



January 2012 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 discussion of the creation of the Campus Library Advisory Council Committee. They are requesting a member of the Staff Council on the committee. An e-mail will be sent to the Staff Council members seeking a volunteer for the committee.

The changing of winter term hours was brought up. After checking with HR and further discussions, it was decided that it would not be feasible to change the hours. Therefore, the issue was tabled.

Staff Regent Elections will take place June 2012. This election takes place every 3 years. It was suggested that nominations take place for 2 weeks, May 14th to May 30th. The open forum would be Tuesday, June 12th and the election Thursday, June 14th. These dates will be sent to HR for approval. It was also mentioned that per state statute, any staff member running for Staff regent cannot have a relative employed by the University.

The annual Staff Council June retreat will be held Wednesday, June 6 2012. Members were asked to submit ideas on where to hold the retreat. An official place should be determined at the next meeting.

There are several members of the Staff Council rotating off this year, including the chair. The Staff Council election is tentatively set for May 8th with nominations taking place April 16th to April 30th. The following categories with the numbers needed to be filled include; Secretarial Support: 3, Technical/Skilled Service Maintenance: 2, Professional/Non-faculty: 3, Part-time: 1, At Large: 1. Additional information will be sent to all staff members closer to the nomination date.

Suggestions for speakers for our monthly meetings and the June retreat were brought up. Council members were asked to think of some ideas and contact any potential speakers that would be of interest to the council.

The issues of BSA's overtime was discussed, however, with several members of the council missing, it was decided we would wait to take further action and discuss the response from HR in February.

Our next meeting will be held February 1, 2012.

Meeting adjourned at 9:50am.



February 2012 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 discussion of the Library Advisory Council member representing the staff. Diane Carver nominated Doris Settle, who has agreed to serve. The term is two years.

Bryan Russell will be our speaker for March, and will provide an update on the DUC renovation.

Locations for the June Council retreat were discussed, and the group agreed on meeting at the Bowling Green Chamber of Commerce. The retreat will be held on June 6, and members will go to Mariah's for lunch. Diane and Retha Spinks will be contacting speakers.

The Staff Council nomination and election dates were approved by Deborah Wilkins and Tony Glisson. Diane suggested that we talk about the Council to people we know who might be interested in running.

We received an anonymous email asking that our minutes be more detailed. The writer was frustrated that items discussed at the meetings were never publicized to the general staff. Unfortunately, many of the suggestions we receive are merely suggestions. We discuss every one that comes in, but often cannot act on them. An example of this would be the suggestion to have offices closed during spring break. This is not a policy that can be affected by the Council, but since it was suggested, we mention it in the minutes so that staff will know that their suggestions are being heard.

We also received an inquiry on whether WKU pays for Continuing Ed classes for employees, with a tuition waver like those offered for courses for credit. Diane will check with Tony on this.

The Spring Staff Council Book Scholarship was awarded to 4 employees: Diane Kolb (College of Health & Human Services); Matt Atkinson (Health Services); Stephanie Hammons (Honors College); Anthony Bush (Purchasing & Accounts Payable). The Scholarship is available to all staff members, so watch your email for information on how to apply for the fall 2012 semester.

Since this was Janet Hall's last meeting, Tanya Vincent volunteered to continue the minutes until a new secretary is chosen in June. Diane asked that members contact Tanya to schedule their committee reports for the April and May meetings.

Meeting adjourned at 10:20am.



March 2012 Meeting Minutes

*Diane Carver—chair **

*Jason Abston**

*Cassandra Bailey**

*Adrienne Browning**

April Gaskey

*Jessica Gibbs**

*Judy Hatcher**

*James Kennedy**

*Sophie McAdams**

Chester McNulty

*Casey Scruggs**

*Retha Spinks**

*Tanya Vincent**

**--attended meeting*

The meeting opened with discussion of designated smoking areas on campus. Staff Council had received an e-mail concerning the placement of smoking areas for certain buildings around campus. Our staff council member with additional information about this issue was unable to attend the meeting. This item will be placed on the agenda for April.

At our last meeting, a question was brought to a member about why WKU does not pay for Continuing Education classes offered by DELO. Continuing Education offers noncredit, professional development and leisure programs to individuals, companies and associations throughout Kentucky. A member of the council contacted the Human Resources office and was told under the Tuition Waiver Program for Employees, section B, number 2; "This program applies to all courses offered for credit, but does not include non-credit continuing or community education courses offered through overseas programs.". Currently, regular full-time employees are eligible to have tuition and mandatory fees remitted for up to 6 credit hours per semester. It can be left up to the individual department if they want to cover the cost of such a course. Staff Council hopes that departments will pay for employees to take a continuing education course if it pertains to specific job duties.

Barren River Resort is offering a Spring Break special to all WKU employees. To access the special, click here: <http://www.wku.edu/staffcouncil/documents/springbreak.pdf>
There are several businesses that offer discounts to WKU employees. To see a complete list you can access the Community Discount link on our website at <http://www.wku.edu/staffcouncil>.

Our first speaker was Bryan Russell. Bryan, the Director of Planning, Design & Construction, gave us valuable information regarding the Downing University Center (DUC) renovation project. He presented a PowerPoint with images of the new building and also a timeline of several projects occurring within DUC. This is a 2-year project that will affect many different offices and services at WKU. The DUC renovation will be an updated area and serve as a valuable space for all of WKU. There is a link on WKU's homepage with important information regarding this project. Staff Council encourages everyone to check out the following link: http://www.wku.edu/duc_renovation/. The website offers valuable information about the different offices that will be disrupted, a timeline of the project, renovation schedule, and pictures of the future DUC. Staff Council appreciates Mr.

Russell sharing about the DUC renovations and looks forward to seeing the completed project. This new student center will be a great asset to the WKU community.

Our second speaker was Wade Pinkard, Employee Wellness Manager at WKU. He discussed a new WKU 2012 Spring Challenge for employee wellness. The WalkingWorks® Challenge is offered by Blue Cross Blue Shield (Anthem). This program will be a fun motivational program designed to help increase physical activity. E-mails and flyers will be distributed to all employees with more information about this challenge. This will be a fun way to increase activity and also stay in shape. The website is located at www.walkingworks.com.

