy Spinks will review these recommendations. Angela asked for the Staff Council to contact any of these people with additional suggestions. The revised survey will be presented at the February meeting. The Survey will be mailed out the first of March 2009.

It was suggested that at the February meeting the staff representatives from each university committee attend and report to the Staff Council.

Chester McNulty contacted the Staff Council concerning a new fulltime employee not receiving his pay during the Christmas break. It was discovered that payroll deduction had not yet been set up and the address on the check was invalid. The individual received his check when he returned to work in January.

Respectively Submitted by
Diane Carver, Secretary

STAFF COUNCIL MINUTES

FEBRUARY 4, 2009

The WKU Staff Council met on February 4, 2009 at TCCW 368. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, April Gaskey, James Kennedy, Cheryl Lewis-Smith, Sherry Merkling, Angela Robertson, Darrel Saalwaechter, Retha Spinks, Tammy Spinks and Mike Young. Those not present were Larry (Tex) Currington, Jennifer Ragan, Tamela Smith and Shannon Ward. Guests present were Sharon Hartz, Chester McNulty and Deborah Wilkins.

Sharon Hartz and Chester McNulty, staff representatives on the Benefits Committee attended the Staff Council meeting. They reported on the following: The amount of \$255,000 was taken out of the reserve last year to help the university. They hope that will not have to happen again this year. Insurance benefits have not changed in the last three years. The reserve has lost money due to the stock market decrease, so in order to have a sufficient reserve, the cost of insurance benefits may rise. They stated that the committee is well balanced between faculty, staff and administration. Each year members may rotate off unless selected again by their peers. Mike Young requested that the Benefits Committee email the Staff Council when a vote has been made concerning issues. Sharon also stated that new employees will receive benefits the first day of the following month employed.

Cassandra Bailey discussed the issue concerning the Housing and Residence Life BSAs receiving \$1.00 an hour raise. She stated that in a meeting in October it was discussed that all BSAs would receive a \$1.00 an hour increase, but as of January the Facility BSA did not receive the increase. Angela Robertson met with Bob Ware and he stated he is working on having all BSAs receive the raise, but it has not yet been approved. He would like to meet with the Staff Council in March to get their support for this issue.

Someone asked a Staff Council member about wheelchairs being placed in buildings across campus. This issue was discussed, but Deborah Wilkins stated that would create a liability to W.K.U., and if a person is in need an ambulance should be called.

James Kennedy, Staff Leadership Chairperson, stated in late August his committee and Sharon Woodward met and reviewed the applications for Staff Leadership positions. Several applications had been submitted and a final number was picked. The Staff Leadership people meet once a month and will have their commencement ceremony in May.

Diane Carver, Staff Satisfaction Survey Chairperson, stated that her committee met and reviewed last year's survey. One question has been changed and two added as well as removing gender and age. Division level was added. The survey has been sent to Dr. Betsy Shoenfelt to review the changes. The 2009 survey will be mailed out the first of March and deadline date for return is March 20, 2009. The Staff Council made other suggestions to the survey. Diane will modify the survey and send out to the Staff Council for final review before mailing out.

Sherry Merkling, Parking and Transportation Committee member, gave a summary about what has been discussed during the meetings. She stated that recommendations from the committee will be given to President Ransdell in a set, not one piece at a time.

Mike Young, Campus Master Plan member, stated that the traffic on Normal Street is being looked in to. Several cross walks may be added to that street and possibly even a four way stop to bring down the

amount of traffic. He stated that several buildings on campus are being renovated at this time. He is also concerned about the incremental loss of parking on campus.

Cheryl Lewis-Smith, Diversity Committee member, stated that there is a Diversity website <http://www.wku.edu/dec/minutes.html> we can view. Events are being scheduled which can be viewed on this website as well as the W.K.U. Event Calendar. There was recently a Diversity Panel discussion.

Angela Robertson, discussed the Shared Medical Leave Bank Policy. She said that Tamela Smith brought up the issue concerning that a person has to have been absent 30 consecutive days before they can draw from the bank. Tamela said that some individuals who have a serious illness may have to be out of the office for shorter intervals, but on a repetitive basis over a long period of time, making them ineligible to apply for the bank. It was discussed to change the wording, or add wording concerning an appeals process. This issue will be looked into further.

Deborah Wilkins, General Counsel, attended the meeting. We discussed the wheel chair issue. She stated that the BEST Teams will begin web training on Blackboard this week. The next week there will then be training in each building. They hope to train the people in two buildings a week and be completed by June 2009. Angela also mentioned the BSA \$1.00 an hour raise issue. She said she would investigate the issue herself.

Respectively Submitted by
Diane Carver, Secretary

STAFF COUNCIL MINUTES

MARCH 4, 2009

The WKU Staff Council met on March 4, 2009 at Western Kentucky University Agriculture Center. Breakfast was provided by the Agriculture Center (Tim Jones, Rhodes Hester and Tex Currington). Those present were Cassandra Bailey, Tammi Beach, Diane Carver, Larry (Tex) Currington, James Kennedy, Cheryl Lewis-Smith, Jennifer Ragan, Angela Robertson, Darrel Saalwaechter, Tamela Smith, Retha Spinks, Tammy Spinks, and Shannon Ward. Those not present were April Gaskey, Sherry Merklings, and Mike Young. Guests present were Doug Newton and Deborah Wilkins.

Diane Carver, Staff Satisfaction Survey Chairperson, announced that the surveys have been printed and folded. They should be mailed out on Thursday, March 5, 2009. Discussion occurred regarding surveys being done every other year, but the staff council agreed that every year was beneficial

Tamela Smith and Angela Robertson met with Tony Glisson regarding the Medical Leave Bank. It was discussed that the wording be changed to read a person missing 30 days for one specific illness may be allowed to use Medical Leave Bank days. The word consecutive was removed. This change is still in the draft process and has not been finalized.

Angela Robertson stated that she will ask Bob Ware to a future meeting.

The Staff Council Elections will be coming up in April. The following categories and number of representatives are as follows:

Category	Number of Representatives
Part-Time	1
Professional Non-Faculty	4
Secretary/Support Personnel	4
Technical/Skilled/Service/Maintenance	4
<u>At-Large</u>	<u>2</u>
Total Membership	15

The Total number needing to be elected this year is as follows:

Category	Number of Representatives
Part-Time	1
Professional Non-Faculty	3
Secretary/Support Personnel	2
Technical/Skilled/Service/Maintenance	1
<u>At-Large</u>	<u>2</u>
Total Membership	9

Normally in the categories with 4 representatives, 2 are elected each year. Due to circumstances, three Professional Non-Faculty will be elected this year. The person with the most votes will remain a member for 3 years instead of two. The people going off, who may or may not rerun are: Diane Carver, James Kennedy, Sherry Merklings, Mike Young, Tex Currington, Jennifer Ragan, Angela Robertson, Cheryl Lewis-Smith and Shannon Ward. This year as last year any staff may vote for any category. The dates for election will be decided

soon. An email will be sent out with the deadline dates. It was decided that no staff council member will man the booth at Facilities. Typed directions will be at the computer.

Doug Newton, Employee Wellness Program Manager, discussed several initiatives that are happening now and the near future. He is promoting the Health Risk Prevention Trifecta. This consists of the following:

- Health Risk Assessment available starting mid-March through April 3;
- 8th Annual Employee Health Fair Friday, April 3, 2009 7:30 am – 11:00 am;
- HRA Follow-up sessions in April & May;
- Complete all three above activities to earn the wellness incentive.
- Free blood draw health screening (including glucose and lipid panel) during Spring Break week and Health Fair.

Colon Cancer Awareness will be observed on Friday, March 6, 2009. Please wear blue in support that day. Tai Chi Easy Classes are being offered Wednesday, Thursday and Friday of each week. The Fruits and Veggies Matter Healthy Eating Challenge has been going on and will end this week. Prizes have been given away each week and two grand prizes will be given away at the end. **Weight Watchers @ WKU** is an ongoing program that has been in existence since 2006. The Staff Council went through a few simple Tai Chi steps with Doug leading.

