

STAFF COUNCIL MINUTES
JANUARY 13, 2010

The WKU Staff Council met on January 13, 2010 in Tate Page Hall Room 332. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, Janet Hall, Wanda Johnson, Cheryl Lewis-Smith, James Kennedy, Paula Mattison, Chester McNulty, Jennifer Ragan, Darrel Saalwaechter, Retha Spinks, Tammy Spinks and Colby Westerfield. Member not present was April Gaskey. Guests present: Chief Robert Deane.

Chief Robert Deane from the W.K.U. Police Department attended the meeting. He stated that the W.K.U. Police Department hopes to be moving into a new facility in the proposed new parking structure, whenever it is completed. Western Kentucky University is authorized 28 sworn officers, and currently has 26. The department is currently in the process of hiring and hopes to make a selection in the near future. They hire experienced officers as well as inexperienced officers who are then sent to the Police Academy for training. The Police Department has responsibilities for the main campus, as well as south campus, the Center (at the old mall), and the Agriculture Farm. The department normally has a compliment of 3 officers per shift on duty, and has a verbal mutual aid agreement with the Bowling Green Police Department. The W.K.U. Police Department has a Crime Prevention Team which is available to talk with any department or organization on campus. The Department also presents information during new student orientation to both students and family members. There will be a Workplace Violence seminar on February 9, 2010 at Cherry Hall 103 from 1:00 pm – 2:30 pm. It was suggested that we add questions concerning security on campus to our next Staff Satisfaction Survey.

The Staff Council received an amendment to the by-laws from April Gaskey. Five signatures were required for a vote. The following members signed the proposal: Diane Carver, Janet Hall, Tammy Spinks, Colby Westerfield, and Tammi Beach. The proposal is to amend the By-Laws, Article IV – Membership & Eligibility; Section III. All part-time staff members with a minimum of one year of continuous part-time University employment shall be considered eligible to seek election to the Staff Council. The Staff Council will then vote on this change at the next meeting.

The search for a new Provost Candidate is under way. Six final candidates will be interviewed on campus in January, February and March. It was requested that the Staff Council meet with each candidate on their first day of interview for a brief question and answer session.

Janet Hall acknowledged and praised James Kennedy, Staff Regent for his presence and exemplary professionalism during Fall Graduation ceremony.

Chester McNulty reported that he met with Kevin Smiley, WKU SGA President, and the Smoke Free Campus Committee. It was suggested that the Student Organization take a lead in this initiative. They are working on a survey to send out in February.

The next meeting will be on February 3, 2010. Paula Mattison is the hostess.

Respectively Submitted

Diane Carver, Secretary

STAFF COUNCIL MINUTES FEBRUARY 3, 2010

The WKU Staff Council met on February 3, 2010 at the Faculty House. Those present were 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. Member not present was Cassandra Bailey. Guests present: Dr. Robert Owen and Deborah Wilkins.

The Committee to review the Temporary Employment Pool consisted of Cheryl Lewis-Smith, April Gaskey and Tammy Spinks. The committee compared information with benchmark institutions as well as institutions in Kentucky. Some concerns were budget issues, short term or long term periods, training issues, and being short staffed in areas already. They gave the following recommendations: Each department could use the following resources: Workman's Comp employees (check with Brandon Higgins), Retired employees, Student employees, Employees within their internal office staff, Part time external Employment Companies.

The Staff Council met with the first Provost candidate Dr. David Lee for a short question and answer session. We will be meeting with each of the candidates. The same list of questions will be given to each candidate.

Several members of the Staff Council attended President Ransdell's Forum. It was suggested that we ask President Ransdell to attend one of our meetings, possibly our June retreat.

It was suggested that the Staff Council have a Meet and Greet session with staff at Western Kentucky University. Staff Council Marketing and Branding ideas were also shared by Chair, Cheryl Lewis-Smith. A committee consisting of Cheryl Lewis-Smith, Diane Carver, Janet Hall, Jennifer Ragan and Wanda Johnson will begin meeting to discuss date and location of meeting. Chester McNulty made the motion to have a Meet and Greet. Jennifer Ragan seconded the motion and the motion passed. It was suggested that we send an email out before the meet and greet to ask for any suggestions or comments that we could address during this time. April Gaskey, Mentoring chair, reminded the council that each new staff employee receives an email from the Staff Council asking if they would like a mentor and pointing them to our web page for additional information.

Cheryl Lewis-Smith recommended that the Staff Council consider sponsoring or participating in a special campus /community interest project. We will discuss this topic at the next meeting.

Cheryl Lewis-Smith asked if the Benefits Committee is planning to review the Increased Tuition Credit Benefit at their next meeting. Chester stated he believed that would be the case and Deborah Wilkins confirmed this as well.

Diane Carver, Secretary read the Part-Time Staff Council Representative Amendment that was signed by five members at the last meeting. Janet Hall made the motion to accept the amendment. Retha Spinks seconded the motion and the motion was passed. The amendment will be reflected in our By-Laws on our web page.

Chester McNulty made a motion that we assign one of the Staff Council members to be a liaison with the Extended Campus Locations. Jennifer Ragan seconded the motion and the motion passed. April Gaskey volunteered to be our liaison. Retha Spinks volunteered to assist April as needed. April will be sending out an email to the extended campuses shortly. If an extended campus staff member has any suggestions or comments please refer them to april.gaskey@wku.edu.

Wanda Johnson brought up the issue regarding WKU Insurance Coverage. She felt the comment that if you wanted the same coverage as last year you would not need to make any changes was deceiving. She did not

realize that the coverage was the same but the employee monthly premium cost is now \$50.00 a month instead of \$0.00 for the single employee High Option Plan. She admits that she should have read the brochure more carefully, but feels it should have been stated more clearly during the open enrollment sessions.

An email was sent to the Staff Council concerning numerous form changes on campus. It was suggested that there be one central form listing the changes. We discussed this idea, but it does not seem feasible to create a campus wide form basically due to maintenance/update tracking related concerns.

James Kennedy, Staff Regent, discussed the Board of Regents meeting. He will be creating a pdf report to place on the Staff Council web page. He stated that there was a podcast of the meeting. Go to www.wku.edu/regents.html. Then on the left of the form click on BOR Podcasts. Each meeting is specifically broken down into different areas.