He also gave an update on the plans for the **Employee Wellness Program**. The **Employee Wellness Program**, which is a part of Health Services, enhances the personal and professional lives of WKU employees by providing educational opportunities, programs, and services that promote and support healthy lifestyle behaviors. He stated that they are currently seeking proposals from specialty vendors for comprehensive wellness services to be offered to all WKU employees. They hope to have this service in place by June 2012. The Staff Council supports this initiative.

Our April speaker will be Corie Martin; she is the manager of Creative Web Services at WKU. We hope she will offer an insight to the OU Campus transition, University relations, Social Network monitoring, and any other valuable information about their services.

Staff Council's June retreat will be June 6 at the Bowling Green Chamber of Commerce. Our speaker will be Dr. Brian Meredith, Associate Vice President for Enrollment Management. Diane Carver would like committee reports to be presented at the April and May meetings.

Our April meeting will be held on April 4, 2012.

Meeting adjourned at 11:00am.



April 2012 Meeting Minutes

*Diane Carver—chair **

Jason Abston

*Cassandra Bailey**

*Adrienne Browning**

*April Gaskey**

*Jessica Gibbs**

*Judy Hatcher**

*James Kennedy**

*Sophie McAdams**

*Chester McNulty**

*Casey Scruggs**

*Retha Spinks**

*Tanya Vincent**

**--attended meeting*

The meeting opened with our guest speaker Corie Martin, Manager, Creative Web Services. Creative Web Services oversees the WKU website and works with Marketing, Communications and IT to maintain content, design and University branding on the WKU website. Mrs. Martin presented a power point with information about the types of services they provide and how Social Media plays a large role in Marketing and providing brand awareness. Creative Web Services offers lots of resources to all departments at WKU, including, but not limited to, training and support for departmental websites, assistance in using email marketing tools that enforce brand identity, and consultation in the use of social media, the relationship marketing tool. To learn more about Creative Web Services you can find their web page at: <http://www.wku.edu/webservices/>.

Designated Smoking areas were discussed. There had been complaints about the smoking area in front of Tate Page Hall. The Designated Smoking committee has decided to move the smoking area to the left side of Tate Page Hall. They hope this area will be more accommodating both to smokers and the employees who work inside the building. It was suggested that maybe there can be a map on the Staff Council website pointing out specific smoking areas for each building. The council will look into this matter. The Designated Smoking Committee has worked very hard placing signs at all designated areas. This has been a learning process where several smoking areas have been moved in order to try and accommodate all parties involved.

Two members of the staff council, Chester McNulty and James Kennedy, attended a roundtable discussion in Lexington last week. This meeting included Staff representatives from several colleges across Kentucky. Represented were WKU, UK, ECU, Morehead, and UL. This was an opportunity for each college to discuss general issues relating to University Staff, share ideas and concerns and receive fresh ideas on how to have a stronger voice to administrative councils. Both members felt good information was brought up and it was nice to hear how other Universities ran their Staff Councils.

Staff Council elections will take place May 8, 2012. An email was sent out April 6 with details of positions that are available. This is a great opportunity for staff to be involved within the

University. Nominations will take place April 16th through April 30th. Staff council encourages all parties interested to submit a nomination.

Staff Regent Elections will take place June 14, 2012. This election takes place every 3 years. Nominations will remain open for 2 weeks, May 14th to May 30th. The open forum will be Tuesday, June 12, and the election on Thursday, June 14.

Kathryn Steward, WKUHS Assistant Director of Health Education, brought several design logos for the new Employee Wellness program. Each staff member voted for their three favorite designs. Once the wellness staff has narrowed down the logos to three different designs, an e-mail will be sent out to all faculty/staff so they can vote for their favorite design. They are still hoping to go live with the new Employee Wellness Program on June 1, 2012.

Our next guest speaker was Kari Aikins, Assistant Director, Total Compensation, Human Resources. Mrs. Aikins spoke to the group about two exciting events coming up in the next couple of weeks. First, HR is proud to present the Spring Retirement Savings Week, April 16 through April 20. There will be 11 different sessions, offering information about retirement, savings, and investing. To learn more about the event or to register, please click here <http://www.wku.edu/benefits/retirementweek2012.php>.

The next exciting event is the 2012 Take Our Daughters and Sons to Work Day, taking place Thursday April 26. This will be an exciting opportunity for children to be a part of the WKU community. All children and grandchildren of WKU employees in grade 2-12 are encouraged to attend. This will be an all-day event with several educational and entertaining activities for children to participate. There will be break-out sessions hosted by various WKU departments. More information is available at; <http://www.wku.edu/benefits/todswd.php>. Volunteers are still needed during the day; please e-mail Kari.Aikins@wku.edu or Amber.Ford@wku.edu, if you would like to help.

Our next meeting will be held May 2, 2012, with Dr. Bob Owen as our guest speaker.

Meeting adjourned at 11:30 am.



May 2012 Meeting Minutes

*Diane Carver—chair **

Jason Abston

Cassandra Bailey

Adrienne Browning

April Gaskey

*Jessica Gibbs**

*Judy Hatcher**

*James Kennedy**

*Sophie McAdams**

*Chester McNulty**

*Casey Scruggs**

*Retha Spinks**

*Tanya Vincent**

**--attended meeting*

The meeting opened with discussion of the upcoming Staff Council elections. Nominations took place last week. Because there are a few categories that need additional nominations, it was decided to re-open the nominations from May 7th to May 11th. The election will take place May 23rd on TopNet. We specifically need nominations in the Professional/Non-Faculty, Secretarial/Support Personnel and 1 At Large areas. You can even nominate yourself! Be a voice and represent your fellow WKU staff. Please click here for additional information; <http://www.wku.edu/staffcouncil/nominations.php>.

Next we discussed overtime policies for Facilities Management staff. It was brought to the council's attention that a new policy has been implemented that states facilities staff can only work a maximum shift of 15 hours and then must have 8 hours of time off before their next shift begins. This is causing problems for some employees and how they receive overtime pay. It was decided the council would look into the issue. Any findings will be discussed next meeting.