The Staff Regent Election will occur this summer. The elections occur every three years. Tamela Smith stated that she would be running again.

The Staff Council Retreat is normally during the June meeting, which includes the outgoing members and the incoming members. Several locations were discussed. Angela Robertson will check out some prospects and we will make the final decision in April.

Shannon Ward received an anonymous letter asking about part-time employees not getting paid during the Christmas Holiday. This year was especially bad since employees were off three weeks instead of two. It was decided that Shannon Ward research other benchmark institutions. Although in this age of economic issues, we feel that this may be an item for the future.

Tamela Smith received a letter concerning an employee who is doing the work of two, due to someone leaving in their office and not being replaced. It was discussed that this person and others in this situation talk with Human Resources or the Ombudsperson.

Deborah Wilkins arrived at the meeting around 10:30 and discussed the following: She stated that President Ransdell will be sending out an email about the budget next week. Depending on the Stimulus money, WKU may be able to have some opportunities in sponsored programs and other departments on campus. She discussed the issue of the Housing and Residence Life BSAs receiving a raise and the other BSAs not. She said they are working on resolving the discrepancy. A .50 cent raise per hour will occur soon and then in the next budget year they hope to reconcile the difference. She said there is a new student regent, Ronald Reagan Gilley.

Respectively Submitted by
Diane Carver, Secretary

STAFF COUNCIL MINUTES

APRIL 1, 2009

The WKU Staff Council met on April 1, 2009 at Diddle Arena. Those present were Cassandra Bailey, Diane Carver, Larry (Tex) Currington, April Gaskey, James Kennedy, Cheryl Lewis-Smith, Sherry Merkling, Jennifer Ragan, Angela Robertson, Tamela Smith, Retha Spinks, Tammy Spinks, Shannon Ward and Mike Young. Those not present were Tammi Beach and Darrel Saalwaechter. Guests present were Todd Misener and Deborah Wilkins.

Todd Misener serves as the staff representative on the WKU Budget Committee for the Staff Council. He attended a Budget Committee meeting on March 30th and provided the following report. Due to the current economic crisis, WKU's only real source of additional funding for our growing campus is a 4% tuition increase. Furthermore, the university has also instituted a recurring budget cut of 4% to be set aside in a reserve fund in anticipation of future budget cuts. The annual reserve total will be approximately \$4 million. In an effort to assist employees in the current budget crisis, a one time 1.5% bonus (at a cost to the 2009/2010 reserve of \$1.6 million) will be awarded to all full-time employees in a one time payment (minimum \$500 and maximum \$1000), to be paid out on July 31st, 2009. These bonuses do not include part-time staff, there are no changes in part-time staff funding for 2009/2010. This one time bonus will therefore reduce the reserve funding in 2009/2010 to approximately \$2.4 million, which means that any state budget cuts in 2009/2010 that exceed \$2.4 million will have to come from campus sources. It is because of the current budget crisis across in our nation that the university has decided not to give salary increases and put it into reserve funding. This reserve funding (\$2.4 million in 2009/2010, and \$4 million in 2010/2011) will enable the university to offset additional budget cuts. Effective July 1st, 2009, the state minimum wage will rise to \$7.25/hour. The university has set aside money to cover this increase in personnel costs and will allocate funds to individual student institutional lines to cover this increase. At this point, additional funds will be provided to cover the basic maintenance, cleaning, and grounds needs of the new buildings and expanded spaces. No additional funds are being allocated at this time to cover staffing needs in these new spaces. The university has decided to increase its allocation to the employee health insurance premium to address the increasing costs of health insurance and still offer no charge to singles in the plan, and maintain the premium levels for the other available health plans.

Tamela Smith, Staff Regent also discussed the budget and morale of the university. President Ransdell will have a forum on Tuesday. All Staff Council members are encouraged to attend.

Shannon Ward asked about WKU R.E.A.L. She said this department's goals are similar to her office of Educational Opportunity Center. They both are reaching out to non-traditional students and supporting their educational growth. She felt this was a duplication of effort.

April Gaskey stated she has been asked by a few staff why the parking lot by the Rock House is for Premium Parking only. She said that it is never full. Sherry Merkling, the Staff Council representative on the Parking and Transportation Committee, said that the committee is looking into this parking lot rezoning.

Mike Young brought up the issue of Residential Parking which has been in the Herald paper recently. It stated that parking fines will be placed on cars that are parked in the residential areas around W.K.U. The issue was discussed but the Staff Council felt there was nothing we could do about this issue.

Diane Carver, Staff Satisfaction Survey Chairperson, announced that she has received numerous completed surveys. The lady who normally enters the data has been ill and we will wait a week to see if she will be able

to enter the data. If she cannot enter the data soon, another person will be found. Angela Robertson stated that she would like the presentation of the data by Betsy Shoenfelt to be held at a different date than the normal staff council meeting and located in an IVS room so it can be taped.

The Staff Council Election requesting nominations email was sent out March 31, 2009 with the deadline dates. Election will be April 29, 2009.

Tamela Smith will not be running for Staff Regent this year.

Companies have been asking the Staff Council to be entered on our Staff Council web Retailer Discounts. James Kennedy, Web Master stated that he will put a disclaimer on the web page that the page is for local regional participants.

An email was sent to the Staff Council concerning the dress code for Facilities employees. The person believed they should be able to wear WKU logo shirts instead of the specified dress. Angela presented the Facilities dress code to Staff Council. The Staff Council has only received one objection concerning the dress code therefore felt at this time this was not an issue we should pursue.

One of the Staff Council members said that a BSA had stated that they did not know how to access the Health Risk Assessment web form. Doug Newton had previously told us that last year he had sessions describing how to access the form and only two people showed up. So he decided to discontinue the session this year. He stated earlier that anyone could contact him and he would talk them through the form.

Shannon Ward stated that her office provides a printer in a lab for the BSAs to use, but when it runs out of paper should her office be required to add paper. The Staff Council stated they did not believe so.

The Staff Council is tentatively set to meet May 6, 2009 at Jones Juggers with Shannon Ward hosting the meeting.

Deborah Wilkins attended the meeting and we told her of any pertinent information we had discussed earlier.

The Retreat will be June 3, 2009. The location is still unknown. Several members are investigating different areas. Retha Spinks will check on the Corvette Museum; Jennifer Ragan will check with the Hot Rod meeting room and Cheryl Lewis-Smith is checking on the Bowling Green Chamber of Commerce meeting room.

Respectively Submitted by
Diane Carver, Secretary

STAFF COUNCIL MINUTES

MAY 6, 2009

The WKU Staff Council met on May 6, 2009 at Jones Jagers Room 104. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, Larry (Tex) Currington, James Kennedy, Cheryl Lewis-Smith, Sherry Merkling, Jennifer Ragan, Angela Robertson, Darrel Saalwaechter, Tamela Smith, Retha Spinks, Tammy Spinks, and Shannon Ward. Those not present were April Gaskey, off for maternity leave and Mike Young. A guest present was Deborah Wilkins.

Diane Carver, the Staff Satisfaction Survey chairperson, reported that she now has a student worker in the ASA Office entering in the survey information. We hope to have it to Betsy Shoenfelt by June 1, 2009. Angela Robertson is going to check to see that the Board of Regents gets a copy of the results or have Betsy Shoenfelt give a presentation when finished. The reasons that the staff satisfaction surveys are not done on-line are as follows: Many of the facility staff do not have ready access to a computer; also, some people may feel that their survey's results may be tracked back to the sender electronically. For those reasons we will continue to keep the survey on paper.