Dr. Robert Owen, IT Vice President, attended the meeting. He introduced himself and gave a brief employment history. He discussed the following:

- W.K.U. web presence to be consistent and updated.
- Authentication of I-phone devices and computers to allow 2 to 4 hours instead of 1 hour.
- Transitioning to Microsoft Exchange and Outlook.
- Television station new LED lighting system.
- Purchasing a new Remote TV Production Truck.
- Email subscriber list to VOICE and Activities no longer automatic.
- Various security measures in MMTH being reviewed.

We have received several local company discount notifications for W.K.U. employees and students. They are posted on our web page at <http://www.wku.edu/staffcouncil/>. Left click on Activities and then left click on Retailer Discounts.

Someone asked whether or not employees can obtain discounts through WKU when buying home computers. James Kennedy stated go to <http://www.wku.edu/infotech/> under Network and Computing Support, click on Desktop Support, then Personal Computer Purchases to get more information on discounts from DELL.

Our next meeting will be March 3, 2010 at Jones Jagers.

Respectively Submitted

Diane Carver, Secretary

STAFF COUNCIL MINUTES

MARCH 3, 2010

The WKU Staff Council met on March 3, 2010 at the Conference Room in the Service and Supply Building. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, April Gaskey, Janet Hall, Wanda Johnson, Cheryl Lewis-Smith, James Kennedy, Chester McNulty, Jennifer Ragan, Retha Spinks, Tammy Spinks and Colby Westerfield. Members not present were Paula Mattison and Darrel Saalwaechter. Guests present: Stephen Rey.

A few suggestions were emailed to the Staff Council Anonymous email address. One email concerned the lights at the Mimosa parking lot. Janet Hall, Staff Council member contacted Ben Johnson. He stated the following: The lights in the Mimosa Lot have been checked on several occasions and are working to the extent they can at this time. Each light pole has one fixture that is illuminated, the others are not. This is due to the fact that the power feed is temporary and not of sufficient capacity to illuminate all fixtures. The permanent power feed is from the new College of Education Building. When this building's electrical service is energized, all fixtures will be illuminated. If there are further questions, I am the appropriate contact. Another issue concerned the Preston Center fee structure. We asked Stephen Rey, Director of Preston Center to this meeting to discuss this issue and to learn more about the center expansion.

Stephen Rey, Director of the Preston Center attended the March meeting. He made the following points:

1. We have had a name change from the weight room to the fitness center.
2. *Increase the amount of equipment in the fitness center - tripled the cardio equipment, doubled the free weights and strength equipment, added a complete line of selectorized equipment for upper and lower body strength, and added a series of machines that will serve our disabled population.*
3. Ribbon cutting is May 3, 2010 at 3 p.m.
4. CSI is software system dedicated to facility management, inventory control, rentals, programs, and services.
5. Memberships - full time students have funded the expansion and renovation project through an increase in their tuition since 2002; first increase in membership fees across the board for part-time students, faculty & staff, retirees, and alumni since 1999; increase is due to the various minimum wage and operational cost increases the department has incurred during this period of time; option for a daily guest pass is now available for all faculty and staff at \$5 per visit upon presentation of their ID Card.
6. Question was asked why the police department pays a lower membership rate than any other faculty and staff member - a fitness incentive program was initiated with the university police department prior to the current director arriving on campus 5 years ago. Currently there are only 3 patrol officers who have chosen to purchase a membership at the Preston Center through this

incentive program. There are 2 members of the UPD who pay a membership through the tier system.

Cheryl reviewed concerns received regarding BSA work schedule issues. Cassandra Bailey reported that she talked with Judy Blankenship and she stated that the 11 vacancies have been filled as of January. There is still an issue with absenteeism. Chester McNulty suggested inviting the new Facilities' Director to a Staff Council meeting along with Judy Blankenship.

The Staff Council Meet and Greet Committee had a conference call. April 21, 2010 will be the date for the Staff Council Meet and Greet from 10:00 – 11:30 at the Faculty House. Refreshments will be served and door prizes given. Invitations will be sent out to staff either by paper or email. There will not be an official speaker. This event coincides with the time in which membership nominations will be accepted for Staff Council. A suggestion box will also be available. We want to encourage staff to attend and meet their staff council members while offering any suggestions and/or comments. An on-going power point slide show presentation will be shown, featuring current and past pictures, information, etc. regarding Staff Council.

Nominations for Staff Council will begin April 12, 2010 and end on April 23, 2010. The election will occur two weeks after the dead line on May 11, 2010. The current and newly elected members will attend the June Retreat.

Chester McNulty, Staff Council Benefits Committee Representative, reported that the Committee approved the post secondary education reimbursement policy hours from 18 to 21 for a year that the Staff Council recommended. The change to the policy will now go before the Administrative Council. It was also reported that Benefits Committee revisited the request to look into adding Qualified Dependent Benefits to our existing benefit plan however a committee vote was taken and further review was denied based on an unsuccessful vote of favor by the majority.

The Staff Council Special Interest Project was discussed. Numerous suggestions were stated: donations to an organization, a tree, a Face book page, or a staff scholarship for books. The suggestion concerning a staff scholarship for books was recommended by April Gaskey and was favorably received. April Gaskey, Colby Westerfield, Retha Spinks and Cassandra Bailey will serve on a committee to further explore this idea as well as prepare a formal project proposal for Staff Council consideration.

The Council received an inquiry regarding department salary adjustments and position re-classifications. It was noted that questions could be directed to Human Resources Director, Tony Glisson.

Our next meeting will be April 7, 2010 at MMTH.

Respectively Submitted

Diane Carver, Secretary

Staff Council Meeting Minutes April 7, 2010

Staff Council Member s Attending: Cassandra Bailey, Janet Hall, Darrell Saalwaechter, Wanda Johnson, Chester McNulty, April Gaskey, Tammi Beach, Colby Westerfield, Cheryl Lewis-Smith, James Kennedy.

Members not attending: Retha Spinks, Tammy Spinks, Diane Carver, Jennifer Ragan and Paula Mattison.

James Kennedy and Cheryl Lewis-Smith gave an overview of the Provost Selection results and shared information regarding our participation in the process. The Staff Council had the opportunity to meet each candidate during the interview process. Dr. Gordon Emslie, Associate Dean, Oklahoma State University was the prevailing candidate for the position.

Discussion was raised regarding BSA scheduling concerns. It is recommended that Staff Council forward a letter of concern to an appropriate individual on campus to review this matter more closely. Charles Jones, Facilities Management Director , will visit Staff Council during the May 5th meeting.