Our May speaker was Dr. Bob Owen, Vice President for Information Technology. He shared with the Staff Council several accomplishments IT has completed this past year and several new projects IT has in store for the upcoming year. The IT department is a vital part of the University as a whole. They are constantly working to improve technology for the entire campus. Their website states, "The goal of WKU's IT Division is to provide our students, faculty, and staff with superior customer service; reliable and timely technical support; state-of-the-art technology tools; comprehensive training; and convenient access to computing and telecommunications resources." The Council appreciated Dr. Owen's information and look forward to the future of technology at WKU. To learn more about IT and future projects please click here: <http://www.wku.edu/it/>.

The next meeting will be our June retreat held at the Bowling Green Chamber of Commerce on Wednesday, June 6, 2012. New officers will be elected. This meeting will also include our newest members.

Sophie McAdams reported on the Campus Master Plan committee. The main topic of conversation is the DUC renovations. They are trying to get everything in place and the project completed within the two-year time frame. Construction on the temporary building for Fresh Foods has already begun. They hope to be open July 31st; this location will hold up to 600 people. Construction continues on the new TIF deck and the new alumni center.

FYI: Visit the staff council web page at <http://www.wku.edu/staffcouncil/> . It offers a wide variety of information. Click the link for Community Discounts. Here you will find businesses that offer great discounts to all WKU employees. Check it out. If you know of other businesses that offer discounts to WKU employees, let us know and we can add them to the page. Click the Members link to see photos and information about all current Staff Council members. Click Contact Us to access an anonymous e-mail form where you can voice your concerns, questions, suggestions, and any ideas you would like Staff Council to address.

We are here for you!

Meeting adjourned at 11:00 am.

Find Us on





June 2012 Meeting Minutes

*Diane Carver **

*Jason Abston**

*Cassandra Bailey**

*Adrienne Browning**

*Denise Creek**

*Jessica Dunnegan**

*April Gaskey**

*Jessica Gibbs**

*Judy Hatcher**

*James Kennedy**

*Betty Keown**

*Keith Lancaster**

*Donald Loiacano**

*Sophie McAdams**

*Chester McNulty**

*Heather Nicklies**

*Casey Scruggs**

*Retha Spinks**

*Tanya Vincent**

*Melvin Watson**

*Eric Wolfe**

*--attended meeting

The meeting opened with Diane Carver introducing our newest members to Staff Council. They include Denise Creek, Jessica Dunnegan, Betty Keown, Keith Lancaster, Donald Loiacano, Heather Nicklies, Melvin Watson, and Eric Wolfe. With all of the new members on the Council we hope to have an exciting and productive year. Diane also thanked the out-going members for their service on the Council.

Our first June speaker was Dr. Brian Meredith, Associate Vice President for Enrollment Management. Two of the key responsibilities of his office are student enrollment and retention. Dr. Meredith indicated recruitment and retention are every staff member's responsibility. It is important that all students have friendly and efficient contact throughout their time at WKU. Dr. Meredith also talked about the growth at our regional campuses and how important they are to the University as a whole. The Staff Council enjoyed Dr. Meredith's visit and appreciates his taking time to discuss Enrollment Management at WKU.

Our next speaker was Tony Glisson, Human Resources Director. Tony asked the council for feedback on the summer hours. The majorities were in favor and have enjoyed the summer schedule. Tony also discussed some items from HR's 2012-2013 to-do list. The schedule includes converting the I-9 form to an electronic form, digitalizing personnel files, improving the technology side of the hiring process, and finalizing the new Employee Wellness program. The staff council appreciates Tony's input and thanks him for attending.

After a break for lunch Diane Carver discussed the different types of committees within the staff council. Current committee members discussed their roles and gave a little insight to the committee they were on. New committee members will be chosen at the July meeting.

A member of the staff council received an e-mail from a WKU part-time employee, who was concerned that part-time employees did not have the same rights, benefits, and compensation as full-time employees. The employee expressed the concern that part-time staff are often over-looked and do not have a voice at WKU. Staff Council represents all staff members at WKU. We want to make sure everyone feels valued, that their concerns matter, and that one group's issues do not have priority over another's. It was decided that one staff council goal for the coming year would involve looking into part-time benefits and ways to help improve the process. Discussion will continue at our meeting in July. If you are a part-time employee and have specific concerns or questions, please e-mail us and we will put it on the agenda for the next meeting. We would love to

hear from this specific group of employees and do everything we can as a council to make all employees feel important.

The staff council received an anonymous e-mail regarding the compensation for the completion of certifications. Currently, employees receive a one-time \$300 lump sum payment for completion of a certificate program, up to 3 certificates. The employee wanted to know why this lump sum could not be added to the employee's base pay like the compensation for degrees. The majority of council members decided that, since this benefit exceeds all other benefits offered by other universities in Kentucky, it was ok to leave as is and not pursue the issue.

Members of Staff Council met with the HR representative for facilities and others to discuss overtime for facilities staff. The new policy states that all employees can only work a maximum of 15 hours and must have 8 hours off before their next shift. DFM says it is imperative to do so for the employee's safety and well-being. We also discussed the overtime that is causing some employees to work events into their regular shift. The choices were given either to give up the overtime hours, work as regular time paid, or take vacation time. This time would be adjusted as time worked in order for all the event time to be paid as overtime. The Staff council feels Facilities and BSA's are some of the hardest working employees on campus. It is important they have a voice and can feel comfortable discussing issues that may affect their working environment. The meeting shed some light on various issues regarding safety and WKU employees.

Diane Carver and James Kennedy called for officers for the next year. Adrienne Browning was nominated for chair and was elected. Tanya Vincent was nominated for co-chair and was elected. Judy Hatcher was nominated for Secretary and was elected. Jessica Dunnegan was nominated for Treasurer and was elected. Casey Scruggs was nominated for Web-master and was elected. Eric Wolfe was nominated for Co-Web Master and was elected. Congratulations to all of the newly elected officers.

It is with sadness to announce, Chester McNulty has decided to resign from the Staff Council. With additional personal responsibilities and time constraints he felt it would be in his best interest to resign. Chester will be missed. The Staff Council wishes him the best of luck.

Meeting adjourned at 2:30 pm.

The next meeting will be held July 18, 2012 at 9:00 am

FYI: Visit the staff council web page at <http://www.wku.edu/staffcouncil/> . It offers a wide variety of information. Click Contact Us to access an anonymous e-mail form where you can voice your concerns, questions, suggestions, and any ideas you would like Staff Council to address.