During President Ransdell's forum he requested that employees send him ideas on staff incentives. The following ideas were mentioned. Allowing staff to be off during Spring Break and the day before Thanksgiving; Encouraging department heads to allow flexible hours for their employees; Encouraging department heads to allow employees to work from home if feasible; James Kennedy made a motion that Angela Robertson, Chair and James Kennedy, Co-Chair write up a proposal concerning days off and flexible hours. Cheryl Lewis-Smith seconded the motion and the motion passed. Another issue was mentioned to arrange the academic calendar to allow fewer weeks not in session between summer and fall terms, so that there can be a 3 week Christmas break. Retha Spinks made the motion that Angela Robertson and James Kennedy write up this proposal as well. Tammy Spinks seconded the motion and the motion passed.

It was noted that there are several changes concerning parking for the upcoming 2009-2010 academic year. Everyone should view the web site: <http://parking1.wku.edu/> and go to the MAPS section to see which parking lots have been rezoned. One such lot is the Mimosa Lot which is zoned all premium in fall 2009. Another change is that W.K.U. retirees no longer get a free permit. This is due to the number of retirees coming back to work at W.K.U.

The following members were reelected to the Staff Council: Diane Carver, James Kennedy, Cheryl Lewis-Smith and Jennifer Ragan. As stated in a previous Staff Council minutes the person receiving the most votes in the Professional Non-Faculty Position will remain on the Staff Council for 3 years instead of 2 years. Diane Carver received the most votes, so she will stay for 3 years. The new members are Wanda Johnson and Chester McNulty. No one was nominated for the 2 At-Large positions. The Staff Council decided in a special meeting after the elections and made the following motion: To allow the people who did not win to rerun. Angela Robertson will contact each of the candidates and see if they would like to run a second time in the At-Large Category election. If so, a new election would be held with these people and the top two winners would become the Staff Council At-Large committee members. The next election will be May 12, 2009. Tammi Beach found an article from the Herald in 2005 with the title "Voting on Friday will complete Staff Council"

<http://media.www.wkuherald.com/media/storage/paper603/news/2005/04/26/News/Voting.On.Friday.Will.Complete.Staff.Council-937494.shtml>, which set precedence on how we are voting for the 2009 members at-large. The By-Laws do not have instructions concerning this matter, only if a member leaves during his/her term. Diane Carver made a motion to accept a Staff Council Campaign Guidelines document as presented by Angela Robertson, which is not part of the By-Laws, but a document

that will reside in Human Resources. James Kennedy seconded the motion and the motion passed. This document will be attached to these minutes.

The following two locations were recommended for the Staff Council June Retreat on June 10, 2009. The Health Services Conference Room and the Bowling Green Chamber of Commerce Conference Room. Each of these locations is free. Everyone agreed to have the retreat at the Bowling Green Chamber of Commerce. Each member will bring a breakfast item. Lunch will be held outside the facility. Normally the outgoing members will leave after lunch, but Angela Robertson said that the By-Laws state that Terms of office begin on July of each year following the June retreat. This means that outgoing members should stay for the entire retreat due to motions needing to be passed. The By-Laws state that Elections for the offices (Chair, Co-Chair, Secretary and Treasurer) shall be conducted at the June Retreat of the Staff Council. It was decided that the committee chairpersons will not be voted on until the July meeting, since that is not specified in the By-Laws. New shirts will need to be ordered for the new members before the June Retreat.

Bob Ware was scheduled to attend the meeting, but he could not make it. Angela Robertson said she will ask him if he can attend the June Retreat.

The Staff Council received a letter concerning handicap accessibility in the Academic Complex, going to the studio area. It was also stated that handicap parking spaces were roped off for media parking during events at Diddle Arena. Angela stated that she will contact Cheryl Lewis-Smith, who is on the ADA Task Force Committee and Huda Melky about these issues.

Cassandra Bailey asked about the BSA raises. Angela said that Deborah Wilkins will be attending later and we will ask her. Cassandra stated that Bob Ware has been diligent concerning the Swine Flu. He has placed hand sanitizers in buildings and told the staff to wear gloves.

It was stated that the One Time Payment Calculated on Base amount will be no less than \$500 and no greater than \$1000. This is calculated from their annual salary on June 30th at 1.5%. The amount will be added to the last pay period in July.

James Kennedy talked with someone concerning the W.K.U. R.E.A.L. department. She explained the purpose of the department to him and that they are working with the university as a whole for continuing education for non-traditional students. He said Jane Olmstead would be happy to meet with us to discuss their goals. The Staff Council agreed that this would be an excellent idea and that we need to encourage other departments on campus to meet with us so that we can better learn the purpose of each area. Shannon Ward amended her earlier statements in the minutes to "More cooperation needed to serve low-income first generation adults in specific counties".

The Staff Regent Election will be held on June 17. The nominations for Staff Regent will begin on May 11 and the deadline for nominations is May 27. The Staff Regent forum will be June 15, 2009. The regulations have changed on who can run for Staff Regent, as in compliance with state regulations. The state statute/law indicates that a person is ineligible if a relative works at the institution. Also disqualification is final and cannot be appealed. Angela stated that she will need help from members during the forum. Each speaker is allowed so many minutes to address a question. She hopes to have the forum at MMTH Auditorium.

Angela Robertson wrote up four proposals to modify the By-Laws. As stated in the By-Laws, proposals will need to be signed off by 5 Staff Council members in one meeting and then voted on during the next meeting. The actual By-Law changes will then be in the next meeting minutes.

The First proposal concerns Code of Conduct of Staff Council members; this will amend Article 1 – Representatives, Section 1 – Responsibility.

The Second proposal concerns amending Article 1 – Representatives, Section III - Election Process (A)-(E).
The Third proposal concerns adding to Article 1 – Representatives, Section III – Election Process an (F).
The Fourth proposal concerns amending Article III – Meetings, Section VII – Retreat Meetings.

Each proposal was reviewed with slight modifications made. Each proposal was signed by 5 members and will be presented to the Staff Council at the next meeting.

Deborah Wilkins attended the meeting around 11:20 a.m. She stated that the BSA raises of approximately .50 cents has been proposed but not yet approved. In an earlier meeting it had been discussed that certain staff were told to work overtime without overtime pay. Tony Glisson has sent the Leave Policy to department heads so that they may know W.K.U. official policy on this issue. Deborah also stated that there are two web links that someone can go to and voice an anonymous complaint. The link to Internal Audit's anonymous report form:

<http://www.wku.edu/Dept/Support/Legal/IntAuditor/anonform.htm>

And this is the link to the EO's form:

<http://www.wku.edu/Dept/Support/Legal/EOO/Anonymous%20Complaint.htm>

Deborah said that President Ransdell has asked for the Staff Council opinion on the Faculty Senate proposal for Support for Domestic Partner Benefits at Western Kentucky University. We told Deborah that we could not give an opinion at this time, until we received the opinion of staff. Staff Council would like to request Staff's option to allow the addition of an employee's Qualified Adult Dependent to the University insurance plan. Qualified Adult Dependent is defined as a partner, adult child, parent, or grandparent between the ages of 18 to 65 where insurance isn't attainable elsewhere. Please email Angela Robertson at angela.robertson@wku.edu with your response of either in favor or oppose so that they can be discussed at our next Staff Council meeting. Staff Council will determine what recommendation to give Dr. Ransdell from Staff responses.

Respectively Submitted by

Diane Carver, Secretary

STAFF COUNCIL MINUTES

JUNE 10, 2009

The WKU Staff Council met on June 10, 2009 at the Bowling Green Chamber of Commerce Conference Room. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, Larry (Tex) Currington, April Gaskey, James Kennedy, Cheryl Lewis-Smith, Sherry Merklng, Jennifer Ragan, Angela Robertson, Darrel Saalwaechter, Tamela Smith, Tammy Spinks, and Shannon Ward. The new members present were Janet Hall, Wanda Johnson, Paula Mattison and Chester McNulty. Those not present were Retha Spinks, and Mike Young. The guests present were Bob Ware and Tony Glisson.