A concern was presented to staff council regarding the reverse appraisal process. It was recommended that all reverse appraisals go to Human Resources instead of only going to the managers/supervisors accordingly. This may provide greater opportunity for individual participation. Further discussion prompted questions regarding the current performance management process and when and if Human Resources would ever consider using another tool that may have better defined performance indicator criteria. Review of this topic will be shared accordingly with university administration.

April Gaskey reported for an endowed account that we would need at least \$10,000 in accrue funds to initiate a book scholarship that would provide a yearly stipend to a staff member who is taking classes at WKU. To raise this sum, we would need a sustained effort. There is a possibility of paying a scholarship before we raise the entire sum. Question was raised whether or not we needed to go through the foundation or if a personal scholarship was acceptable. Cheryl Lewis-Smith suggested we look into a partnership with another WKU group. A suggestion was made to explore other book funded scholarships on campus. Cheryl also offered to talk to Academic Affairs about partnering with us.

A recommendation to increase the number of tuition reimbursement hours to 21 versus the existing 18 currently allotted for eligible employees per year, has been submitted to the president's office for review and formal approval. The recommendation was fully supported by the benefits committee.

The Staff Council Meet and Greet is scheduled for April 21st from 10:00am- 11:30am at the Faculty House. It will be a drop in event where people can come to meet the present council and find out about the staff council nomination process. Campus wide emails will be sent announcing the event.

Information regarding the upcoming staff council membership nominations request will go out soon. Retha Spinks, Tammy Spinks, April Gaskey and Cassandra Bailey are all eligible to run for another term. A total of six positions are available. Nomination forms will be updated and placed on the website and can be picked up in Human Resources. The election will be held on May 11th via topnet.

Cheryl Lewis-Smith presented information regarding social media projects that other campus committees were pursuing. The Staff Council agreed to set up a Facebook page to help facilitate better communication across campus. Janet Hall and April Gaskey will start the process and work with Colby Westerfield to launch the page. Posts will be submitted to Cheryl Lewis-Smith and Diane Carver prior to posting.

Discussion was raised regarding part-time benefits. Chester McNulty has made an inquiry to Human Resources to gather statistical information as to the number of people impacted. Chester made a motion to request further review of this situation by the benefits committee. The motion was seconded by Cassandra Bailey. The motion carried. Discussion was also raised regarding the benefits committee's decision to provide Qualified Domestic Partner Benefits. Questions were cited regarding the overall impact to premiums and the means for establishing qualifying coverage criteria. We will defer these items to our benefits committee representatives for further review as needed and as applicable. They will keep us apprised on the matter.

We received suggestion box notices inquiring about vacation for staff during Spring Break. We agreed that in light of the additional Thanksgiving holiday and WKU's generous vacation policy, we should table these requests.

Notes:

President Ransdell will try to attend our June retreat meeting.

Charlie Jones, DFM Director, will attend the May meeting.

The Staff Leadership group graduates on May 19th at 3:00pm.

Cheryl Lewis-Smith attended the Owensboro Regional Campus Dedication Ceremony.

Tammi Beach announced Earth day will be held on April 22nd.

Parking and Transportation will start using bus locators so riders can track locations via smart phones.

Janet Hall volunteered to attend the University Calendar Planning Committee meeting this week, in committee member Diane Carver's absence.

The Council received a receipt from the American Heart Association for our council donation in memory of Edward Bryson, Retha Spink's father.

The 14th Street Hotel and parking garage projects are on hold at this time.

Respectfully Submitted,

Cheryl Lewis-Smith, Staff Council Chair

Janet Hall, Minutes Recorder in absence of Diane Carver, Staff Council Secretary

STAFF COUNCIL MINUTES

MAY 5, 2010

The WKU Staff Council met on May 5, 2010 at the 4th Floor Conference Room in Potter Hall. Those present were Cassandra Bailey, Tammi Beach, Diane Carver, April Gaskey, Janet Hall, Wanda Johnson, Cheryl Lewis-Smith, Paula Mattison, Chester McNulty, Jennifer Ragan, Darrel Saalwaechter, Retha Spinks, Tammy Spinks and Colby Westerfield. Member not present was James Kennedy. Guest present: Charlie Jones.

Charlie Jones, Facilities Management Director, attended the meeting. He has been director for one month. He believes Facilities Management Department is a service group to the university. One of his current problems concerns flooding in Raymond Cravens Library and Cherry Hall. He understands this will impact the staff in these areas and is determining how best to resolve this issue. He asked if we had any questions or concerns. He was asked about the BSA schedules. He stated that he believes that existing BSA are given the opportunity to volunteer to the different schedules and that new hires are hired for that time period. He was also asked about W.K.U. Smoking Policy. The Staff Council had in previous years set up the policy which President Ransdell agreed upon to set up designated smoking area at each non-residential building. We have received anonymous complaints that people were not always following the policy. Mr. Jones stated he would make this a topic at the next Building Coordinator meeting. He was asked how he would best respond to complaints from staff. He stated that he would prefer people to go through the proper channels, but if that did not resolve the issue the person could come to him.

The Staff Council on-line election will be held May 11, 2010. The following people have been nominated in the appropriate categories:

Professional/Non-faculty – 1 position available:

April Gaskey, Gatton Academy

Secretarial/Support – 2 positions available:

Mandy Skinner, Allied Health

Retha Spinks, Admissions

Technical Skilled - 2 positions available:

Cassandra Bailey, Facilities Management

Casey Scruggs, Technical Support Services

Ben Spitler, Facilities Management

No part-time nominations were received.

It was suggested that we nominate a Staff Council member to be a liaison with the part-time staff.

Chester McNulty, Co-Chairman, stated that the part-time benefits issue was not discussed at the last Benefits Committee meeting. He will ask to place it on the agenda for the May meeting.

April Gaskey reported on the proposed Staff Book Scholarship. She stated that she talked with Alex Downing, President of College Heights Foundation, concerning the scholarship. He specified that it could be endowed or non-endowed. If it was endowed it would need to have at least \$10,000 for

the principal, but we could give scholarships from the fund before the \$10,000 was met. He told her he would be happy to come to a meeting to discuss how the scholarship could work. We decided to pursue this matter and have him come to a future meeting. We will look into fund raisers to raise the money.

The first ever Staff Council Meet and Greet was discussed. It was on April 21, 2010 at the Faculty House. Members were there to greet and meet staff and refreshments were offered. A video displayed numerous photographs on the digital TV. Several people attended. It will need to be decided later to continue this in the future or try another approach.

April Gaskey has been working on the Staff Council Face book page.