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July 2012 Meeting Minutes

*Adrienne Browning**

*Jason Abston**

*Denise Creek**

*Jessica Dunnegan**

*Judy Hatcher**

*James Kennedy**

*Betty Keown**

*Keith Lancaster**

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*Sophie McAdams**

*Betty Keown**

*Heather Nicklies**

*Casey Scruggs**

*Tanya Vincent**

*Melvin Watson**

*Eric Wolfe**

*--attended meeting

The meeting opened with Adrienne Browning welcoming **our newest members** to Staff Council. They include Denise Creek, Jessica Dunnegan, Betty Keown, Keith Lancaster, Donald Loiacano, Heather Nicklies, Melvin Watson, and Eric Wolfe.

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

The Council received several e-mails sent via the **Anonymous e-mail form** on the Staff Council website regarding the lack of benefits for part-time employees. To address this concern, information is being gathered regarding the number of WKU part-time employees and employment categories involved, as well as checking our benchmark institutions to see how part-time employee issues are handled. Continuing to work for the improvement and understanding of existing policies for part-time employees is one goal to which staff council is committed for the coming year.

Another suggestion received was a request to investigate the possibility of a 4-day work week or continue the half-day work day on Friday. Since flexible working hours have been approved by the university, that option is left to the individual departments to implement. Therefore, no action was taken.

A concern was expressed in another e-mail regarding **designated smoking areas** on WKU's campus. Some of the areas are located in places that people are required to walk through. It was suggested that the smoking ban be considered. Our findings on the possibility of implementing the smoking ban on campus indicated the following: 1) the requirement that freshmen and sophomores live on campus makes such a ban problematic, and 2) the enforcement of a ban would be very difficult. Therefore, no action was taken. The Designated Smoking committee appreciates staff keeping us aware of issues with placement and will continue to make changes where possible to address problem areas. For your information, there is a designated smoking map on the HR website at http://wku.edu/policies/hr_policies/hrpolicy4_8700.pdf.

The Staff Council will be meeting with John Osborne in September to learn more about WKU's contract with Sodexo. This will help the Council to better understand the concerns of **Facilities Management employees** and permit the Council to better address those concerns.

Staff Council webmasters are updating the **anonymous e-mail form** as well as the **discounts** page. New businesses have been added to the discounts page, so check it out. The anonymous e-mail for submitting concerns, questions, etc., will be modified to include a staff council e-mail address on the thank you page so that you can send your concerns directly to the council, should you want to do so.

Fall Break Brunch date has been set for Thursday, October 4, 2012. A definite location will be in the September minutes.

The next meeting will be held August 1, 2012 at 9:00 am.

Meeting adjourned at 11:20 am.

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Find Us on





August 2012 Meeting Minutes

*Adrienne Browning**

*Jason Abston**

Denise Creek

*Jessica Dunnegan**

*Judy Hatcher**

James Kennedy

*Betty Keown**

*Keith Lancaster**

*Don Loiacano**

Sophie McAdams

Heather Nicklies

*Casey Scruggs**

*Tanya Vincent**

*Melvin Watson**

*Eric Wolfe**

*--attended meeting

The meeting opened with the confirmation of committee members chosen for **Staff Council and University Committees** on which we have representatives. The list is located on the Staff Council website.

Staff Council goals for 2012-2013 were discussed and chosen. They include:

1. Increasing communication and awareness with WKU staff by:
 - a) placing the Staff Council meeting agenda on the website prior to the actual meeting and directing staff to leave suggestions/comments through the Anonymous Drop Box;
 - b) emailing the Staff Council agenda to staff before the meetings; and
 - c) scheduling a Staff Council meet and greet and getting more people involved in Staff Council.
2. Pursuing benefits and leave time for part-time employees;
3. Investigating and better understanding the working relationship between WKU and Sodexo in order to improve working conditions and to build morale for all WKU employees;
4. Moving Staff Excellence Awards Ceremony to 2013 Convocation; and
5. Hosting 2012 Fall Break Brunch.

John Osborne will speak at our September 5 meeting about the partnership between Sodexo and WKU. The Council was asked to forward all questions for John to Adrienne Browning to be compiled into one document. John will receive a written summary from the Council about the nature of the September 5 meeting.

Council received an **anonymous email** asking why we look at benchmark institutions to determine policies for part-time employees. The Council found this to be a good question. Reviewing our benchmark institutions is helpful in that it allows us to review how comparable institutions are handling the same issues. Such a study also gives us concrete examples to support our proposal for possible changes in benefits for part-time employees. HR reported that WKU has approximately 275 part-time employees who earn no vacation, sick time, or health insurance.

Emails about **summer hours** from anonymous employees show that opinions vary widely. Several employees asked why we cannot have this schedule year round. One anonymous email wanted to know if it would be possible to earn vacation days or paid time off during the fall and/or spring break. Others complained that the adjusted hours create major problems with childcare and eldercare responsibilities. These are all legitimate points of view. After a lengthy discussion, Council decided to look into the feasibility of having more flexible hours during fall break. The consensus, however, was that the university couldn't shut down for

spring break, as it does with the winter break. Spring break brings students from other schools, who visit WKU to see if it's a potential fit for them. In addition, we host various events during that time that also bring students here. Jason Abston reported that the new summer hours have had a big impact on energy saving. The money saved has then been used to upgrade our heating and cooling systems.

Staff Council has agreed it is time to review the Staff Council **Constitution and By Laws**. Before each meeting, sections will be reviewed and discussed at each meeting until the document is reviewed in its entirety.

Fall Break Brunch will be Thursday, October 4, 2012 and will take place in the **Topper Cafe** on the South Lawn. Aramark will provide food. **Door Prizes:** This year you must be in attendance to be eligible to receive a door prize. We will email you a brochure, which includes a form for your name, department, and phone number. Be sure to bring the form to the Brunch so that your name will be entered in the drawing. If your department would like to donate prizes, please contact judy.hatcher@wku.edu.

Book Scholarship information for fall semester is posted on Facebook. The application itself is on the Staff Council website and can be submitted from August 6 to August 20. The committee will make a decision and announce the recipients on August 22. An e-mail from Adrienne Browning, Chair of Staff Council should appear in your email on Thursday.