Bob Ware from Facilities Management attended the meeting. He said that approval has been given to give the BSAs under Facilities Management, a raise of 50 cents an hour. He said that two positions had been approved earlier in the year, but due to the budget were never filled. The vacancy rate last year was 25% and is now 7%. He would like to get that down to 0%. Temporary employees are no longer hired. Employees in Facilities can take advantage of the career development path. WKU, The Housing Authority of Bowling Green and Sherwin-Williams have gotten together to offer a class to become a certified painter. He stated that positions have been reclassified due to the budget as well as changing environments. He is working on a physical plant of the future. He invited the Staff Council to come to the Physical Plant and tour. Angela Robertson stated that Bob Ware has kept her up to date with any issues in Facilities and hopes that the Staff Council continues this relationship in the future.

Diane Carver, the Staff Satisfaction Survey chairperson, reported that the Staff Satisfaction Survey data has been sent to Dr. Betsy Shoenfelt for evaluation.

Four proposals to modify the By-Laws were presented at the May 2009 meeting. The First proposal concerns amending Article III – Meetings, Section VII – Retreat Meetings. Shannon Ward made the motion to accept this proposal. James Kennedy seconded the motion and the motion passed.

The Second proposal concerns Code of Conduct of Staff Council members; this will amend Article 1 – Representatives, Section 1 – Responsibility. James Kennedy made the motion to accept this proposal. Shannon Ward seconded the motion and the motion passed.

The Third proposal concerns amending Article 1 – Representatives, Section III - Election Process (A)-(E). Cheryl Lewis-Smith made the motion to accept this proposal. Cassandra Bailey seconded the motion and the motion passed. Fourth proposal concerns adding to Article 1 – Representatives, Section III – Election Process an (F). James Kennedy made the motion to accept this proposal. Tammi Beach seconded the motion and the motion passed. These proposals will be added to the Staff Council Constitution and By-Laws on the web page: <http://www.wku.edu/staffcouncil/constitution.pdf> in the very near future.

Angela Robertson went over some information concerning the Staff Council for the new members. We meet once a month on the first Wednesday of each month, unless otherwise changed. We meet from 9:00 to 12:00. Each meeting is hosted by a member, which means they provide the location, drinks and paper products. Agenda items will need to be sent to the secretary before each meeting. The minutes are recorded, sent to each member for review and then emailed to staff-all@wku.edu.

The Calendar for the 2009-2010 Staff Council Meetings is as follows:

DATE	HOST	LOCATION
July 8, 2009	James Kennedy	MMTH
August 5, 2009	Janet Hall	E.H.S. Park Street House
September 2, 2009	Chester McNulty	Diddle Arena
September 30, 2009	Wanda Johnson	T.C.C.W.
November 4, 2009	Tammi Beach	MMTH
December 2, 2009	April Gaskey	Gatton Academy
January 13, 2010	Tammy Spinks	Tate Page Hall
February 3, 2010	Paula Mattison	W.A.B.
March 3, 2010	Cassandra Bailey	Jones Jagers
April 7, 2010	Diane Carver	MMTH
May 5, 2010	Retha Spinks	Potter Hall
June 2, 2010	Retreat	

At the last meeting Deborah Wilkins asked us that the President wanted our input concerning the Faculty Senate proposal for Support for Domestic Partner Benefits at Western Kentucky University. The minutes of the last meeting asked the staff to contact Angela Robertson with their opinions. Angela reported that she received around 35 responses, some for the issue and some against the issue. A motion was made by James Kennedy that the Staff Council at this point is not in favor of this proposal due to the ultimate cost to the university and increased workload in the Human Resources Office. Cheryl Lewis-Smith seconded the motion, with a comment that WKU create a resource list external from the university that would address this issue. All approved.

The Staff Council Accomplishments for 2008-2009 were as follows:

- Fall Break Brunch
- By-Law Changes
- Revised Staff Regent Election Guidelines
- Kentucky Education Staff Leadership Alliance
- Staff Discount Page
- Staff Satisfaction Survey
- BSA salaries adjustment support
- General Counsel, Deborah Wilkins, attended most meetings
- Collaboration with Bob Ware for Facilities
- Staff Leadership
- Created a Co-Chair position

Diane Carver, stated that she has received a complaint concerning limited food service on campus between school breaks, with vending machines not being restocked as well. Many offices arrange to have training and meetings during that time and it is inconvenient to go off campus for lunch. It was suggested that we invite Gary Meszaros concerning food services and Marshall Gray concerning vending machines to one of our meetings.

Tamela Smith, Staff Regent, gave her end of term report. She stated that Western Kentucky University is a great place to work. She said the Staff Regent helps form policies and address major issues concerning campus. She helped form the Kentucky Higher Education Leadership Alliance which includes Staff Regents, Staff Council Chairs and Trustees from all Colleges and Universities across the state. They are working on putting a staff member on the C.P.E. Board. She stated that since the budget had been decreased in the past year, that several initiatives she had worked on had to be put to the side concerning staff positions. She thanked the Staff Council for their support. Chester McNulty stated that she was instrumental in the facilities vacancy rate being 7% from 25% a year ago.

The Staff Regent Forum will be Monday, June 15, 2009 at MMTH Auditorium at 10:00 a.m. Angela asked for volunteers to help during this forum. Diane Carver, Janet Hall and April Gaskey said they would help. Tamela Smith said she would try to get audio to the extended campus sites, but was not sure about video. It will be videotaped. Angela Robertson stated that she will ask Bob Ware to allow facilities to attend if possible. The following people are running: James Kennedy, Bobbie Price, Gail Ruble and Jim Sears. The Staff Regent vote will be June 17, 2009. The winner has to have 50% of the vote, so there is a possibility of a run-off election.

Tony Glisson, Human Resources Director, attended the meeting. He talked about the Medical Leave Bank. Some changes had been proposed, but nothing has been approved. He also stated that employees can also purchase short term disability insurance. Currently employees at Western Kentucky University can deposit sick time in to the bank, which then someone in need can apply for that time, if they meet the criteria. Tony suggested an alternative to the Medical Leave Bank, which would not require employees to bank sick time, but still allow employees additional sick days if they meet the criteria. Diane Carver made the motion in favor of extended leave for deserving employees, without the need of the Medical Leave Bank. Jennifer Ragan seconded the motion and the motion passed.

Tony Glisson also discussed flexible hours. This policy has been in place for a number of years. It has now been updated to allow both exempt and non-exempt employees to be allowed to use the Compressed Workweek. To review the complete policy go to <http://www.wku.edu/Dept/Support/HR/AAAweb/Policy%20Alternative%20Work%20Arrangements.htm> Tony also said that during the summer 35 hours is considered full-time and all other times 37.5 hours is considered full-time.

Tony Glisson stated that the One Time Payment Calculated on Base amount will be no less than \$500 and no greater than \$1000. This is calculated from their annual salary on June 30th at 1.5% with applicable withholdings being applied for staff meeting the specified requirements that in order to qualify for the one-time payment you would have to be at full-time status and would have begun full-time employment before Dec 1. The amount will be added to the last pay period in July. President Ransdell sent out an email concerning the Budget for Fiscal Year 2009-10, which stated "It will also be my recommendation to make that amount a permanent increase to each individual's base salary." The Board will meet on June 19 to consider the budget and his recommendation.

Tony Glisson said that the Human Resources Department has sent out an RFP for an Applicant Tracking System which will have more functionality than the current system. He hopes to overhaul the entire process. There is also another RFP going out for Health Third Party Administration, which Anthem would have to reapply the same as all others. He hopes that it will be decided on by August before Open Enrollment.

The Staff Council encourages staff to go to sessions that Human Resource Department offers, such as retirement seminars from KERS, KTRS, and others. Also staff should take advantage of the Employee Assistance Program and Guidance Resource Benefits found at <http://www.wku.edu/hr/AAWeb/Training%20Blurbs/Employee%20Assistance%20Program.htm> These outside resources provide confidential communication line to professional counselors who can assist or provide referral guidance with personal, family and work-life situations.

At the last meeting it was decided that Angela Robertson and James Kennedy write up a proposal to the president concerning staff incentives, which President Ransdell had requested from employees. The proposal listed the following items:

- The University closes during Spring Break
- The University closes for three weeks during Christmas break.
- The University closes the Wednesday before Thanksgiving
- The University closes during the week of July 4th holiday.