The Staff Council June Retreat will be June 9, 2010 at the Preston Center conference room. Visitors who will be invited are Gary Ransdell, President; Misty Claude, Wellness Manager; Tony Glisson, Human Resource Director and Deborah Wilkins, Chief of Staff/General Counsel. It was requested that members email Diane Carver, secretary, any questions that President Ransdell could answer during the Retreat. We would send the questions to him in advance. The location of the lunch would be decided at a later date. The election of Staff Council Officers will be held during the Retreat. Remaining and new members will be allowed to vote. Committees will be discussed but members will not be assigned until the July meeting. We will discuss goals and achievements. By-laws will be reviewed in July or August.

April Gaskey asked about the Reverse Appraisal process. It was recommended that the results be sent to the Human Resources Department as well as the Supervisor's Supervisor. We will discuss this with Tony Glisson at the June Retreat.

Janet Hall, reported on the University Calendar Committee meeting. She said that the dates for Spring Break cannot be changed due to the Girl's State Basketball Tournament being held at that time. She also said no additional vacation days could occur due to the legal number of days needed for instruction. The calendar is created three years in advance.

The minutes of the April meeting were passed around for the members to review. Janet Hall wrote the minutes of the last meeting and Cheryl Lewis-Smith revised them. Cheryl will send Diane Carver the minutes to update and send to staff-all@wku.edu this week.

Our next meeting will be June 9, 2010 at the Preston Center.

Respectively Submitted

Diane Carver, Secretary

STAFF COUNCIL MINUTES

JUNE 9, 2010

The WKU Staff Council met on June 9, 2010 at the Conference Room in Raymond B Preston Health and Activities Center. Those present were Tammi Beach, Diane Carver, April Gaskey, James Kennedy, Cheryl Lewis-Smith, Paula Mattison, Chester McNulty, Jennifer Ragan, Darrel Saalwaechter, Retha Spinks, Tammy Spinks, and Colby Westerfield. The new members present were Mandy Skinner and Casey Scruggs. Those not present were Cassandra Bailey, Janet Hall and Wanda Johnson. The guests present were President Gary Ransdell, Misty Claude and Deborah Wilkins.

Misty Claude, Employee Wellness Manager, attended the meeting at 9:00 a.m. She came to W.K.U. from the Tennessee Department of Health, Health Education Coordinator. Her main goal is to promote moderation and move more. She has established for the month of June six dates for "Ten @ 10" at the fountain in front of Van Meter Hall at 10:00 a.m. and in front of the Guthrie Tower at 10:40 a.m. These sessions will include various stretches moving down the body. She has also received permission to use the 3rd floor of Diddle Arena for the noon walking group starting June 9 through August 9. The Employee Health Fair will be November 5, 2010. A blood draw will occur the week during the Health Fair as well on the day of the fair. She hopes to have more interactive sessions, with demonstrations and speakers. She encourages anyone to email her suggestions and questions.

The two new Staff Council members were introduced: Mandy Skinner from the Dental Hygiene Clinic and Casey Scruggs from the Help Desk.

Cheryl Lewis-Smith, Chairperson, received an email from Tony Glisson stating that President Ransdell has denied the recommendation of modifying the Tuition Remission Policy to allow for up to 21 hours of course credit for full-time employees during a fiscal year. He cited that WKU's current policy is consistent with most other Kentucky Institutions (only EKU's policy exceeds WKU's current policy in terms of allowable hours).

Chester McNulty said he was told that Facilities was instructing their employees who were on a condensed schedule of 4 days, that they would not be allowed the extra 30 minutes off during summer since they did not work on the fifth day. Chester believed that the policy is per week, not a per day issue, so the employee should receive the full 1.5 hours per week off. This will be discussed with Deborah Wilkins later in the meeting.

President Ransdell attended the meeting. James Kennedy asked the president, what he felt the relevance of Staff Council is since its conception. President Ransdell stated that he started the Staff Council when he first came to W.K.U. At that time, it had to deal with a number of issues related to employees. Since then the Benefits Committee has been established as well as the Parking and Transportation Committee. He felt these particular issues were important enough for separate committees. He cited that the office of Ombudsperson, which was recommended by the Staff Council, has been utilized by employees for any grievances. He believes that the Staff Council is a collection point for suggestions, observations and questions. He feels that issues are managed better now with fewer conflicts. He commended James Kennedy on his role as Staff Regent. President Ransdell asked what issues he could address at this time. It was indicated that some employees do not attend classes or programs given by the university during office hours because supervisors not allowing the employee to attend. President Ransdell felt that compromises could be made as long as the employee's job gets done. He said he would bring this issue up at the next Administrative Council. James Kennedy stated that Deborah Wilkins has been a good staff advocate and she has worked well as the liaison with the President's Office and Staff Council. President Ransdell is working on giving employees a salary increase this year. He commended the Benefits Committee on their work throughout the years, keeping insurance premiums as low as possible. W.K.U. sustains the policy of no

employee pays health insurance cost for themselves. Cheryl Lewis-Smith asked about a Staff Reduction Policy for employees who were terminated due to job restructure or elimination. He said there is not a current policy, but the Staff Council could recommend some course of action. It was also suggested that the President introduce the Staff Council members during the convocation.

Deborah Wilkins attended the meeting. The VOICE was discussed. It was stated that since the VOICE membership was deleted and now signing up is no longer automatic, fewer issues are being discussed. She said she would look into the Facilities summer hours' issue.

Lunch was provided by the Preston Center.

A Staff Council Mail Box was discussed. It was decided that a physical mail box is not needed, since staff could send an anonymous email or mail items to the chair, co-chair or secretary.

The Staff Council Accomplishments for 2009-2010 were as follows:

- Fall Break Brunch, in conjunction with the Safety Fair
- Extra day off - Wednesday before Thanksgiving
- Creation of the Anonymous suggestions web email
- Staff Council Meet and Greet
- Met with Provost candidates
- Amended Part-time election by-laws
- Set up mentoring email to new staff
- Staff Council member on the Academic Calendar Committee
- Staff Leadership

The Elections of Staff Council Officers took place. The returning members and new members made nominations and voted. For Chairperson: Diane Carver and Chester McNulty were nominated. Diane Carver was elected. For Co-Chairperson: Chester McNulty was nominated. Chester McNulty was elected. For Secretary: Janet Hall was nominated and elected to the position. Janet Hall was not at the meeting, but Diane Carver stated that she would call and confirm the appointment with her. Diane Carver did call her and she accepted being Secretary. For Treasurer: Paula Mattison and Mandy Skinner were nominated. Paula Mattison was elected. For Web-Master: Colby Westerfield and Casey Scruggs were nominated. Colby Westerfield was elected. Casey stated that he will be the co-chair if needed.

