



## January 2011 Meeting Minutes

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 Staff Council Book Scholarship. April Gaskey asked Lacey Jackson from the WKU Store to tell us about their matching program. To implement the scholarship, The WKU Store will provide a gift card to the winner. The Store will then match the amount provided by the Scholarship. During our meeting, we discussed the fact that the application did not appear on line by 12/15/2010 as stated in the December minutes. Instead, it was posted on our website at the beginning of winter term. The application was also posted without the deadline date as we were to determine that at our January meeting. This decision was delayed due to a weather-related rescheduled meeting. Given all these factors, we decided to delay the scholarship award until fall 2011, the official start of the school year. **However, after the meeting, several applications/inquiries were received. It was decided after the meeting via email to extend the deadline for the spring 2011 scholarship to Tuesday, Jan. 25, 2011 and to send a staff-all email to alert staff to the changes.** The spring scholarship will be \$150, but the Council voted to award at least 4 \$50 scholarships for the fall semester. The number awarded could vary, depending on donations collected.

Jennifer Ragan volunteered to contact the WKU Alumni Association, to see if they might put something about our scholarship in their next publication. Since the scholarship is totally funded by donations, we will need to do some additional fundraising. Anyone can donate to the fund by contacting April Gaskey— [april.gaskey@wku.edu](mailto:april.gaskey@wku.edu). You can also send donations via campus mail to April at the Gatton Academy. Thanks to everyone who donated at the Fall Break Brunch (and to the WKU Store), we are able to help a staff member with their book purchases this spring.

We had no new information on the tuition tax situation, except several reports that students had been contacted and the college was working with everyone involved.

The Staff Satisfaction survey has gone out, and Diane has been pleased with the response. The deadline for submittal is Monday, January 24. Janet Hall will send out a staff-all reminder this week.

Chester McNulty has been working with Anita Britt of EH&S on the smoking issues at Grise Hall. Air tests showed that several smoking areas around the building needed to be relocated. This has been done. Anita will test again once the semester starts. EH&S received the complaints from a staff member, and Anita contacted Chester to help. Chester and his committee will now be looking at MMTH, EST and the Ransdell building, to determine smoking areas.

Casey Scruggs told us about the PerksCard, a discount program that can be tailored to the WKU family. Once an agreement is made, the PerksCard staff will provide a show and save card with local and

national discounts. There is no charge to WKU for this service. We agreed to have Casey look into this and to find out what approvals might be necessary for such a program.

Diane asked members of various committees to plan to report at meetings this spring. April reported that the Masterplan Committee will be presenting their new plan at this week's Board of Regents meeting. Diane also encouraged everyone to attend President Ransdell's February 4 meeting at MMTH. Jennifer invited everyone to the Lady Topper game on February 2. The Lady Toppers are offering free tickets to any school child from grades 3 through 6. The game begins at 11:30am.

We received a concern that WKU was not handicap accessible, but without details, we could not look into this. We also received a request for shortened work days for staff during the winter term. We did not feel we back this request, given the amount of days off for winter break.

Looking ahead, Diane reminded us that elections will be held this spring. We also need to decide on a Meet and Greet, and determine a place for our June retreat.

Stacey Biggs of WKU Marketing will be our February speaker. If anyone would like to present to the Staff Council, please contact Janet Hall.

The meeting adjourned at 11am.

Addendum: After the meeting, Janet contacted Deborah Wilkins to check on the outcome of the BSA draft mentioned in last month's minutes. Deborah contacted Charlie Jones (DFM) and John Osborne, and they assured her that no employee will be forced to work overtime at extra events. If an employee is being told that they must work, they should contact Charlie Jones so he can correct the situation.



## February 2011 Meeting Minutes

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

We opened the meeting with a report on the Staff Council Book Scholarship. The first ever award was given to Karen Dinwiddie, a program assistant at DELO. We will now begin fundraising for the fall semester awards. Jennifer Ragan reported that she had talked to Tracy Morrison of the WKU Spirit Magazine about an ad in the next issue encouraging alumni to donate. Janet Hall suggested we have a table at Earth Day, where we could take direct donations. April asked that we revamp the Council website so that the application process is simplified.

Diane Carver will attend the Campus & Community Workshop. She asked for suggestions from other Council members.

By the end date, 477 Staff Satisfaction Surveys were returned to us. The data has been entered, and Betsy Schoenfield is compiling the information. We appreciate everyone who completed a survey. Tony Glisson contacted Diane to request HR input into future surveys, and suggested we consider electronic processing of the forms. The Council will keep this in mind for future surveys.