The President responded that he has received the proposal and will review the recommendations.

James Kennedy was asked by DISH Network thru All American Direct to be allowed to be displayed on our WKU Employees Discount web form. They stated they have local contacts in the community. The Staff Council decided to allow a brief paragraph on the web form with a link to their site with additional information.

The Elections of Staff Council Officers took place. The returning members and new members made nominations and voted. For Chairperson: Chester McNulty, Diane Carver and Cheryl Lewis-Smith were nominated. Cheryl Lewis-Smith was elected. For Co-Chairperson: Chester McNulty, Diane Carver and James Kennedy were nominated. James Kennedy was elected. For Secretary: Diane Carver was nominated and elected to the position. For Treasurer: Tammi Beach, Jennifer Ragan, Chester McNulty, and Cassandra Bailey were nominated. Jennifer Ragan was elected. For Web-Master: Janet Hall said she would learn from James Kennedy, current Web-Master.

The following Committees that are staffed by Staff Council members or elected staff are:

- Staff Satisfaction Survey (Staff Council Committee) 3 members
- Benefits (University Committee) 2 years term, 3 members
- Budget Council (University Committee) 1 member
- Campus Master Planning (University Committee) 1 member
- Parking and Transportation (University Committee) 1 member (elected by President)
- Staff Mentoring (Staff Council Committee) 1 member
- Staff Excellence (University Committee) 1 member (normally chairperson)
- Staff Leadership (Staff Council Committee) 3 members
- Staff Wellness (University Committee) 2 members
- Western Spirit Award (University Committee) 1 member
- Diversity (University Committee) 1 member
- Sustainability (University Committee) 1 member
- Medical Leave Bank (Staff Council Committee) 6 members
- Parking Appeals Committee (University Committee) 3 members
- Fall Break Brunch (Staff Council Committee)

The members for the committees will be decided at the July meeting.

The Fall Break Brunch will be October 8, 2009. Diane Carver, Secretary, will get a list of contributors for the next meeting.

James Kennedy suggested that we invite Terri Cunningham from Health Services to speak at our next meeting. He also said that Jane Olmstead from WKU Real would like to speak at a future meeting.

James Kennedy, Co-Chair, gave Angela a gift card from the Staff Council for all of her hard work on the Staff Council and being Chairperson.

Respectively Submitted by

Diane Carver, Secretary

STAFF COUNCIL MINUTES

JULY 8, 2009

The WKU Staff Council met on July 8, 2009 at MMTH Journalism Library. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, April Gaskey, Janet Hall, Wanda Johnson, James Kennedy, Cheryl Lewis-Smith, Paula Mattison, Chester McNulty, Jennifer Ragan, Darrel Saalwaechter, Retha Spinks, and Colby Westerfield. Members not present were Tammy Spinks, due to jury duty. Guests present were Gary Meszaros, Cynthia George and Susie Johnson.

Everyone congratulated James Kennedy on being elected Staff Regent. He thanked everyone for their support. Due to James Kennedy being elected Staff Regent, a new member was placed on the Staff Council, At-Large runner up from the last election, Colby Westerfield. Since James was elected Co-Chair at the last meeting, he could no longer hold that position so Chester McNulty who was the runner up is now the Co-Chair of the Staff Council.

No one ran in the part-time category for Staff Council and we decided that the position needed to be filled. Chester McNulty made the following motion to send an email to part-time staff requesting they run in this category. If only one person expressed an interest he/she would be appointed. If more than one expressed an interest we would have another election in that category, in which all staff would vote. Jennifer Ragan seconded the motion and the motion passed.

The following Committees that are staffed by Staff Council members or Appointed staff are:

- Web Master (Staff Council Committee):
Colby Westerfield with Janet Hall as backup
- Staff Satisfaction Survey (Staff Council Committee):
Diane Carver (Chair), Tammy Spinks, Paula Mattison
- Benefits (University Committee) 2 years term:
Sharon Hartz, Pat Johnson, Chester McNulty
- Budget Council (University Committee):
Todd Misener
- Campus Master Planning (University Committee):
Recommending: Angela Robertson, April Gaskey
- Parking and Transportation (University Committee) (Selected by the President):
Recommending: Chester McNulty, Wanda Johnson
- Staff Mentoring (Staff Council Committee)
April Gaskey (Chair), Janet Hall, Retha Spinks
- Staff Excellence (University Committee):
Cheryl Lewis-Smith
- Staff Leadership (Staff Council Committee):
Jennifer Ragan (Chair), Diane Carver, Tamela Smith
- Staff Wellness (University Committee):
Darrel Saalwaechter, Chester McNulty
- Western Spirit Award (University Committee):
Cassandra Bailey
- Diversity (University Committee):
Cheryl Lewis-Smith with Wanda Johnson backup
- Sustainability (University Committee):
Tammi Beach
- Medical Leave Bank (Staff Council Committee):

- Parking Appeals Committee (University Committee):
Fall Break Brunch (Staff Council Committee)
Will be decided later

Staff Council members took pictures made for the web site.

Gary Meszaros attended the meeting to discuss food on campus and vending machines. He stated that his office has met with Pepsi to provide more service during the summer. He said that certain machines were indicating sold out when they really were not. They are to be replaced this summer. He also stated that machines with readers using copper wires are becoming obsolete and will be replaced with wireless readers. He said that Auxiliary Services is helping to pay for new machines. Anyone who has problems with a vending machine may go on the web to <http://www.wku.edu/vending/locations.htm> and fill out a service request or a refund request form.

Gary said that Aramark is the third party for Profit Company that controls the food services on campus. His office works with this company to provide as much service as possible during the summer. Summer hours are posted at <http://www.campusdish.com/NR/rdonlyres/091A9E0E-A703-48B2-A292-934048BD82B7/0/SUMMER2009HOP0409.pdf> The hours listed are guaranteed to be open. The Fresh Food Company is open during breakfast and dinner when there is a camp on campus. He suggests that if a department has a special group coming in and would like to eat on campus notify Dining Services. He also suggested that if an ATP is happening on campus to avoid Fresh Food Company that day. Gary said that if staff buys meal plans on Topnet or at the Id Center for 10, 25, 50 or 115 meals there would be a substantial savings.

Cynthia George and Susie Johnson from Environment, Health & Safety attended the meeting. They showed a power point presentation concerning "Why Safety Training is Important to WKU". The main reasons training is important are: Reduce occupational injury and illness, Support productivity, Meet OSHA requirements, and Reduce cost. They have several classroom training as well as on-line training. The Staff Council agreed that this is an important issue and urge departments on campus to contact the Environment, Health & Safety Department and schedule training. Cheryl Lewis-Smith also mentioned that a Safety Fair is held each year on campus. She suggested that it may be held in conjunction with the Staff Fall Break Brunch, so more people would attend the Safety Fair.

The Fall Break Brunch will be held on Thursday, October 8, 2009. Diane Carver passed out a list of supporters who donated gifts last year. She also sent around a letter from the chair asking for donations. Cheryl stated that she has checked with Dining Services and the cost of the meal should be the same as last year. She is checking on a dj for the event. She has contacted President Ransdell concerning the date of the event. She said that we may do a different activity instead of the dance contest which has been done for several years. A Fall Break Committee will be appointed at the next meeting.

The Council received a few emails regarding clarification of wording used in last month's Staff Council minutes as related to the Qualifying Adult Benefits discussion. No further discussion yielded from the floor regarding this topic.

A note from the Chamber of Commerce acknowledging the Thank You letter received from the Council for facility usage (June Retreat) was read.

Council member contact information was updated.

The next Staff Council meeting is scheduled for August 5, 2009 at Environment Health and Safety Department at the Park Street House.