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

- Academic Calendar Committee (University Committee) 1 member recommended
- Benefits (University Committee) 2 years term, 3 members
- Budget Council (University Committee) 1 member
- Campus Master Planning (University Committee) 1 member
- Designated Smoking Committee (Staff Council Committee)
- Diversity (University Committee) 1 member
- Fall Break Brunch (Staff Council Committee)
- Medical Leave Bank (Staff Council Committee) may not be needed
- Parking Appeals Committee (University Committee) 3 members
- Parking and Transportation (University Committee) 1 member (elected by President)
- Staff Excellence (University Committee) 1 member (normally chairperson)
- Staff Leadership (Staff Council Committee) 3 members
- Staff Mentoring (Staff Council Committee) 1 member
- Staff Satisfaction Survey (Staff Council Committee) 3 members

- Staff Wellness (University Committee) 2 members
- Sustainability (University Committee) 1 member
- Western Spirit Award (University Committee) 1 member

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

The Calendar for the 2010-2011 Staff Council Meetings is as follows:

DATE	HOST	LOCATION
July 14, 2010	April Gaskey	Gatton Academy
August 4, 2010	Chester McNulty	Diddle Arena
September 1, 2010	Diane Carver	MMTH
September 29, 2010	Jennifer Ragan	Diddle Arena
November 3, 2010	Tammi Beach	MMTH
December 1, 2010	Colby Westerfield	MMTH
January 12, 2011	Retha Spinks	Potter Hall
February 2, 2011	Paula Mattison	W.A.B.
March 2, 2011	Janet Hall	E.H.S. Park Street House
April 6, 2011	Cassandra Bailey	Service and Supply Building
May 4, 2011	Wanda Johnson	T.C.C.W.
June 1, 2011	Retreat	

The Fall Break Brunch will be October 7, 2010. It was suggested to tentatively ask Scooter Davis, from WBVR and Scott Thompson if that date would be available for either. Cheryl Lewis-Smith stated that the Safety Fair will be held at a different date than on Fall Break Brunch.

April Gaskey had sent out an email to the members concerning picking a logo for Staff Council. It came down to two logos. She will be sending these two logos out for a final decision. It was stated that we use only one logo for all activities. Jennifer Ragan will see about new shirts with the new logo for all members.

The Objectives and Goals for 2010-2011:

- WKU Logo
- Facebook Account
- Staff Reduction Policy
- Part Time Benefits
- Book Scholarship
- Fall Break Brunch
- Staff Satisfaction Survey

- Re-evaluate Designated Smoking Areas
- Meet and Greet
- Recognition gifts for service a W.K.U. at various stages of career
- Upgrade digital presence on campus

Cheryl Lewis-Smith was commended on her excellent service as Chairperson of the Staff Council for 2009-2010.

Respectively Submitted by

Diane Carver, Secretary

WKU Staff Council Meeting Minutes

Wednesday, July 14, 2010

*Cassandra Bailey	*Tammi Beach	*Diane Carver	*April Gaskey	*Janet Hall
*Wanda Johnson	James Kennedy	Cheryl Lewis-Smith	Paula Mattison	*Chester McNulty
*Jennifer Ragan	*Casey Scruggs	*Mandy Skinner	*Retha Spinks	*Colby Westerfield

*Attended meeting

Staff Council Book Scholarship

Chair Diane Carver welcomed everyone to the meeting, and introduced Alex Downing of the College Heights Foundation. April Gaskey had invited Alex to speak to us about options for creating a Staff Council Book Scholarship that would be awarded to a staff member who is taking classes.

Alex told us that book scholarships are always appreciated, since costs have increased substantially over the past few years. He described three options for creating a scholarship. The first is a custodial account, which can be administered by the Foundation at no charge to our group. In this case, the Foundation can offer guidance in creating the scholarship, choosing the winner and actually awarding the funds. Second is an endowed account, where the initiating money is kept in trust, and the scholarship is funded by the interest. This option will create a permanent scholarship, but will require a large upfront investment (between \$5000 and \$10,000). For this type of account, the Foundation would charge 1% of the earned income as an administration fee. The third option is a combination of both, where raised money is split between an award and a "savings account" that goes towards an endowment. In any option, the Foundation can be the point of contact for collecting donations, which can be done by check or by payroll deduction.

Whichever option we choose, we need to set up guidelines for eligibility and an application for the scholarship. Alex promised to send April examples of guidelines and applications. April and her committee will then make their recommendations to us on how to proceed. The committee will also research other departments for recommendations on how to raise money. April Gaskey made a motion to begin the process to create a scholarship, based on information from Alex. The motion was seconded by Retha Spinks. All were in favor.

Logo, Shirts and Contact List

The Staff Council logo was chosen. April will now activate our Staff Council Facebook page, using the new design. She will also send a PDF to Janet for use with the minutes, and to Jennifer Ragan. Jennifer also passed out information on new shirts for the Staff Council that would incorporate the new logo. After discussion, Cassandra Bailey made a motion that Jennifer would order the shirts, once April receives approval on the logo use and color. Chester McNulty seconded the motion. All were in favor. A Council member contact list was distributed for changes, and new members were added.

Standing Committees

New Staff Council members to standing committees were assigned, as follows:

- Academic Calendar—Janet Hall
- Benefits—Chester McNulty, Pat Johnson, Sharon Hartz
- Budget Council—Mandy Skinner
- Campus Master Plan—April Gaskey
- Designated Smoking Areas—Chester McNulty & Wanda Johnson
- Diversity—Janet Hall will be recommended to the President
- Fall Break Brunch—all members
- Parking & Transportation—Wanda Johnson will be recommended to the President
- Staff Excellence—Diane Carver
- Staff Leadership—Jennifer Ragan, Tammi Beach, Cassandra Bailey
- Staff Mentoring—April Gaskey, Chester McNulty
- Staff Satisfaction Survey—Diane Carver, Janet Hall
- Staff Wellness—Chester McNulty, Retha Spinks
- Sustainability—Tammi Beach
- Web Master—Colby Westerfield, Casey Scruggs
- Book Scholarship—April Gaskey, Retha Spinks, Colby Westerfield, Cassandra Bailey

Committees will provide reports on a rotating basis at monthly meetings.