Keith Lancaster offered information about **AED Training** (automatic external defibrillator) on campus. Each building on campus has been equipped with an AED. If you have the need to use this equipment, the instructions should walk you through step by step. If you have not used an AED and would like training, go to <http://www.wku.edu/healthservices/aed-program/> for more information.

Because of Fall Break Brunch, Staff Council will be meeting on Wednesday, September 5, for our regular meeting, and September 26 to finalize Fall Break Brunch plans.

Our speaker for September 26 will be President Ransdell.

Staff Council members want to seek new ways to open up communication with you. We ask that you contact us with issues you have and we will do our best to discuss and seek resolution on your behalf.

Meeting adjourned at 11:40 a.m.

FYI: Visit the Staff Council web page at <http://www.wku.edu/staffcouncil/>. It offers a wide variety of information. Click Contact Us to access an anonymous e-mail form where you can voice your concerns, questions, suggestions, and any ideas you would like Staff Council to address.

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September 2012 Meeting Minutes

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Casey Scruggs

*Tanya Vincent**

*Melvin Watson**

*Eric Wolfe**

*--attended meeting

Staff Council agreed at the August meeting that we would study the **Staff Council Constitution and By Laws**, in order to understand our responsibilities and to make changes where we agree it is appropriate. Today's meeting opened with a discussion of Articles 1-3, which dealt with the name and purpose of Staff Council, as well as who has eligibility to vote in all Staff Council elections. We voted to make no changes in these articles, as they are very clear as is. We will discuss Article 4, Membership & Eligibility, at our next meeting on September 26.

Our **speaker for September** was scheduled to be John Osborne; however he was not able to make the meeting due to illness. We will ask John to choose a new date in the near future for our discussion. Our preference would be sometime between today's date and September 26.

We discussed progress made on the **Fall Break Brunch**, which will be on Thursday, October 4. We've made a good start on gathering donations for door prizes, and will continue gathering items. Dr. Gordon Emslie will announce the Staff Excellence Awards beginning at 9:30 a.m. Your invitation will be sent to your email inbox by October 2. Be sure to bring the form attached in order to be eligible for door prizes. We ask that you consider bringing whatever spare change you have to give to the Book Scholarship fund.

We are planning to adjust the location of the **designated smoking area for DUC**. Currently there are no signs at DUC and the smoking area is in a place where people needing to enter or exit the building must walk directly in front of the smokers. The members of the designated smoking committee met and determined a new location for DUC smokers just opposite Minton Hall. We are in the process of having the benches and ash trays moved and signs posted.

We are still gathering data regarding **part-time employees**. We will ask Dr. Ransdell on September 26 what his position is regarding benefits and vacation for part-time employees. Denise Creek indicated that part-time hours can vary tremendously for an individual employee, which will increase the difficulty of determining benefits.

Twenty-seven employees responded to the email sent out by Tony Glisson regarding **summer hours**. Out of the 27 there were two who didn't like the summer hours. The other 25 employees enthusiastically supported keeping the hours we worked this summer. We thank all of you who responded. Once we have the comments and data compiled we will report our findings to Tony Glisson.

Casey Scruggs suggested that Staff Council have a **homecoming booth or tent** on game day. We voted to pursue this for 2013.

Anonymous Emails

We appreciate all of you who are filling our **anonymous email box online!** The following are concerns we have received since our August meeting:

Parking at the top of the Hill: We received a message from an employee who indicated parking was very tight because so many offices were forced to move Garrett Conference Center due to the renovation of DUC. The suggestion was made that perhaps until renovations are complete, some of the parking areas could be changed temporarily to non-premium. Also, this concerned staff member has been on the list for premium parking for several years and has not moved up on the list in spite of the new parking garage. These concerns were forwarded to the Parking and Transportation Committee for further review.

Increase in tuition waiver for dependents: Due to the budget cuts, this proposal did not pass Administrative Council.

Locations designated for smoking: Please bear with us as we attempt to deal with requests from both sides of that complaint. The Council members responsible for that task appreciate that you keep us aware of issues with placement and will continue to make changes where possible to address problem areas.

Air conditioning not on at night. We are investigating a complaint by a BSA that the air conditioning is not on at night. We hope to have an answer by the next meeting.

Concern about not getting same raise as others this summer: Everyone received the 2% raise, including DFM employees. The 3% raise in question was an increase to adjust the salary values for Salary Grades 101-110 in the Compensation Schedule on HR's website. The Mid-Point value, an approximation of the average market pay for positions in a given salary grade, needed adjusting. The 3% raise was not given to any individual employee; rather it was given to the overall Compensation Schedule salary values.

Building not being cleaned: Staff member complained about offices not being cleaned and trash not being emptied in a timely manner. This person was told to contact Judy Blankenship at DFM to get a cleaning schedule for the particular building.

Book Scholarship of \$50: A staff member suggested that a \$50 scholarship was not worth getting. Since funds are raised by the staff and matched by the bookstore, we would appreciate any suggestions for ways we can raise more money.

Dr. Ransdell will be our speaker for the September 26 meeting from 9 a.m. to 10 a.m.

Meeting adjourned at 12:00 p.m.

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Find Us on





September 26, 2012 Meeting Minutes

*Adrienne Browning**

*Jason Abston**

Denise Creek

*Jessica Dunnegan**

*Judy Hatcher**

*James Kennedy**

*Betty Keown**

*Keith Lancaster**

*Don Loiacano**

*Sophie McAdams**

*Heather Nicklies**

*Casey Scruggs**

*Tanya Vincent**

*Melvin Watson**

*Eric Wolfe**

*--attended meeting

Staff Council held a special meeting with John Osborne on September 13 to discuss our relationship with Sodexo. John provided a PowerPoint presentation explaining the organizational chart, Sodexo's role, and the budget allocated for their services. Staff Council asked questions, such as: Sodexo's contract, the reorganization, and Jennifer McLeod's role at DFM. Here are John's responses:

- Sodexo has been here since 1995 and is required to submit a proposal and earn the WKU contract. John interviews and hires the Sodexo employees who work at WKU. There are currently eight Sodexo employees.
- The recent reorganization occurred due to more buildings being built on campus.
- Jennifer is a WKU Human Resources employee housed in Facilities to help the 300 plus DFM employees. She has done an extremely good job. DFM employees can take their concerns to her, knowing they will remain confidential.