Diane received a letter from President Ransdell asking whether the Council would support a Smoke Free campus. The letter included a University Senate recommendation received by the President. After discussion, a vote was held. Four members voted for a smoke free campus, and 6 voted against the recommendation. We did make a recommendation that Ransdell Hall and Jones Jagers become smoke free, since the Ransdell building is LEEDs certified, and Jones Jagers houses children. Diane will contact the president with our decisions.

Chief Marketing Officer Stacey Biggs spoke to the Council. She told us about the continuing effort to transition from Western to WKU. Right now they are assessing the number of "old" logos on campus, with the intent to replace them as soon as possible. The Council asked about the funding of such an undertaking, and Stacey explained that this program is in the preliminary stages. She stressed WKU's desire for consistent branding and messaging, and told us that an extensive handbook is in the works for faculty and staff use. She told us that two committees are in the works—a Marketing Council and a Web Council. The new website has been launched, and is geared towards prospective students. Staff who would like to represent their departments on either council should contact Stacey.

April again reminded everyone to become a "friend" of the Staff Council on Facebook. In addition, we'd like members to invite their friends to join our page. It's a great way to get information out to the staff.

A staff member asked if the Barre Company could offer a WKU discount. We will have the member contact HR to see if they can find out about a discount. As a follow-up to last month's minutes, Diane will contact HR as well about the PERKS card program.

Diane will contact members who are eligible to run for another term on the Council. She also wants to remind members that meeting attendance is required per our bylaws.

The meeting adjourned at 11am.



## March 2011 Meeting Minutes

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

We opened the meeting with further discussion on last month's Smoke Free Campus resolution. First, we talked about emails received from staff members. All buildings at WKU are smoke free INSIDE. However, no building on the campus is currently smoke free OUTSIDE. In other words, no building has an enforced smoke free perimeter around it. In addition, smoking is taking place in areas other than the designated ones. Because of this, Chester McNulty suggested we prepare and email with list of current designated smoking areas to be sent to students, faculty and staff. This email will be sent as soon as the list is compiled. This would make the WKU smoking policy clear. Additionally, one staff member asked for a listing of who voted for or against the resolution. Since we vote by secret ballot, there was no list to provide. We did agree however that the Council would abide as a group by the winning vote, so that separate ballot information was not pertinent. Instead, staff members could ask those running for election how they felt about important issues. Finally, a staff member questioned the number of votes last month. Our chair, Diane Carver, did not vote, believing she should do so only in case of a tie. A check of the bylaws revealed that she is allowed to vote in any election, so she will be voting from now on. We appreciate those who took the time to write us with concerns.

We are recommending that Staff Council elections be held on May 10, 2011, through TopNet. With this schedule, nominations will be accepted from 4/18 until 5/2. At the close of nominations, we will email nominees with campaign rules. The email will also touch on the responsibilities and obligations of a representative, since these positions require time and effort. Please remember that candidates from the satellite campuses are always welcome. We can easily set up video conferencing to other locations from the Regents Room.

Mandy Skinner reported on her participation in a workgroup for the Diversity Committee. She said that they were working on hiring standards to meet the new diversity requirements. Diane then asked that each person report on their committee participation in either April or May. For April, we will hear from the Parking, Staff Excellence, Staff Leadership, Sustainability Committees, as well as from the Staff Regent. In May, the Benefits and Web Committee reps will report.

Student Charles Harris and his colleagues made a presentation to the Council on the possibility of WKU becoming a Fair Trade University. At this time, we have the opportunity to become one of the first ten schools to join this group. Fair Trade participation would allow us to offer imported goods from companies that honor fair trade practices. The students asked us to vote on making WKU a part of this organization, and offering Fair Trade items for purchase. After the presentation, the Council voted to support this initiative. The students will now work on approvals from the SGA and the Administrative Council. You can read more about the organization at:

[http://www.fairtrade.org.uk/get\\_involved/campaigns/fairtrade\\_universities/default.aspx](http://www.fairtrade.org.uk/get_involved/campaigns/fairtrade_universities/default.aspx)

Council members received an email from Tony Glisson asking us to remind everyone of the policy on taxation of graduate tuition over the IRS threshold. The policy was emailed to everyone and is available on the HR website. The Council felt that the policy was very clear.