Respectively Submitted

Diane Carver, Secretary

STAFF COUNCIL MINUTES AUGUST 5, 2009

The WKU Staff Council met on August 5, 2009 at EH&S Park Street House. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, April Gaskey, Janet Hall, Wanda Johnson, Cheryl Lewis-Smith, Paula Mattison, Jennifer Ragan, Darrel Saalwaechter, Retha Spinks, Tammy Spinks, and Colby Westerfield. Members not present were James Kennedy, and Chester McNulty; Guests present were Terri Cunningham and Deborah Wilkins.

Terri Cunningham, Marketing Coordinator of Health Services, gave a presentation concerning all the services WKU Health Services provides. Health Services is open Monday-Thursday 8:00 a.m. – 4:30 p.m. and on Friday 10:00 a.m.-4:30 p.m. with summer closing hour 4:00 p.m. The WKU Health Services is a full service primary care clinic. They will provide service for students, faculty, staff, alumni and family members. They have a new physician Dr. Allan Wells who practices family medicine. The other two doctors are Dr. Patricia Blewett and Dr. Allen Redden. Ta’Neka Vaden is an ARNP. A letter is sent to new employees offering their services. She encouraged everyone to view their website at www.wku.edu/healthservices/ for further information.

Cheryl Lewis-Smith, Chairperson, brought up the topic of WKU Marketing Copyright/Branding. The Department Heads across campus received a letter concerning this issue. It stated that any items purchased with a WKU logo should only be purchased at companies who have obtained the appropriate license. Currently the three companies are Blue Cotton, Image Ink and Apek Apparel. Other companies are receiving licenses and will be listed later. These companies have to pay a surcharge to use the W.K.U. logo, so that charge may be passed on to the customer. We will ask B. J. Burton to attend the next meeting to give us further information.

Wanda Johnson has been appointed to be on the Parking and Transportation Committee. April Gaskey has been appointed to the Campus Master Plan Committee.

The Academic Affairs Calendar was discussed. It was stated that there are two weeks between summer and fall semester this year. This creates an issue that several departments have to work after the break begins to post grades and all the other necessary administration necessary in offices such as Registrar, Advising, Financial Aid, IT Department, Gatton Academy, etc. The Staff Council would like to have a member on this committee to discuss future term scheduling.

Wanda Johnson passed out a letter she received concerning post secondary education policy. Currently an employee may take up to 18 hours per academic year and WKU would pay through tuition waiver. At the current rate it would take an employee about 6 ½ years to meet 120 hours for a degree. If WKU would pay for 21 hours for an academic year it would take an employee about 5 ½ years to complete 120 hours. The Staff Council agreed to look into this matter and talk with Deborah Wilkins when she attends later in the meeting.

April Gaskey, Mentoring Chairperson, asked if we should recruit mentors for new employees, or have current staff council members act as mentors. The Staff Council agreed that they would help mentor and not to recruit at this time. She stated she can run an Infoview report and get a list of names of new staff. She would then send them a letter asking if they would like a mentor.

Tammy Spinks received information from Air Evac Lifeteam about putting their information on our Retail/Discount web page. We decided that it is not really a retail service, so we would not put it on our web page. Cheryl said that they do attend the Safety Fair at WKU and will do so this year.

Cheryl asked everyone to read over the Staff Council By-Laws and Constitution and we will discuss any recommended changes at the September meeting.

At the last meeting it was decided that we need to have an election for the part-time category position. Cheryl will be sending out an email to the part-time staff to ask for any nominations. If only one person indicates an interest then that person will be appointed. Otherwise an election will occur.

A letter was received by the Staff Council concerning the qualified adult benefit. The letter stated that the minutes were not detailed enough and stated some people may not want to send emails directly to a specific person due to self-identification concerns. We decided that we would add this issue to the Staff Satisfaction Survey next year. We also decided to have a suggestion box at the Fall Break Brunch and possibly another one located on campus for anonymous suggestions. On our web site we will work on creating an email to the staff-council with the from address being anonymous. Colby Westerfield stated that would be possible.

The Fall Brunch will be Thursday, October 8, 2009. Cheryl stated that Scooter cannot host this event. We will ask other radio personalities and discuss it further at the next meeting. Cheryl stated that food services will charge \$5.75 per person. Last year we had around 800 people. We will distribute tickets like last year to get an accurate count. Staff will need to show their WKU ID to get in. Tammi Beach will be the chair of the Decorating Committee. Cheryl will find out if there is any money in the budget for decorating. Diane Carver will chair the Door Prize Committee. She will also create the brochure to email to the staff. Cheryl has contacted President Ransdell concerning the date. The Safety Fair will run at the same time in the lobby of Downing University Center. Diane Carver will contact Jeff Younglove for the staging. We may substitute karaoke for the dance contest. Logistics will need to be worked out on this.

Deborah Wilkins joined the meeting and we discussed issues raised during the meeting. She said she would review and discuss the tuition waiver recommendation with the appropriate individuals. She would see when the Academic Affairs Calendar committee meets again and request that a staff council member be appointed to the committee due to the raised concern of employees having to work during the official holiday break schedule. She said that Human Resources Department is gathering more information concerning the qualifying adult benefit. The Benefits Committee will meet in August to look over the data. She hopes that some sort of decision will be made sometime this fall; whether it is approved, not approved or tabled until a later date. Deborah indicated that the marketing copyright/branding issue has actually been in place for 20 years. WKU is now trying to enforce this issue. She said the surcharge money does come back to the Athletics Department. Athletics is in charge of the licensing cost and yearly registration fee.

Respectively Submitted

Diane Carver, Secretary

STAFF COUNCIL MINUTES

SEPTEMBER 2, 2009

The WKU Staff Council met on September 2, 2009 in the HAF Club Room in Diddle Arena. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, April Gaskey, Janet Hall, Wanda Johnson, Cheryl Lewis-Smith, Paula Mattison, Jennifer Ragan, Darrel Saalwaechter, Retha Spinks, Tammy Spinks, and Colby Westerfield. Members not present were James Kennedy, and Chester McNulty; Guests present were B. J. Burton and Deborah Wilkins.

B. J. Burton attended the meeting and discussed W.K.U. logo licensing. Licensing is an attempt to control W.K.U. branding and provide a legal way for companies to sell W.K.U. products. He stated there are around 9 companies in Bowling Green who are licensed or in the process to be licensed. There are currently 220 licensed companies in total. WKU's goal is to have 250 licensed companies. The list of licensed companies is on the Staff Council Web page at <http://www.wku.edu/staffcouncil/>. Click on Resource Information. This list constantly changes, so it will be periodically updated.

President Gary Ransdell stated at Convocation, that through the efforts of the Staff Council the Wednesday before Thanksgiving will be considered an on-going holiday.

Cheryl Lewis-Smith sent out a letter to part-time staff concerning interest in being a Staff Council member in the part-time category. She received 6 responses. Nominations will be open in September with a two week time frame before the on-line election is held. We hope to have a part-time member in place by the November meeting.

Cheryl stated that the Fall Break Brunch expenses exceeded the budget of \$3,668.00 last year by about \$1,000.00. Ann Mead, Vice President of Finance and Administration, stated she would pick up the difference, but she would not be able to do so this year. If the brunch is provided in the same way as last year it will be .25 more a person. Cheryl said she would talk with Ararmark concerning the cost of the meal and alternative ways of providing the meal. She said she would also send a letter to the President, inquiring of ways to increase the annual budget. Deborah Wilkins, General Counsel, is donating money for decorations.

Colby Westerfield and April Gaskey have worked on a Suggestion Web Form. The first page will allow an employee to email suggestions to various Staff Council members or they can click on the Anonymous Dropbox to send an email to Staff Council anonymously. The Staff Council approved the form and it will be on our website under <http://www.wku.edu/staffcouncil/> click on Contact Us, click on Anonymous Dropbox. A Suggestion Box will be placed on the table in front of the Fresh Food Company during the Fall Break Brunch.