The September 26th meeting opened with our **speaker, Dr. Gary Ransdell**. We each had questions we wanted to ask, and were appreciative of the candor of our guest. The question and answer session was lively and direct.

Q. DUC renovation.

A. The Fresh Food side will be completed this coming year. The bookstore should be completed summer 2013. We are on schedule to complete the entire renovation by summer 2014.

Q. Part-time staff issues, e.g., health benefits and leave time.

A. Dr. Ransdell was appreciative that these issues were brought to his attention, because it wasn't something he had thought about. He posed the following questions: How would this affect HR procedures? What are other universities doing with part-time employees? Part-time employees are usually, but not always, permanent. How much would part-time employees have to pay into a self-insurance program? Our rate of compensation is pretty low; it might be more feasible to make changes in compensation rather than address health care because of liability problems and exposure. Paid time off would be more problematic. Sick time is worth studying. He asked Deborah Wilkins to investigate further.

Note from Staff Council: If you are a part-time employee and have concerns about part-time staff issues, you may contact donald.loiacano@wku.edu. Don is the Staff Council member elected to represent part-time employees.

Q. Reducing parking costs for part-time employees.

A. Whether that change would be feasible, it would be a complicated process, and there is no quick and easy answer. We will need to work on overall solutions for all parking problems with the Campus Master Plan committee.

Q. **Smoke Free Campus.**

A. He is hesitant to put forth a policy to say you can't smoke. We can't enforce such a ban. We need more defined areas to allow smoking, such as South Lawn. He put forward recommendations 2-years ago after we did a survey. Faculty Senate wanted smoke free campus; however, both Student Government Association and Staff Council voted no to this proposal. If all three university councils agree, he will do it. Sounds like a great idea, but policies need to be enforceable.

Q. Moving **Staff Excellence Awards** to fall Convocation.

A. May not be possible; Convocation program is already lengthy.

Q. **Summer schedule 2013.**

A. We will follow same summer schedule as 2012—May 3-week Academic Session (7:30 a.m. to 3:00 pm, ½ hour lunch break) and June to August Summer Academic Session (7:30 a.m. to 4:00 pm, 1 hour lunch break M-R; 7:30 a.m. to 12:30 p.m., no lunch break F).

Final plans for the **Fall Break Brunch** were discussed. We will have a silent auction for a 2-person, 2-day Goose Hunt at Glenn's Hunting Club in Marion, IL (a \$400 value). The brochure will be emailed to all staff on September 28. Be sure to bring your spare change for the Staff Book Scholarship Fund and your entry form from the brochure for door prizes. Food will be served from 8:30 am to 10:30 am at the Topper Café. All other activities will be held in the Preston Center.

We continued our discussion of the Staff Council **Constitution and By Laws** with Articles III and IV, which deal with Voting Eligibility and Membership and Eligibility to serve on Staff Council. The constitution states in Article IV, section III that EEO category 2 cannot serve on Staff Council. For clarity, we will add an explanation that category 2 refers to faculty. Section IV of Article IV will be amended to clarify the procedure for replacing a member who leaves before completing his or her elected term prior to scheduled elections.

Sophie McAdams, staff council representative on the **Campus Master Plan** committee, reported that in spring 2013, we will begin additional housing construction on Kentucky Street across from the new housing. In addition, Panda Express will open in October 2012 and the nursing complex at the Medical Center will be functional for fall 2013.

Anonymous Email Complaints/Suggestions vs. Personal Emails

An anonymous email allows someone to complain without fear of retribution. The downside to being anonymous is that in some cases an anonymous email does not always give enough information for Staff Council to fully investigate a complaint or suggestion; e.g., an employee may have a complaint or suggestion about a situation in a specific building. Without more information it would be difficult for us to determine the real problem and a reasonable solution. In that case, we are required to pass the suggestion/complaint to a higher level for assistance. On the other hand, a personal email would allow us to respond directly to the person for more information. Keep that in mind when you submit a complaint.

Anonymous Emails

Food court location at South Campus: A complaint was received that Aramark has removed the food court at South Campus. The SGA and others are currently working to see if some food facility can be

restored to that area. Currently the only food available for students and staff is from vending machines or prepackaged food at the bookstore and both are expensive.

Designated smoking buffer: Another email asked how close a designated smoking area could be to a building. The current buffer is at least 30 feet from the outside door of the building.

Premium Parking in Mimosa and South Lawn: Complaint about lack of premium parking in Mimosa and South Lawn. We contacted Dr. Jennifer Tougas, director of Parking and Transportation, who said that they are constantly evaluating the parking situation and making changes to alleviate parking congestion. One way is by moving people off the waiting lists as quickly as possible. They then survey campus again to see if they can release more. It was pointed out that the Premium permit grants “park down” privileges, meaning that permit is also honored in the Non-Premium and student lots. Parking is still first come, first served within the Premium parking lots. If there are no premium spots, park down. According to Dr. Tougas, the only guaranteed parking on campus is a Gated lot permit, which does not allow the park down option. Person also complained that disability parking in Mimosa is rarely full. P&T will take another look at the disability parking there.

Our speakers for November 7 will be Karl Laves, WKU Ombuds Officer, Jennifer McLeod, HR representative at DFM, and Tony Glisson.

Our December 1 meeting will be held at the Faculty House. Our speaker will be Wade Pinkard from Health Services.

Meeting adjourned at noon.

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November 7, 2012 Meeting Minutes

Adrienne Browning*

Jason Abston

Denise Creek*

Jessica Dunnegan*

Judy Hatcher*

James Kennedy

Betty Keown

Keith Lancaster*

Don Loiacano*

Sophie McAdams*

Heather Nicklies*

Casey Scruggs*

Tanya Vincent*

Melvin Watson*

Eric Wolfe*

*--attended meeting

Staff Council meeting opened with discussion of the **spring book scholarship**. Adrienne Browning will be sending a staff-all email on Monday, December 3rd regarding the spring scholarship. Applications will be due by January 2nd and results will be announced by January 11th. The Staff Council web page will be updated to reflect the spring 2013 application start and end dates. We received \$66.16 in cash donations and \$110 from the auction at the Fall Break Brunch.