A staff member asked if we could work on authorizing additional time for those who use the Preston Center at lunch. This would be especially necessary for those who only get ½ hour for lunch. We presented this request to Deborah Wilkins so that she could research it.

We discussed a location for our June retreat, and set the date for June 1. James Kennedy planned to invite Deborah Wilkins, Tony Glisson and Gordon Emslie to speak. We also would like to encourage WKU groups to present to the Council whenever possible.

The meeting adjourned at 11:30 am.



## April 2011 Meeting Minutes

Cassandra Bailey ✓	Tammi Beach ✓	Adrienne Browning ✓	Diane Carver ✓	April Gaskey	Jessica Gibbs ✓
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Casey Scruggs ✓	Mandy Skinner ✓	Retha Spinks ✓	Colby Westerfield ✓		

✓--Attended meeting

We opened the meeting with committee reports. Members of the Parking Committee told us that the most unpaid tickets come from the Diddle Arena lot. She reminded everyone that the Mimosa and Regents lots ALWAYS require a permit, even after hours. And handicap spots require a WKU handicap tag. A regular handicap tag is NOT sufficient to park in campus handicap spots. They also told us that 28% of WKU students graduate without ever getting a ticket.

Tammi Beach reported on the Sustainability Committee. She reminded everyone about the email concerning the new campus recycling policy. WKU has also been named the fourth Fair Trade college in the US, and has met all the standards for a Tree Campus USA classification. Tammi directed us to the Sustainability Dashboard on the WKU HRL website, which now monitors utility usage for 19 academic and administrative buildings. Earth Day is scheduled for Friday, April 22. Details are on the Sustainability website, where you can also find a link to classes offered in this area. Tammi also reminded the council to be ready to appoint another representative to this committee when her term ends in June.

James Kennedy reported on the Board of Regents. He encouraged us to visit the Sustainability Dashboard as well. He also commented that the new doctoral degree in physical therapy was a very positive step for WKU. The follow up to the Academic Affairs forum will be held on 4/22 at 3pm at MMTH.

We received an email from a staff member in Academic Complex questioning the number of ashtrays located in no smoking areas on campus.

Dates for the Staff Council elections have been approved by Tony Glisson, and Diane will send out reminders for nominations and voting. Nomination will close on Monday, May 2, and the election will be held through TopNet on Monday, May 10. The person in the Secretarial/Support Personnel category with the most votes will take over a three year position that is open due to the resignation of Mandy Skinner.

Kari Aikens of HR presented the schedule for the first annual Take Our Sons and Daughters to Work Day, to be held on 4/26/11. Volunteers are needed—please email Kari if you'd like to help. The details of the program can be found at <http://www.wku.edu/hr/AAWeb/TDSWD/Front%20page.pdf>

Kari also told us about the Annual Retirement Week, which will be held from April 18-22. She reminded everyone that the KTRS retirement project usually takes about two months to complete. She also reminded us that the yearly blood draw for covered employees is now free at either Health Services or your doctor's office.

Our annual retreat will be held at Chaney's Dairy Barn on June 1. We will meet at 8:30am for breakfast, and begin our meeting at 9am. Deborah Wilkins and Tony Glisson will be our regularly scheduled guests. We also plan to invited Robbin Taylor and John Osborn to speak. Jennifer suggested that we submit questions for Robbin and John via email to Janet by our May meeting so we can submit them before the June meeting.

Diane reported that the Staff Satisfaction Survey results are complete, and will be sent to the members next week. We plan to do the survey electronically when it is next taken.

Janet Hall encouraged members to look over the Diversity Plan document submitted to us, and invited comments by the end of the month. Members requested that Dr. Richard Miller be invited to speak at our next meeting.

The meeting adjourned at 11am.





## May 2011 Meeting Minutes

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

We opened the meeting with a report by Dr. Richard Miller concerning WKU's new diversity policy. He explained that the state requires each institution to develop its own plan, with regard to student diversity, hiring, retention and campus climate. A draft has been prepared, and is now being distributed for feedback from a number of sources. The final plan will commit WKU to many instances of diversity, and will emphasize the importance of diversity to the education of our students. Janet Hall and Mandy Skinner were Staff Council representatives to this committee.

We continued our meeting with committee reports. Chester McNulty, who serves on the Benefits Committee, told us that the insurance portion of their work is ongoing. He said that the Health & Wellness position has now been advertised. They are also planning a Health Fair for this fall. He also wanted to remind everyone that a semi-annual blood draw is now free (no copay required) at any physician's office in our plan.