The Staff Satisfaction Survey results for 2009 have been completed by Dr. Betsy Shoenfelt. She has emailed a copy to Chair, Cheryl Lewis-Smith, and Secretary, Diane Carver. She will present these results to the Staff Council in a media room, so it can be video recorded. The document and video will then be placed on the Staff Council web page. Diane Carver will contact Dr. Shoenfelt for a date and time.

The Fall Brunch was discussed and it was decided that due to our budget situation that we need to consider an internal WKU Employee to act as an announcer. Tammi Beach, Chairperson for the Decorating Committee, has already purchased several items. The theme is WKU's Homecoming Theme, "Roll Out the Red". We are not able to do karaoke as suggested last month, but will have the dance contest as usual. Staff Council Members should be at the brunch for set up at 7:30 a.m. Diane Carver will contact Jeff Younglove concerning staging. Diane Carver, Chairperson for the Door Prize Committee, asked that everyone get door prizes, since there were none left over from last year. Tony Glisson is working on the Staff Excellence Award

committee. The Alumni, Homecoming Committee will be selling shirts again this year at the brunch. We need to purchase tickets to pass out when people come to the brunch for door prizes and for an accurate count of meals. Each staff member will need to have their W.K.U. ID to enter. Diane Carver will create the brochure to email and mail out two weeks prior to the event. The Safety Fair will run in conjunction with the Fall Brunch in the lobby of D.U.C.

The Staff Council By-Laws were reviewed. The only needed changes were related to adding Co-Chair language throughout the document.

Cheryl found out that a Staff Council member is no longer needed to serve on the Western Spirit Award Committee. The committee is now comprised of past winners.

April Gaskey, Mentoring Committee Chairperson, said she has updated the letter with the help of Diane Carver to send out to new staff employees regarding the mentoring program

The Staff Leadership Committee met with Sharon Woodward to review the participant application and selection criteria. A few changes were made and Jennifer Ragan, Committee Chair, will type the application in Adobe, so it can be downloaded. We hope to have it ready by the week of September 7th with a two week deadline. The first session will meet at the end of September. It was decided to place selected participant names in our minutes..

Cheryl thanked Colby Westerfield, Web Master, for the excellent work done on the Staff Council web page.

Wanda Johnson, Staff Council member on the University Parking Committee, reported that she attended her first meeting.

Staff Council Minute archiving was discussed. Both Secretary, Diane Carver and Chair, Cheryl Lewis-Smith, have access to minute archives as needed.

Diane Carver referenced the Cell Phone Committee that was created during the last Staff Council Administration and the recommendations from that committee a year ago. She indicated that no progress was ever made and she asked for approval to re-address the issue. The Staff Council agreed that we should keep looking into this issue.

Deborah Wilkins attended the meeting and we talked about our agenda items. She stated that the Benefits Committee met and voted to address the need to have further discussion or action on exploring the Adult Qualifying Partner Benefit. A secret ballot was taken and it was voted to not continue discussion on this topic at this time. We stated that we would still add this item to the 2010 Staff Satisfaction Survey to assist with gathering future suggestions and thoughts from staff members regarding this matter.

Deborah reviewed her discussion with Freida Eggleton, Registrar and Chair of the Academic Calendar Committee. Freida has agreed to allow a Staff Council member to serve on the committee for future planning. The next meeting will be Spring 2010 for the 2011-2012 academic year.

Deborah stated that Tony Glisson, Director of Human Resources is neutral on our last month discussion concerning increasing post secondary education reimbursement policy hours from 18 to 21. He did not know if the budget would allow for it. She said it would be advantageous to contact Kim Reed, WKU Budget Manager to discuss further.

Respectively Submitted

Diane Carver, Secretary

STAFF COUNCIL MINUTES SEPTEMBER 30, 2009

The WKU Staff Council met on September 30, 2009 in the Human Resources Conference Room in W.A.B. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, April Gaskey, Janet Hall, Wanda Johnson, Cheryl Lewis-Smith, James Kennedy, Paula Mattison, Chester McNulty, Jennifer Ragan, Darrel Saalwaechter, Retha Spinks, and Colby Westerfield. Member not present: Tammy Spinks. Guests present: Deborah Wilkins and Dr. Betsy Shoenfelt.

The 2009 Fall Brunch was discussed. The 2009 Fall Brunch brochure has been mailed to staff. Paper copies will be mailed to Facilities Management. The Staff Excellence Awards committee has been working on nominations. A Staff Council Suggestion Box will be located on the table in front of Fresh Food Company. Staff will need to have their WKU ID to attend the brunch. Staff will need to turn in the door prize slip from the brochure at the door. Scott Thompson will be our announcer.

An international jewelry company asked to advertise on the Staff Council Retailer Discount Web form. We denied this request since it was not a local company. Kentucky Tire Exchange requested to be on the web site and that company was approved.

The upcoming Part-Time Staff Council Member Election announcement was sent via email on September 28th. Nominations will cease on October 12. The election will occur on October 26, 2009. A reminder email will be sent out on the day of the election, encouraging staff to vote.

The Staff Leadership Committee met September 21, 2009 and selected members for the 2009 Staff Leadership Program. The following individuals were selected: Shane Bradley, Shawn Brewer, Nathan Brindley, Derek Carroll, Erin Cummings, Jordan Gardner, Greg Hackbarth, Lisa Hampton, Marsha Haydon, Todd Hughes, Timothy Jones, Joyce Manning, Crystal Nuckols, Phyllis Page, Jackie Pillow, Chris Radus, Justin Rexing, Doris Settle, Tabatha Spain, and Warren Whitfield. The alternate is John Pace. The Staff Leadership Program will meet once a month. The first meeting is September 30, 2009. Discussion was raised regarding the participant selection process. The Staff Council agreed that it would be standard that future Staff Leadership Committees be comprised of current Staff Council members only.

James Kennedy, Staff Regent, gave a few comments. He apologized for not having attended the last two meetings. Non attendance was due to both work and staff regent related commitments. He has found the Board of Regent Meetings to be very educational. He said someone contacted him concerning very few lights in the Mimosa parking lot after dark, due to construction. Janet Hall from The Dept of Environment, Health and Safety stated there is a web form that can be filled completed to address the issue. Go to <http://www.wku.edu/Dept/Support/Legal/EHS/>. Click on Safety Concern Report and complete form accordingly.

Deborah Wilkins attended the meeting. Cheryl asked Deborah if the President could send out an email to encourage staff to attend the Fall Break Brunch. Deborah also said the 2010 university health insurance rates will be posted within the next week. There will be an increase however; the rates had not changed in the past 6 years.

Staff Council members then moved to MMTH 250 to listen to a presentation from Dr. Betsy Shoenfelt regarding the 2009 Staff Satisfaction Survey results. She plans to present the same presentation to Administrative Council in the near future. After which, the report will be placed on the Staff Council Web page.

Respectively Submitted

Diane Carver, Secretary

STAFF COUNCIL MINUTES NOVEMBER 4, 2009

The WKU Staff Council met on November 4, 2009 in MMTH 235B. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, April Gaskey, Janet Hall, Wanda Johnson, Cheryl Lewis-Smith, James Kennedy, Paula Mattison, Darrel Saalwaechter, Retha Spinks, Tammy Spinks and Colby Westerfield. Members not present: Chester McNulty and Jennifer Ragan. Guests present: Christian Ryan Downing, Sharon Hartz and Pat Johnson.

James Kennedy, Staff Regent, reported on the previous W.K.U. Regent's meeting. He stated that the demolition and revamping of Colonial Court was approved for apartments for Housing. He stated that the final enrollment count for fall 2009 was 20,712. The situation concerning raises for Dr. Dean Kahler and Dr. Wood Selig was tabled to the next Regent meeting. He said he abstained from the vote concerning going into closed session. He felt that the discussion of salaries should be a private matter. More information will be requested from Dr. Barbara Burch concerning Dr. Dean Kahler's position.