In order to increase staff readership of the minutes, we will be adding bulleted highlights from the minutes in the body of the email. We continue to seek ways to involve you in the work of the Staff Council.

Members of the **Designated Smoking Committee** met with Anita Britt, Environmental Air Quality Specialist, EHS, and Josh Twardowski, Manager of Campus Services, Sodexho, to discuss the current designated smoking areas on campus and ways Staff Council, EHS, and Sodexho can work together to make this policy and its implementation more clear and consistent. We learned that Housing & Residence Life's web site has a 30-foot buffer policy for dorms; based on air quality standards proposed by EHS and HRL's example, SC will submit a proposal to the approval board that the 30-ft buffer be instituted for all designated smoking areas. We also learned that Sodexho has already purchased urns, which can be emptied daily, for the designated areas. Apparently the current urns, which cannot be emptied, are being used as trash containers. Sodexho has also purchased new signs. Josh is also working on an interactive map that will show an up-close view of the designated area at each approved site, so smokers and non-smokers alike will know exactly where the areas are located.

Dr. Karl Laves, **WKU Ombuds Officer**, spoke at our meeting about the assistance he offers when conflicts or problems arise at work. He sends out emails twice a year to staff-all, but feels that the services he provides are not well known on campus. Here's Dr. Laves' description, taken from his web page, of his role as Ombudsman:

In short, I serve as a neutral yet supportive person helping staff members understand informal and formal steps for resolving workplace concerns. I can assist you in understanding policy and processes relevant to your situation. I can also assist you in deciding the most appropriate and applicable avenue for resolution. Our conversations are totally confidential and will not be shared with anyone. Generally speaking staff members use the ombudsperson when they are contemplating what steps to take to address difficulties in the work environment.

Issues can be varied—a conflict with or insensitivity on the part of a co-worker, or perceived unfair treatment by a supervisor. You may not be really sure you are right, but you are sure enough to be upset. Am I going to be mislabeled? Talking about issues with a neutral person, saying them out loud, helps you be more objective about your feelings.

Dr. Laves' office is in a location that handles a number of different services, so your visit would not raise questions. **This service is open to any staff member on campus, no matter the category—administrative, support, facilities, etc.** For more information, go to his web page at <http://wku.edu/hr/ombuds.php>.

Emails—Anonymous and Public

WKU discount provider—Staff Council received a request by Elli, an ADT security firm, if SC would list them as a WKU discount provider on the Staff Council web page. Before we list someone as a provider, they have to be vetted.

Food Pantry for WKU Students and Employees—Sarah Arnold is a WKU alumna who just started a food pantry. It's located in the Counseling and Testing Center in Potter Hall 409 and is open from 4 p.m. to 6 p.m. on Mondays and Tuesdays. ***"The WKU food Pantry is open to WKU Students and Employees who are in need of Emergency Food Assistance, Requirements: WKU ID, Application, No Meal Plan (Or low # of meals per week), may be used 6 times per calendar year. You will receive enough food for 3 meals per day for 5 days. Variety of food to choose from."*** Contact Sarah Arnold at sarah.arnold@topper.wku.edu for more information or questions.

New DFM policies unclear or changing—Staff Council suggestion is to have all procedures in writing, not just verbally given to DFM employees at a mass meeting. Need to be followed up with a written document. We will check with Deborah Wilkins to see if these policies can be posted on the website, stuffed in DFM employees' mailboxes and emailed to employees. All current policies should be available on the website.

2012 Fall Break Brunch—it was suggested by persons not on Staff Council to have it at Preston Center again. Knowing that DUC Fresh Food will be opening in the spring of 2013, it was decided that Preston was not a viable option. We cannot have food at Preston, and if DUC Fresh Food is our location for food, we believe most people won't want to walk all the way to Preston for prizes, awards, and dancing, or karaoke, as was suggested by someone else. We will continue to explore options on campus and would appreciate staff suggestions. We also want to be sure the DJ announces the donor of all door prizes.

Keith Lancaster announced that **flu shots** are still available at Health Services. You need to get your shot prior to Thanksgiving. He also asked that we include the following in the minutes: ***"Keith Lancaster indicated that there had been some recent incidents of mail that was addressed to Health Services (WKUHS) being delivered to other departments and accidentally opened. Health Services wants to remind departments to check their mail before opening it and if it is addressed to WKUHS, to please forward it to them without opening it. If WKUHS mail opened by other WKU departments contains Protected Health Information (PHI), then a HIPAA/HITECH (Health Insurance Portability and Accountability Act of 1996, Health Information Technology for Economic and Clinical Health) breach is ruled to have occurred and WKUHS must file a notification. Keith will present more information on this topic at the next Staff Council meeting."***

Our final speakers for the November meeting were **Jennifer McLeod and Tony Glisson**.

Jennifer discussed her experience at DFM and the role she is expected to play and Tony elaborated on her comments where necessary. Jennifer brought the following points before the Staff Council:

1. The difficulty of navigating a newly created position. From an employee standpoint expectations can be high and not always feasible. Takes time to work through using a proactive approach, which she used for the first four months on the job.
2. Lots of hands on with employees. Most employees have access to computers at work, but some employees don't have computers at home and don't know how to access email or any other electronic form of communication. DFM offers training for using computers and for GED

preparation. Melvin Watson made the point, however, that any time there are major changes happening, such as the reorganization of DFM, it's necessary to use paper, not electronic media.

3. DFM pays for licenses, but they are tied to WKU master licenses. They are not to be used for any other purpose, as there would be no liability insurance to use the license outside WKU. This is not a new policy. If an employee earns a new license certificate, he/she is given \$300 from WKU immediately; the following July the employee would be eligible to move to a higher position.
4. Consistency important for fairness sake. Confidentiality is very important to both Jennifer and Tony, not only ethically, but also because breaking confidence would result in the end of Jennifer's employment at WKU. Consequences are too serious to break confidence.
5. Can't always be a "yes" person and says she is very frank with answers to employee questions.
6. DFM employees are given full uniform—shirts, pants, and shoes. Grounds crew also given winter coats, work boots, gloves and scarves. All items are replaced annually and when needed.
7. Employees are given a thanksgiving turkey, treated to an annual picnic, and are eligible to be selected as employee of the month (a \$25 reward), or employee of the year (\$100 and a turkey).
8. Employees are provided with professional development opportunities through KCTCS and other professional development courses.
9. DFM employees have several options for airing concerns: EAC (Employee Advisory Council), Karl Laves (WKU Ombudsman), Jennifer McLeod, or Tony Glisson.