Colby Westerfield and Casey Scruggs, members of the Web Committee, have taken their training on the new website, and are ready to convert the Council site.

Wanda Johnson reported on the Parking Committee's construction and traffic changes for the summer. The conversion of College Heights Blvd to two-way traffic is under trial, and will be evaluated in the fall.

Jennifer Ragan updated us on the Staff Leadership group. There were 20 individuals in this year's class who met once per month. They covered a range of interpersonal and campus awareness topics. Their graduation will be held on May 18<sup>th</sup> at 3pm at the Knicely Center.

The Staff Council election will take place on Thursday, May 19 through Topnet. Since there was only one nomination for the three open Secretarial/Support positions, Diane will follow our bylaws and extend the nomination period for five additional days. Nominations will close on May 10, and campaigning will take place the week of May 16.

Our June retreat will be held on June 1 at Chaney's Dairy Barn, from 8am to 3pm.

The Staff Satisfaction results are in, and will be presented to the Council on Thursday, May 5. They will then be posted on the Council website.

Smoking on campus continues to be an issue brought to the attention of the Council. It was brought up that the smoking policy on the HR website is attributed to the Council, and has not been updated since 2006. Chester and James Kennedy will work together to convert this to a university policy.

The Council Book Scholarship is now \$19.20 richer thanks to Earth Day donations from staff. We appreciate all donations to this worthy cause.

Questions on the effects of the summer HVAC policy on BSAs was brought to the Council. Janet volunteered to contact Judy Blankenship about this. Janet later received a report from Judy, with the following information: Since all AC will be turned off at 3pm, most second shift employees have converted to the first shift for the summer. Third shift employees will be provided with cool bands and Gator Ade. In addition, there will be extra fans provided for building where windows cannot be opened. Also, third shift employees will not be required to wear smocks, can wear shorts, and will be encouraged to take shorter, more frequent breaks.

The meeting adjourned at 11:30am.



## June 2011 Meeting Minutes

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

√--Attended meeting

Staff Council Chair Diane Carver opened the meeting by welcoming our new members, and thanking our outgoing members. She reminded us that we support open discussion in our meetings, and we expect members to act as one body to the campus.

Diane then called for nominations for officers for the next fiscal year. Diane Carver was nominated (McNulty, Hall) for chair, and was elected. Chester McNulty was nominated (Spinks, Scruggs) for co-chair, and was elected. Janet Hall was nominated (Hatcher, McNulty) for secretary and was elected. April Gaskey was nominated (McNulty, Hall) for treasurer and was elected. Casey Scruggs was nominated (Hatcher, Westerfield) for webmaster and was elected.

After discussion and research, we agreed not to list the PERKS card on our website. We felt that local vendors who normally offer WKU discounts for free would not like the idea of having to pay a company so they could offer the same discount.

Robbin Taylor, VP of Public Affairs, was our guest speaker. She touched on many of the projects that her group—Media, Marketing, Campus and Community Events and Special Events and Ceremonies, Government and Community Relations, and the WKU Welcome Center —is working on. In the area of media, she told us that WKU has increased our focus on social media and creating and disseminating news directly to our intended audiences. While statewide and national media is a focus, they are particularly targeting regional newspapers because they are widely read in their communities across the state. The "Spirit of WKU" marketing campaign is in its second year. Marketing is a high priority but operates with a recurring advertising budget of only \$230,000. The marketing office provides publication design services to the campus at no charge, and she encouraged all to take advantage of that service. The new WKU website is being converted to a content management system, which is easier to use, and when completed, will offer a consistent look to WKU's online presence. The website represents a successful partnership between IT and Public Affairs. The WKU Welcome Center (in the lobby of the KY Building) is the official starting point for all WKU tours. This location offers easy parking for visitors. Special Events is also a major part of the Public Affairs arena, as the number of events on campus continues to grow.

Personally, Robbin focuses the majority of her time on local, state and federal governmental relations. This includes lobbying for budgets, capital projects and higher education initiatives with the legislature, and working closely with the Council on Postsecondary Education and Kentucky's other public universities. One of the tangible results of this work is the new doctoral degree that WKU will offer in physical therapy, through legislation that was passed and signed into law in the 2011 General Assembly.

We received a question about Parking & Transportation's decision to allow premium parking in the gated lots on the hill. Gated pass owners pay substantially more for the ability to find a parking spot in these lots. They are concerned that opening the lots to other pass holders will fill the lots. Chester volunteered to look into this.