Fall Break Brunch

Diane Carver handed out lists of last year's donated door prizes, and asked everyone to make an effort to collect items this year. We will also again use the ticket system, so we can have an exact count of the number of attendees. Jennifer Ragan will contact the DJ, Coaches and Big Red for appearances. Janet Hall will prepare the flyer. The Alumni Association will have Homecoming shirts available for sale. And Tammi Beach will coordinate the decorations. Janet Hall will check with Deborah Wilkins on funding for the brunch and decorations. The brunch will take place on Thursday, October 7 at DUC.

Permanent Meeting Location

Beginning in August, the Staff Council will meet every month in the Regents Room at MMTH, with the exception of the December meeting and the June Retreat. Meetings begin at 9am and continue until noon, or when business is complete. Diane Carver encouraged everyone to feel free to present any subjects to the Council. She also asked everyone to continue to make recommendations on speakers for meetings. Retha Spinks will ask Lisa Cook to attend our next meeting, so we can find out about helping with the fall semester student move in days. If any campus department is interested in speaking at one of our meetings, please contact us. This is a great forum for those who offer services that the staff can use.

Fall Friday Spirit Days

At the retreat last month, President Ransdell spoke about designating Fridays as WKU Spirit days, where staff would wear WKU apparel. Diane Carver will email the staff with information about this initiative, which will begin in August.

The meeting adjourned at 11am.

Submitted by Janet Hall

WKU Staff Council Meeting Minutes

August, 2010

Cassandra Bailey*	Tammi Beach*	Diane Carver*	April Gaskey	Janet Hall*
Wanda Johnson	James Kennedy*	Paula Mattison*	Chester McNulty*	Jennifer Ragan
Casey Scruggs*	Mandy Skinner*	Retha Spinks*	Colby Westerfield*	

*attended meeting

Chair Diane Carver welcomed everyone, and introduced Blair Silliman of Housing & Residence Life. Blair attended meeting to discuss WKU M.A.S.T.E.R. Plan, so that interested Staff Council Members could both learn about volunteer opportunities for themselves and any member of the WKU Staff.

This year's event will take place from 8/22 to 8/26. Roughly 70% of new students will take part in the plan, which helps them acclimate to WKU before classes officially begin. Blair suggests that staff members can present a session on their department, be a part of the Big Red Blitz, assist with move-in and/or donate canned goods to restock the Salvation Army pantry. She planned to follow our discussion with staff and faculty-all emails. Their goal is to get as many people as possible involved in welcoming new students to campus. She also reminded everyone of the faculty/staff/student cook-out, which will be held on 8/25 on the DUC lawn. If you'd like to be involved, please contact Blair

blair.silliman@wku.edu

President Ransdell sent a memo to all present Benefits Committee Members thanking them for their service and notifying them of the decision to update the committee's guidelines beginning January, 2011. The revised Benefits Committee will then consist of the Chair and Co-chair (HR Director and CFO), four permanent appointees (Mgr Emp Benefits, Internal Auditor, Mgr Emp Wellness, Chief of Staff), four discipline specific appointees (three faculty members and Mgr Health Services) and three appointees each from the University Senate and the Staff Council. (Discipline specific, Senate and Staff Council members will serve four-year terms.) To that end, motions were made to nominate April Gaskey (Hall, Scruggs) and Casey Scruggs (McNulty, Skinner) from the Council and Elizabeth Paris. These nominees will need to get supervisor's permission before they are recommended to the President.

Diane will send an appreciation notification to current members. A motion was made (Kennedy, Hall) to maintain at least two current Staff Council members on the Benefits committee at all times.

Progress continues on the Fall Break Brunch. Diane will forward the donation letters to everyone. The flyer will go out to staff members two weeks before the date. At the next meeting, Diane will have a signup sheet for workers. Chester will check with Jeff Younglove on the stage setup. Scott Thompson will again be our DJ. Diane has contacted Aramark to find out how much the brunch will cost per person. And the Council wants to thank Deborah Wilkins for her support of the brunch. Diane also reminded everyone to get donations, as employee look forward to winning something at the brunch.

The Council has received notice that there will be a vacancy in the Professional/Non-Faculty category. Since we are required to hold another election to fill this position, we agreed to re-advertise and take nominations for a part time position as well. Paula Mattison suggested that we talk to people on campus about these two openings, so we can get a good nomination pool. Diane will prepare an email for both groups of people to solicit nominations. The election process will probably take about two months.

There have been questions on the WKU policy for accepting gifts from vendors. After general discussion, Janet Hall was assigned to send the official policy to members to reference next meeting.

There have also been questions about updating the compensation amounts for education and special training. This policy has been in place for over ten years. James Kennedy explained that the policy was recently looked at, and benchmark institutions were polled on what they offer. We discovered at that time that WKU was a leader in compensation of this kind. A committee (McNulty, Kennedy, Hall and Mattison) was formed to look at the policy again.

James Kennedy reported that the President that Dr. Ransdell was pleased with being able to state that staff would be receiving a 2 percent increase for the upcoming academic year.

The President has directed the Staff Council to send out a letter concerning Spirit Fridays at WKU. In anticipation of this letter, Chester will contact Ross Bjork , and forward information to Diane.

The meeting adjourned at 11:15am.

WKU Staff Council Meeting Minutes

Wednesday, September 1, 2010

*Cassandra Bailey	*Tammi Beach	*Diane Carver	*April Gaskey	*Janet Hall
*Wanda Johnson	*James Kennedy	*Paula Mattison	*Chester McNulty	*Jennifer Ragan
*Casey Scruggs	*Mandy Skinner	*Retha Spinks	*Colby Westerfield	

*Attended meeting

Staff Council Special Election

Diane Carver congratulated Adrienne Browning (Professional Non-faculty) and Jessica Gibbs (Part time) who were elected to the Staff Council in August. Diane reported that 312 people voted. We will welcome them to our next meeting. We received two part time nominations, but one was considered ineligible since their qualifying time was split between part time and temporary status. Because of this, Diane suggested we review the bylaws to make sure the rules are clear.

Fall Break Brunch

Plans are progressing for the biggest staff event of the year. Diane is checking on the cost of the meal, and hopes that it will remain the same as last year, which is \$5.75 per person. Door prize donations have already been received from a number of WKU groups, and Diane reminded everyone to continue with this effort. Tammi Beach is in charge of decorations for this year's theme—"Thrill on the Hill". As in the past, the Staff Excellence awards will be given out, and a dance contest will be held. Brochures with entry forms for door prizes will be sent out via email two weeks before the event. Members of the Staff Council should wear their shirts and dark pants, and be there at 7am to set up.