Christian Ryan Downing, Chair of the Sustainability Committee, discussed numerous ways to advance sustainability. Employees should buy locally, conserve electricity, by turning off computers and lights when not in use, and buying energy efficient appliances. Buildings should be weatherized. Someone brought up the fact that improving their facility is normally not in the budget. She said that you can create a proposal to give to the Provost to request an Energy Conservation Grant. Employees should recycle aluminum cans, paper and cardboard. A Green Fund has been established by the WKU Foundation, which employees may contribute funds accordingly. Other sustainability collaborative efforts include carpooling and Leed Building Certifications. The Parking and Transportation Department web site has information concerning carpooling. The new College of Education Building will be LEED certified. Refer to <http://www.wku.edu/sustainability/> for additional information. Western Kentucky University Energy Policy may be found at: http://digitalcommons.wku.edu/cgi/viewcontent.cgi?article=1000&context=sustain_pub.

The Staff Council voted to reinstate Pat Johnson as a staff representative on the Benefits Committee.

Benefit Committee staff members, Sharon Hartz and Pat Johnson attended the Staff Council meeting. They stated that in order to keep the reserve fund at 25%, it was necessary to raise the cost of the premiums and lower benefits for the health plan this year. The Insurance Benefits had minimal changes within the last 6 years. The reserve fund had been used to pay out several large policies as well as used for other university needs. The waiver was also reduced to employees who did not choose a policy. The Benefits Committee sent out an RFP for insurance coverage this year. Anthem was selected again to handle W.K.U. health insurance coverage. They requested that employees contact them with suggestions that the Benefits Committee should review. We asked the committee to look at increasing the tuition reimbursement hours to 21 versus the current total of 18 that is offered.

BSA workload was discussed. It was stated that in several buildings, there was not a Team Leader and BSA's have to work more due to absenteeism. Cheryl Lewis-Smith, Chairperson, suggested that we invite Judy Blankenship and Pam West to our next meeting.

Several suggestions were received from the Fall Break Brunch Suggestion Box and the Anonymous Suggestion Email. Several comments/suggestions received were in regard to the cost of health insurance. We feel that the Benefits Committee members addressed several of these concerns. It was stated that every benefits employee at W.K.U. is provided an option for no cost premiums.

One comment referred to the new large signs in Mass Media and Technology Hall concerning video surveillance. Cheryl Lewis-Smith talked with Dr. Robert Owen, Vice President for Information Technology, and he stated that a committee was formed to review video from the previous months. It was discovered that several inappropriate activities/actions were occurring which prompted the need to make signage larger. This is first phase of a new security system to be set up in MMTH.

Certain suggestions were not issues for the Staff Council.

No one was nominated for the Staff Council Part-Time Election. Part-time individuals who had previously expressed interest in running did not meet the requirements for the position. It is required that a staff member be employed for two years. The position will remain vacant this year. The By-laws may be changed to resolve this problem.

Cheryl Lewis-Smith received a recommendation that the Staff Satisfaction Survey be conducted every other year. This was agreed to by all, due to now having the anonymous suggestion box email as another outlet to receive comments. The past year's survey suggested that there is some concern about the Ombudsman position. We may have the Ombudsman come to a future meeting to discuss his role.

It was suggested that the Safety Fair not be at the same time as the Fall Break Brunch, due to the people working the fair could not attend the Brunch. It was suggested that it may be held during the Health Fair next year instead. Diane Carver, Secretary, reported that the Thank You Letters have been sent out to contributors.

James Kennedy, Staff Regent, requested approval on his providing a quarterly report of the Board of Regents Meeting for the staff to review. The report would be placed on the Staff Council web site.

April Gaskey, representative on the Master Planning Committee, stated that a mural is being painted on a wall near the Gatton Academy. The mural is being painted by a WKU student, Emily Wilcox who is working with a faculty member Kristina Arnold. The mural includes local fauna, foliage, slopes and plantings.

The December meeting will be held on December 2 at Potter Hall Fourth Floor Conference Room.

Respectively Submitted

Diane Carver, Secretary

STAFF COUNCIL MINUTES DECEMBER 2, 2009

The WKU Staff Council met on December 2, 2009 in Potter Hall Fourth Floor Conference Room. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, April Gaskey, Janet Hall, Wanda Johnson, Cheryl Lewis-Smith, James Kennedy, Paula Mattison, Chester McNulty, Jennifer Ragan, Darrel Saalwaechter, Retha Spinks, Tammy Spinks and Colby Westerfield. Guests present: Jennifer Tougas, Karl Laves, Judy Blankenship and Deborah Wilkins.

Jennifer Tougas, Parking and Transportation Director, gave a presentation concerning Parking and Transportation Services Future Plans. She specified improvements over the past five years. Four major projects were completed this summer. The transit system has a total fleet of 9 buses with 7 on the road and 2 in reserve. Parking Services intends to improve existing services with expanding transit using existing equipment & personnel to Ag. Farm, Shopping Shuttle, Campbell Lane Sunday Service; Expanded enforcement and new technology; Continue to reinvest into parking lots and fully develop Transportation Demand Management. She showed us three types of Parking Systems: Current "Hunting License" System (Everyone gets a permit, maximizes lot use in desired area, but causes increased traffic and frustrated customers); "Designated Parking" System (Limit permit sales to capacity, parking space within your assigned area, higher customer satisfaction, but someone does not get a permit, limited mobility, higher costs to maintain); "Hybrid or Tiered Parking" System (Designated Parking has value to customers in core, hunting license on perimeter provides flexibility, but customers on perimeter still frustrated with slightly increased administrative cost).

Karl Laves, Ombuds Officer, attended our meeting. He discussed the Staff Satisfaction Survey Results. Three questions related to this position were on the survey. The rating goes from 1 (poor) to 5 (Excellent). Question 20. I understand the responsibilities of the Ombuds Officer (Received a rating of 3.65). Question 23. If a situation occurred, I would feel comfortable in contacting the Ombuds Officer (Received a rating 3.41). Question 24. I feel that information I am giving to the Ombuds Officer will be confidential (Received a rating of 3.51). He stated that in the past year he has consulted with 41 individuals and had 3 group sessions. He tries to be fair, compassionate and reasonable. There is a link on the Human Resources Web site <http://www.wku.edu/Dept/Support/HR/> to the Ombuds Officer web page. It was also stated that there is a Reverse Appraisal for Supervisors form on the Human Resources Web Site http://www.wku.edu/Dept/Support/HR/AAAweb/Forms_appraisals.htm. Chester McNulty suggested that Dr. Laves attend a Facilities Department meeting.

Judy Blankenship attended the meeting to discuss the issue of BSA workload that was raised during the last meeting. She said there are absenteeism and vacation time issues which makes it hard to cover the buildings completely. There are currently 11 vacancies, but they will be filled soon. The vacancies being filled are scheduled to work in the afternoon or 3rd shift. She stated that public areas such as classrooms and restrooms in the buildings are cleaned first and then trash is picked up. The absenteeism is mainly due to illness. There is a schedule for each building and it specifies who is absent that day and who should do certain duties. She stated they are currently interviewing candidates for the Director position and that Sodexo Administration Representative, Edwin Morgan, is serving as Interim.

Kevin Smiley, Student Regent, was introduced by James Kennedy. He would like to work with the Staff Council and Faculty Senate to develop a survey concerning smoking on campus. A committee was suggested to create the survey. Janet Hall volunteered to be on the committee. Chester McNulty said he would also help.

A recommendation to create a secretarial pool was sent to the Staff Council. This pool would consist of “fill-ins” for Office Associates across campus who are the only office associate in their department. It was decided that April Gaskey and Tammy Spinks research this topic more and talk with Tony Glisson.

Kit Tolbert, Housing and Residence Life Department, contacted Staff Council related to last month’s minutes (November 2009) needing clarification. The recently purchased Colonial Court Apartment Group is designated for Visiting Scholars Housing.

April Gaskey will write up a by-law change recommendation concerning election of part-time staff.

Cheryl Lewis-Smith suggested that we invite a representative from the W.K.U. Police Department to our next meeting.

The next meeting will be at Tate Page Hall in January.

Respectively Submitted

Diane Carver, Secretary