Diane was contacted by Sam's Club to offer the Partner Membership Program(PMP) to WKU employees. When employees/members join or renew their Sam's Club Membership through PMP they will kick their Membership off with an exclusive Sam's Club incentive – up to a \$25 Gift Card. We decided to pursue this and Diane will contact the Sam's representative.

Diane asked current members to talk about their committee participation. She asked that everyone be prepared to volunteer for committees at our next meeting.

Tony Glisson then spoke to us about the salary increase for 2011-12, which will be 1% with a floor (minimum amount) of \$500 and ceiling (maximum amount) of \$1000. He also discussed the Staff Excellence Awards. He would like to bring more interest and energy to the nomination process. We discussed clarifying the award categories and ideas for improving communication and interest in the awards across campus. Four awards are usually presented at the Staff Council Fall Brunch each year, and the award amount has been increased to \$1000 each. Tony also invited Staff Council input about the strengths and weaknesses of HR. He appreciated our feedback concerning the WKU hiring and employee evaluation processes.

April asked for suggestions on ways to raise money for our book scholarship. Adrienne suggested we cook and deliver lunch on campus. They will check into this to see what it will entail.

James Kennedy, Staff Regent, will now be a voting member of the Council, since all positions were not filled for the upcoming year.

Our next meeting will be held on July 13 in the Regents Room at MMTH.

The meeting adjourned at 1:30pm.



## July 2011 Meeting Minutes

*Diane Carver—chair \**

*Jason Abston\**

*Cassandra Bailey\**

*Adrienne Browning\**

*April Gaskey*

*Jessica Gibbs*

*Janet Hall\**

*Judy Hatcher\**

*James Kennedy*

*Sophie McAdams*

*Chester McNulty\**

*Casey Scruggs\**

*Retha Spinks\**

*Tanya Vincent\**

\*--attended meeting

Meeting was opened with a discussion of the **SC Book Scholarship**. We agreed to award four scholarships this fall, and discussed dates for submissions. To raise funds, Adrienne Browning suggested we purchase a gas gift card and raffle it off. We agreed to hold the raffle beginning with our August meeting for one month. Tickets will be \$1@ or 6 for \$5. The winner will be announced at the Fall Break Brunch. Adrienne will work on this project and get the tickets prepared for sale.

Committee members were chosen for the **SC and University Committees** on which we have representation. The final list of members will appear on our website once presidential and committee chair approvals are received. Some committees will remain anonymous, due to the nature of their business.

The Council received an email questioning the validity of **mailing parking permits rather than using campus mail**. P&T's Jennifer Tougas replies that the campus mail boxes are not secured, and with the US Mail there is a reasonable expectation of delivery. Their first concern is to get permits to the people who ordered them.

Casey Scruggs previewed the **new SC website**, which will go live soon. We plan to update our membership photos in August. Diane Carver will schedule this. The website will also feature an updated list of vendor discounts offered to WKU employees.

The Council compiled a **list of accomplishments** for last year that will be included in the Fall Break Brunch brochure. They include: The book scholarship; Fall Break Brunch; working w/DFM to clarify overtime requirements, holiday schedule flexibility, working conditions; Staff Satisfaction Survey; discount page updates; Staff Leadership support and the creation of a Facebook page. **Goals for the upcoming year** include: fundraising for the Book Scholarship; completing our web page update; reviewing and updating the current campus smoking policy. If you

have suggestions concerning implementation or enforcement of this policy, please contact [Chester.mcnulty@wku.edu](mailto:Chester.mcnulty@wku.edu).

**Fall Break Brunch** planning has begun. It is scheduled for Thursday, 10/6/11 at the Fresh Food Company. The cost of the Brunch has gone up slightly from last year. To save time at the registration desk, all staff members will be electronically entered into the prize drawing. As in previous years, we will have a DJ and a dance contest. Chester will contact Campus Activities to get this event placed on the University calendar. If your department would like to donate prizes, please contact [Janet.hall@wku.edu](mailto:Janet.hall@wku.edu).

It was brought up that employees at the WKU Farm were required to drive to South Campus to punch in since **they did not have an onsite time clock**. Janet Hall will check with Tony Glisson on this.

The Council requests suggestions for speakers who would like to attend future meetings. Please contact any member if you'd like to present information on your department.

The meeting adjourned at 11am.