HR Rep for DFM

HR Director Tony Glisson introduced Jennifer McLeod, who will represent Human Resources in the Facilities Management area. She will be onsite at DFM's location to administer new employee orientation, benefits forms and policy issues, in an effort to provide customer service to one of the largest groups of employees on campus. Diane asked if people would see Jennifer before visiting the ombudsman, and Tony agreed that this was a logical step. He also plans to have Jennifer help with employment, especially since a new hiring system will soon be in place. Tony thanked Charlie Jones and Angie Jackson for their help in the process of getting Jennifer settled. James Kennedy asked Tony if other positions like this might be instituted around the campus. Tony said that he had considered this, but that DFM is a defined group of people and a great place to start. Jennifer will also help with processing claims for Workers Comp as well. In addition, HR is also now searching for a campus Wellness Coordinator.

Convocation Recognition

The Staff Council was recognized by the president for our part in promoting Spirit Fridays. The Council wants to remind everyone to wear their WKU apparel every Friday.

Staff Leadership Group

Jennifer Ragan and Tammi Beach reported that the committee has met and has chosen this year's class for Staff Leadership. All staff (who meet the employment requirements) are eligible to apply for this group. The Council urges everyone to consider applying in the future.

Benefits Committee

At last month's meeting, we nominated April Gaskey and Casey Scruggs. Since neither was able to serve, we nominated Retha Spinks from the Council, and Angela Robertson of IT. Diane has sent an official letter to the president recommending Retha and Angela, along with Elizabeth Paris, to represent the Staff Council on this committee. Diane will send appreciation letters to the current members when the new members are installed.

Policy on Accepting Gifts from Vendors

Janet Hall was contacted by Ken Baushke concerning this policy right after the Staff Council minutes for August were sent out. Ken submitted a code of ethics, which Janet forwarded to the rest of the Council. Purchasing then sent a campus email with more information, including a general policy. Since there were differences in the policies, and since they were referred to as guidelines, the Staff Council has decided that they are not the right body to define a WKU policy in this area. If you are interested in working on a committee to help determine this policy, please contact Janet Hall.

Book Scholarship

The committee is working on the final details of the Staff Council Book Scholarship. We will have a jug for donations at the Fall Break Brunch. Please remember to bring change to donate to this scholarship. A staff member will be rewarded money to use for books in future semesters.

Herald Reporter at an Upcoming Meeting

A reporter from the Herald has contacted Diane about attending one of our meetings. He has already done a short interview with Diane, but would like to see firsthand what we do. Our bylaws say that we can have a visitor present to us. Diane will check with Deborah and then contact the reporter.

Meeting Speakers

Athletic Director Ross Bjork will be speaker at our next meeting. If any departments on campus would like to present to us, please contact Janet Hall (52395). Last month, Blair Sillman of HRL told us about M.A.S.T.E.R. plan, and Diane and Mandy Skinner gave presentations, while Jennifer Ragan worked with Topper Directions.

The meeting adjourned at 11:20am.

WKU Staff Council Minutes—October 2010

Cassandra Bailey √	Tammi Beach √	Adrienne Browning √	Diane Carver √	April Gaskey √	Jessica Gibbs √
Janet Hall √	Wanda Johnson √	James Kennedy √	Paula Mattison √	Chester McNulty √	Jennifer Ragan
Casey Scruggs √	Mandy Skinner √	Retha Spinks √	Colby Westerfield √		

√--Attended meeting

Chair Diane Carver opened the meeting with a discussion of the Fall Break Brunch. We discussed various member assignments and logistics. We plan to make a special effort this year to announce the names of those who donated door prizes. We also planned to send out a reminder (staff all) the Friday before the brunch.

We received a letter from the President requesting that the Council appoint a DFM rep to the Benefits Committee. Chester explained that no one currently on the committee will be reappointed, but each person will serve out their term. This will help stagger the number of new members at any time on the committee. Since there will be only one opening, we nominated Retha Spinks as our representative. We also had some recommendations for the DFM employee for further consideration.

This year's Staff Leadership group has met, and several in the group have expressed some concerns to Casey Scruggs. Moderators seemed ill-prepared, and the ropes course was poorly supervised. Slight injuries to Leadership members occurred. Diane and Casey have emailed Sharon Woodward about this and Diane will try to gather more information.

We agreed to invite the Herald reporter to our November meeting. We will have two speakers—Jim Sears from the WKU Store and Steve Garden from the Knicely Center.

Athletic Director Ross Bjork joined the meeting, and told us that he's wanted to reach out to us since he is also a WKU staff member. He congratulated us on the success of our Red & White Spirit Day. He feels this event engages the community and helps the athletics program. He would like to plan more events that engage the staff. Ross is convinced that athletics must be operated in a way that is consistent with WKU's mission. He also plans to have greater transparency and make academics a priority. He reminded us that the Hilltoppers game on 10/16 will feature \$1 hot dogs and drinks, in addition to a \$6 ticket.

Janet Hall has been accepted as a member of the Diversity Committee. Richard Miller has requested another member from the council to serve on a workgroup. Mandy Skinner volunteered for this position. Janet explained that the Diversity Committee is charged with developing a new state policy for WKU. The workgroups will meet with committee members to develop this plan. We also agreed to ask Richard to speak at a future meeting.

Diane welcomed newly elected members Adrienne Browning (Prof Non-Faculty) and Jessica Gibbs (Part time). We now represent all categories of staff at WKU.

The council was contacted about the differences in condolence announcements that are sent out by email. A staff member suggested that there be a uniform announcement instead. However, during discussion we learned that the announcements are sent by department, and the format is up to the person posting the information. We decided to post an announcement template on our website that can be used by anyone at WKU.

Tammi Beach reported on the Sustainability Committee, of which she is a member. Since October is Energy Awareness Month, they have scheduled a number of campus events, ranging from a Plarn workshop (to reuse your plastic bags) and Dinner in the Dark at Fresh Foods. There will be an Apple Festival on 10/22 which will feature Chaney's ice cream's signature Big Red Rumble. Please check the sustainability website for more information.

Information about discounts for WKU employees through BB&T is available on our website.

Betsy Shoenfelt requested that we do our Staff Satisfaction survey in January to take advantage of the help provided by student workers. Diane and Janet will meet with her next week to discuss any changes to the survey.

Chester McNulty reported that the Smoking Committee is contacting building coordinators to direct smokers to the designated areas of each building.

The meeting adjourned at 11:30am.