## August 2011 Meeting Minutes

Meeting was opened with a discussion of **the response received by Charlie Jones concerning BSAs summer hour working conditions**. As previously stated, DFM employees were encouraged to take more frequent breaks, stay hydrated and use fans where possible. Charlie also explained to supervisors that expectations for work during extreme heat should be tempered. As a Council, we agreed that we had done as much as we could for this situation.

Adrienne Browning did an excellent job of preparing the tickets and informational sheets for our **Book Scholarship raffle**. We discussed details and had scheduled the raffle, but after discussion with the state gaming authority, we agreed **not to** hold the raffle, since the form for Organizations Grossing Under \$25,000 (EXEMPTION) was denied by the state. Therefore, we will discuss other ways to fund the scholarship. In the meantime, if you'd like to make a donation, please visit [www.wku.edu/makeagift](http://www.wku.edu/makeagift) and specify Staff Book Scholarship.

Diane Carver thanked everyone who has already collected donations for prizes for the **Fall Break Brunch**. New SC members have been especially busy. During September, we will meet twice to make sure we are prepared for the event. The brunch will be held on 10/6.

Howard Bailey was our speaker for August. He told us a bit about the renovation of DUC, which is scheduled to begin next summer. He told us that a planning group (which included student representatives) visited 7 local universities to find out what we wanted for our student center. Bryan Russell of PD&C is now the official spokesperson of the project, and will unveil details in September.

We were contacted by people who park in **the 14<sup>th</sup> Street lot** concerning the amount of trash and broken glass that is usually found there. In addition, permit holders questioned the number of spots dedicated to Greek parking in this lot. Judy Hatcher emailed Jennifer Tougas, who explained that the parking spots were

promised as a condition of developing the Greek village. She promised that the lot would be patrolled to help prevent any problems there.

The Council was asked to **participate in the Strategic Planning** of the university. Sophie McAdams and Tanya Vincent volunteered to be on this committee. The next meeting will be held on September 7. Please email Janet Hall with suggestions for speakers.

A suggestion was made to offer WKU childcare to employees. April Gaskey agreed to look into this, and to see what has been done in the past.

*Diane Carver—chair \**

*Jason Abston\**

*Cassandra Bailey\**

*Adrienne Browning\**

*April Gaskey\**

*Jessica Gibbs\**

*Janet Hall\**

*Judy Hatcher\**

*James Kennedy\**

*Sophie McAdams\**

*Chester McNulty\**

*Casey Scruggs\**

*Retha Spinks\**

*Tanya Vincent\**

*\*--attended meeting*

A new vendor has been added to our discount page—Air EVac. Check the discount page for information vendors who offer savings to WKU members.

The Staff Council website has been updated (thanks to Casey Scruggs) and is now ready for use. Please take time to check it out. Any staff member can also become a fan of our Facebook page, where you can get real time updates concerning staff issues.

The meeting adjourned at 11am.





## September 2011 Meeting Minutes

*Diane Carver—chair \**

*Jason Abston\**

*Cassandra Bailey\**

*Adrienne Browning\**

*April Gaskey\**

*Jessica Gibbs*

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*James Kennedy\**

*Sophie McAdams\**

*Chester McNulty\**

*Casey Scruggs\**

*Retha Spinks\**

*Tanya Vincent\**

\*--attended meeting

We opened the meeting with an update on the Fall Break Brunch. Diane reported that door prizes are coming in, and encouraged us to keep working on this. Chester McNulty will check with the DJ. Staff Excellence awards will be given away beginning at 9:30am. In addition, we will ask Sharon Woodward to invite and introduce this year's Staff Leadership cohort.

2011 Fall Break Brunch  
Thursday, October 6, 2011  
Fresh Food Company  
8:30am-10:30am  
WKU ID is REQUIRED

The Staff Council Book Scholarship was discussed. We are still looking for a way to raise money to fund the scholarship. Several suggestions were made and will be looked into by members of the committee. For the second year in a row, we will be collecting donations at the Fall Brunch. You can also donate by clicking on our link at [www.wku.edu/makeagift](http://www.wku.edu/makeagift). Be sure to specify that your donation is for the Staff Book Scholarship Fund.

In other business, we recommended a 2 term limit for the Staff Regent to President Gary Ransdell. He will take our recommendation (along with the Faculty Senate recommendation) into consideration. Term length is three years. We also added two additional members to the Parking Appeals Committee from the Council.