WKU Staff Council Minutes—November 2010

Cassandra Bailey √	Tammi Beach √	Adrienne Browning	Diane Carver √	April Gaskey	Jessica Gibbs
Janet Hall √	Wanda Johnson √	James Kennedy √	Paula Mattison √	Chester McNulty √	Jennifer Ragan
Casey Scruggs √	Mandy Skinner √	Retha Spinks √	Colby Westerfield √		

√--Attended meeting

Chair Diane Carver opened the meeting with a discussion an anonymous submission to our online suggestion box concerning the Fall Break Brunch. The author asked that we replace the brunch with a day off on Friday of fall break. We felt that we could not ask for another day off in exchange for the cost of a brunch. We also felt we have done as much as we could concerning days off with the addition of the Wednesday before Thanksgiving. We also received a request for the ability to print W-2s right after the first of the year. We believe that this is already available, but Diane will check with IT on the details. NOTE: Diane checked with IT, and W-2s on line are considered an unofficial document, placed there for information only. W2s are not considered final until January 31 of each year.

Deborah Wilkins forwarded a policy document that details the creation of university policies—the “Policy on Policies” for the campus. Diane forwarded the document to the council for pre-reading. All members approved the document.

The Staff Leadership report from the previous meeting was discussed. Sharon Woodward apologized for the confusion surrounding the first meeting. Further reports have clarified that the ropes course was indeed supervised, and that all members agreed in advance to participate. Injury reports have been investigated and cleared up. Stephen Rey was very concerned about any inappropriate supervision at the Preston Center and asked to be able to speak to concerned members. Diane told us that Stephen and Sharon will further address all remaining issues.

Jim Sears from the WKU Store was our first speaker. He provided many interesting details about the stores, which are located at the main campus, Owensboro, Glasgow and E-town. He said they are working now on their online services. They are also one of the country’s top institutionally owned bookstores by amount of money returned to the University. He also wanted to remind everyone of the first Friday Spirit Days, where red WKU wear will be 30% off.

Steve Garden of the Knicely Center was our next speaker. With the Center’s completed expansion, they now have the capability to handle a wider variety of events. He also told us that the new alumni center will become a part of DELO, just like the Knicely Center. He invited campus groups to consider using the Center for any events we may be scheduling, and reminded us that Aramark is their contract caterer.

The Staff Council Book Scholarship is progressing. April Gaskey and her committee are looking into questions brought up by Mandy Skinner about the award process. Tammi Beach suggested we look into

an ad in the alumni magazine and a collection site at Homecoming. Jennifer Ragan suggested a donation box at department holiday receptions and Adrienne Browning suggested a raffle.

The Staff Satisfaction Survey changes were discussed, and we agreed to send it out the second week of January, 2011.

Comments on the Fall Break Brunch were very positive. We have not yet received all the invoices. We plan to analyze the ticket process for next year.

Our third speaker was Mark Pendley of EH&S, who was there to talk about the WKU Emergency Response after the tornado watch this past week. Mark asked that everyone check on line for the plans for your building, so you will be familiar with shelter locations and procedures before something happens. He hoped to have a person on every floor of every building, so that all in the building could be notified. James Kennedy mentioned that the text message information was slow in delivery, and did not always match the information on the weather radios. Mark emphasized the value of the BEST members as the central point for information in emergency situations. He also suggested that the emergency planning group could improve our plan by practicing it outside of an emergency.

The meeting adjourned at 11:45am.

WKU Staff Council Minutes—December 2010

Cassandra Bailey √	Tammi Beach √	Adrienne Browning	Diane Carver √	April Gaskey √	Jessica Gibbs √
Janet Hall √	Wanda Johnson √	James Kennedy √	Paula Mattison	Chester McNulty √	Jennifer Ragan √
Casey Scruggs √	Mandy Skinner √	Retha Spinks √	Colby Westerfield √		

√--Attended meeting

Chair Diane Carver opened the meeting by inviting James Kennedy to talk about the tuition taxation issue. Last month, a number of graduate students who are employed at WKU received emails stating that they would be taxed on the amounts of tuition credit they received over the \$5250 limit in any calendar year. The tax was to be levied immediately and was to be taken out of November paychecks. The Staff Council received a number of inquiries about the lack of communication in instituting this policy, and with issues on the seemingly random choice of students contacted. James was told that this policy is on the graduate tuition waiver form and on the HR website (as of April 2010). Due to the awkward manner of presenting the policy, the Payroll office would be in contact with those that are affected with options to help relieve the tax benefit burden. The Council applauds this effort to help with this financial burden. We also plan to invite Jim Cummings to our January meeting to further explain the policy. We feel that if employees have all the information, they will be able to choose whether to exceed the tuition waiver amount.

April Gaskey brought us up to date on the Staff Council Book Scholarship. After discussion, we agreed to finalize the application so we can award the scholarship in the spring 2011 semester. We plan to give out one award each semester for \$150. More information about applying for the scholarship will be coming soon. The application for the scholarship will be available on the Staff Council website after December 15.

The Council finalized the 2011 Staff Satisfaction Survey, and Janet will send the document to Diane for printing and distribution the second week of January. Please take the time to fill out your survey. It's the best way we have of gauging the opinion of the WKU staff.

Diane asked for suggestions for goals for 2011. We received a number of good suggestions.

The Campus Smoking policy was again brought up, this time in regards to the second floor of Grise Hall. Grise has a new HVAC unit which draws in outside fresh air. Unfortunately, this system also draws in the smoke from the smoking area that is right at the entrance to the building. Chester McNulty plans to meet with Anita Britt (EH&S) and Charles Harrison (DFM) to work out another location for smoking. We noted that the number of complaints about smoking in undesignated areas has risen. These include the street side cover at MMTH and the front porch of Cherry Hall.

The Council agreed with the draft of the Procedures during Severe Weather Warnings.

A question was brought up about a loading zone that used to be available for WKYU. All spots in that area are now handicapped spots. However, TV employees often need to load equipment in excess of 800 lbs, and this area is the closest place to do that. Deborah Wilkins promised to talk to P&T about this situation.

A BSA asked a member about mandatory overtime. This employee was "drafted" for this weekend's football event, and required to work a 12-hour shift parking cars. This BSA did not request the overtime, and cannot work that particular day. Deborah promised to check into this draft policy as well.

Diane encouraged anyone who would like to speak to the Staff Council to please contact us. Our next meeting will be held on January 12, 2011 at MMTH Regents Room.

The meeting adjourned at 11:30am.