Sophie McAdams and Tanya Vincent attended the Strategic Planning meeting as representatives of the Staff Council. They asked that we invite Doug McElroy to speak at our next meeting about how we might gather opinions from the entire staff concerning the plan.

Meeting adjourned at 11am.



## October 2011 Meeting Minutes

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\*--attended meeting

2011 Fall Break Brunch  
Thursday, October 6, 2011  
Fresh Food Company  
8:30am-10:30am

**WKU ID is REQUIRED**

Please bring spare change to donate  
to the Staff Book Scholarship Fund

The meeting opened with a discussion of final plans for the Fall Break Brunch. We will also have a silent auction (to benefit the Book Scholarship Fund) for a two night stay at Lake Cumberland State Park (a \$175 value). Look for the signup sheet when you get to the brunch.

Chair Diane Carver was contacted by Deborah Wilkins to prepare a memo concerning the term limits for the Staff Regent. We sent a memo stating that we initially voted to support a 2 term limit for the Staff Regent if the Faculty Senate did the same. Since the Senate did not support term limits for the Faculty Regent, we will not initiate or adopt term limits for the Staff Regent at this time.

Doug McElroy spoke to the Council about the new WKU Strategic Plan. The Administrative Council forms the committee for the new plan, and has requested input concerning staff priorities for the new plan. We have two representatives from the Council who can take your ideas to the committee. If you have suggestion, please email [Tanya.vincent@wku.edu](mailto:Tanya.vincent@wku.edu) or [Sophie.McAdams@wku.edu](mailto:Sophie.McAdams@wku.edu) by Wednesday, October 12, 2011. This is our chance to be represented in the plan, and we encourage staff members to reply.

April Gaskey reported that the Staff Book Scholarship will be advertised in the December issue of the WKU Spirit magazine. Alumni will be invited to donate to the fund, which supports staff members taking classes. She is also checking on other avenues to raise funds. PLEASE REMEMBER TO BRING SPARE CHANGE TO THE FALL BREAK BRUNCH to donate to this cause.

April is also checking with the Faculty Senate to see if the proposed in-house child care is on the agenda for their next meeting.

Our representative to the Sustainability Committee, Jason Abston, has withdrawn due to increased work commitments. Diane asked that volunteer(s) contact Christian Ryan Downing for more information on

participating in the committee. Diane also encouraged members to request agenda space for committee reports at any time.

The staff council discussed the university's zero tolerance policy. The discussion was tabled for further discussion at a later time.

Diane received a letter from the President informing us of a change for WKU with US News and World Report annual college rankings. We discussed the letter and our rankings.

Meeting adjourned at 11:30am.



## November 2011 Meeting Minutes

*Diane Carver—chair \**

*Jason Abston\**

*Cassandra Bailey\**

*Adrienne Browning\**

*April Gaskey*

*Jessica Gibbs*

*Janet Hall\**

*Judy Hatcher\**

*James Kennedy\**

*Sophie McAdams\**

*Chester McNulty\**

*Casey Scruggs\**

*Retha Spinks\**

*Tanya Vincent\**

*\*--attended meeting*

The meeting opened with a review of the Fall Break Brunch. We had good reviews from a number of staff. In discussing suggestions for improvements for next year, we realized that we may have to find an alternate site, since DUC will be under construction. Suggestions included the Knicely Center and Diddle Arena. The Council wants to thank everyone for participating, and for the overwhelming amount of money donated to the Book Scholarship Fund. We also congratulate the Staff Excellence award winners.

The council received a memo from Deborah Wilkins outlining the summer hours for 2012. The Council is in favor of the proposal.

A recent Herald article addressed smoking at WKU, since the Student Government Assn moved that they would support a non-smoking campus if the requirement to live on campus for the first two years was dropped. The article quoted President Ransdell as saying that "he doesn't think a campus-wide smoking ban is a realistic plan". Chester McNulty is working with the building coordinators and other campus departments to fix a current smoking problem at Tate Page Hall. He also suggested that bolder signs designating the smoking areas on campus be used. He has also updated the list of smoking sites, which will be placed on the web as part of the campus smoking policy on the HR site.

The Council received another inquiry concerning a WKU prepared email to commemorate the death of any member of the WKU community. We discussed this with Tony Glisson, and understand that this will not become a policy, due to several factors. First, it's up to the families to decide who they want to notify. Second, the Faculty-All/Staff-All email list is not an appropriate place for this type of announcement. The President's Office is not usually notified of the passing of a WKU member, and therefore cannot be expected to announce all obituaries.

We received a memo from the President's Office confirming the Council's agreement that term limits should not be imposed on either Staff or Faculty Regent.

Some members of the Council met recently to prepare recommendations for the upcoming campus Strategic Plan. We compiled all the submissions from staff members and prepared a document for Dough McElroy. Diane Carver thanked Tanya Vincent and Sophie McAdams for their work on this committee.

A Council member has not yet been named to the Sustainability Committee. Casey will contact Christian Ryan Downing to get more information on the participation requirements, and we will nominate someone at our December meeting.

Wade Pinkard, Employee Wellness Manager, made a presentation to the Council concerning his plans for the WKU Employee Wellness Program. He has already completed a wellness interest survey of faculty and staff, and is actively working with other campus members to determine a program model that meets the needs and interests of employees and program sponsors. He will soon have a request for proposal to secure bids from specialty vendors to deliver quality, best-practice wellness programs and services for WKU employees. He also plans on recruiting members for a Wellness Champions Network around the campuses.

April Gaskey has been in touch with Kelly Madole of the Faculty Senate regarding an on-campus Child Care center for employees. The next step is to determine if there is a space for this service. April will continue to work on this project as our representative.

**Chester McNulty, current representative to the Benefits Committee, will be ending his term in December. The President has asked us for three nominations from DFM who could serve on this committee. The only requirements are that you be a full time DFM employee. Please contact [janet.hall@wku.edu](mailto:janet.hall@wku.edu) by Tuesday, November 8 if you'd like to be nominated.**

Our December meeting will be held at the Faculty House on 12/7/11.

Meeting adjourned at 11:20am.



## December 2011 Meeting Minutes

*Diane Carver—chair \**

*Jason Abston*

*Cassandra Bailey\**

*Adrienne Browning\**

*April Gaskey\**

*Jessica Gibbs*

*Janet Hall\**

*Judy Hatcher\**

*James Kennedy\**

*Sophie McAdams\**

*Chester McNulty\**

*Casey Scruggs\**

*Retha Spinks\**

*Tanya Vincent\**

*\*--attended meeting*

The Staff Council had recommended two people for the Benefits Committee, since Chester McNulty was rotating off. President Ransdell approved Ben Spitler to be the newest staff representative on the Benefits Committee.

OfficeMax requested to be added to the WKU Staff Council Community Discounts web form. OfficeMax office supplies and tech products are the same price to WKU for business purchases as they are to WKU faculty/staff for personal purchases. The Staff Council approved this request. It will be added to our discount page soon.

April Gaskey reported on Campus Child Care. She is going to investigate benchmark institutions on this matter. We also talked about a survey to find out how many people might use the facility. The first problem would be location.

Diane Carver reported that she is on the committee for the Wellness Program RFP. She said they have met once and gave the timeline for the initiative.

Aramark reported that we had 675 staff participate in the Fall Break Brunch in October. Diane had asked if DUC would be available next year, since renovations were taking place. Aramark said Fresh Food would be open during the renovations.

A committee member on the Parking Appeals Committee said she thought the Parking and Transportation web site concerning all the parking lots restrictions were not very clear. She did not think the printed brochure always matched what was on the web site. Another member on the Parking and Transportation Committee said she would bring this up at their next meeting. This member also passed out paperwork given at the last Parking and Transportation Committee Meeting. It reviewed total permit

sales and projected sales, occupancy rates, parking inventory in relation to projects being built across campus, and proposed future permit fees.

Casey Scruggs, Staff Council Web Master, demonstrated the new Anonymous Drop Box web site. He indicated a problem concerning the text box. When it opens up, the cursor is set at the second character in the box, with the first character a space. After the person types the information and hits the submit button, a red box appears and states a FAULTCODE. The person should then remove the space at the front of the line and resubmit. This is a known problem and should be fixed soon. He also showed us the new Staff Book Scholarship form. It also has the same problem. The Staff Council agreed to keep the old pdf Book Scholarship Form

as well as this new form in place, until the problem is fixed. The Staff Council Book Scholarship form for Spring 2012, will be activated the first week we get back in January.

Chester McNulty brought up the issue concerning BSA overtime hours. He will contact Human Resources for further clarification. The matter was tabled at this time.

A member said someone had asked if winter term hours could be similar to prior summer term hours for 2013. We said we would look into this.

Our January meeting will be on 1/11/12.

Meeting adjourned at 11:00am.