As part of **our fact-finding initiative regarding working conditions at DFM**, Staff Council members are conducting staff surveys with all DFM employees to see how we can help. We encourage you to include your comments on the survey. It's your opportunity to express negative **or** positive things that are happening in your area. The completed surveys will be provided to Psychology for analysis. The results will not be ready until February, due to the holiday schedule for campus. All data will be compiled into a report and submitted to Deborah Wilkins. Release date to staff undetermined at this time.

For remaining staff, we will conduct the online staff satisfaction surveys in 2013.

Our discussion about part-time employee concerns is ongoing. Don Loiacano would love to hear from more of our part-time **and** full-time staff about this issue. You can contact him at don.loiacano@wku.edu.

Please let us **continue to hear from ALL staff**, via the anonymous dropbox, directly to the Staff Council collectively, or to individual members of the Council. We need to know issues you have or believe need addressing so that we can serve you better.

Our December 5th meeting will be held at the Faculty House at 8:30 a.m. Our speaker will be Wade Pinkard from Health Services.

Meeting adjourned at noon.

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December 05, 2012 Meeting Minutes

Adrienne Browning*

Jason Abston*

Denise Creek*

Jessica Dunnegan

Judy Hatcher

James Kennedy*

Betty Keown*

Keith Lancaster*

Don Loiacano*

Sophie McAdams*

Heather Nicklies*

Casey Scruggs*

Tanya Vincent*

Melvin Watson*

Eric Wolfe

*--attended meeting

Staff Council meeting opened with Wade Pinkard, Employee Wellness Manager, speaking to the group about the new WKU Employee Wellness program that will begin January 3, 2013. This new program allows employees to earn points by participating in eligible health and awareness activities. Once an employee earns 100 points they will be able to receive a valuable incentive. You can learn more about the program at the following link

<http://www.wku.edu/employeewellness/>. Wade provided valuable information about the new program and encourages all full-time employees to participate.

From the Employees Wellness website it states "*The Employee Wellness Program enhances the personal and professional lives of WKU employees by providing educational opportunities, programs, and services that promote and support healthy lifestyle behaviors. Health Services is developing a comprehensive wellness program for employees.*"

If you have any questions about the new program please contact Wade Pinkard at 745-4393. A staff-all e-mail will be sent on Jan 3rd with a link to the employee wellness portal. There you will be able to sign up and begin the program. The council thanked Wade for his time and look forward to the new Employee Wellness program at WKU.

The next topic of discussion included DFM and the staff satisfaction surveys. All surveys with DFM have been completed. We hope to have the results by February. After all the results are presented, the Staff Council will formulate a plan of response. We hope the survey has given DFM employees a place to voice any concerns or issues that need to be addressed. There will be an additional Staff Satisfaction survey for the remaining WKU staff that will be online mid-January. The council encourages all employees to participate and let your voice be heard. Watch your e-mail for additional information and links to the survey.

Discussion of part-time benefits continues for the council. Don Loiacano encourages more employees to voice their opinions about part-time employees and any type of benefits that could be given to this group of employees. If you would like to e-mail any ideas or concerns, please e-mail Donald.Loiacano@wku.edu. He looks forward to hearing from part-time and full-time employees. It was also decided that some members of the Staff Council will research other University's policies regarding part-time employee benefits. We will also research the number of part-time employees, different categories and what would be the best benefit to pursue. The findings of our research and any further e-mails will be discussed at our next meeting. It is the Staff Council's goal to submit a report of our findings to Dr. Ransdell in the spring.

Staff Council discussed the meeting that was held on November 14 at South Campus dealing with the closing of the Food Court. We reviewed the topics and issues that were discussed at the meeting, most notably the feeling at South

Campus that the closure was poorly communicated and that providing food services had an impact on several issues, including student health and retention rates. We are glad to see WKU and Mr. Meszaros taking intermediate steps such as adjusting the book store hours, improving the food quality and creating "value meals" (for meal plans). We will be following up with him in 2013 to determine his progress on promises he made to offer South Campus specific surveys to better determine needs and get Aramark to issue a "waiver" that would allow WKU to seek other sources for South Campus food services.

The council received an anonymous e-mail asking why the campus was not smoke free yet indicating it was supposed to be smoke free by Spring 2012. The council believes he/she is referring to the resolution sent from University Senate to Dr. Ransdell in December 2011 that the senate supports a tobacco-free campus by Spring 2012. There was a response from the President found in the October 28, 2011 Herald :

"President Gary Ransdell said he is waiting for a consensus among the University Senate, Staff Council and Student Government Association before proceeding any further...Following the resolution from the senate, Ransdell said he requested a recommendation from the Staff Council and the SGA...Staff Council chair Diane Carver said the council voted in February against a smoke-free campus...SGA passed a resolution in September that would make WKU a tobacco-free campus only if WKU lifts the requirement for freshmen and sophomores to live on campus."

The topic of a smoke free campus continues to be on the mind of several individuals around campus. The council continues to support EHS's and DFM's efforts to create designated smoking areas, 30-ft buffers around buildings and the interactive map which will show the designated smoking areas around campus.

Another e-mail wanted the council to check into making the regional campus's smoke free. It was determined the Designated Smoking Committee would look into any concerns or complaints with the regional campuses smoking policies and report back at the next meeting. We encourage any staff members from other campuses to please send us e-mails regarding the smoking policy or any other concerns the council might be able to help you with. We look forward to hearing from all staff members of WKU.

Keith Lancaster wanted to remind all staff members to be sure to get flu shots. There are plenty of shots still available at Health Services. There have been confirmed positive flu tests on campus.

On January 9th at 9:00 am at Van Meter Hall, speaker Richard Paul will present Lighten up and Laugh. Richard Paul's program is a stress reduction program that promotes wellness and laughter in the workplace. All faculty, staff, and students are welcome to attend. To learn more please click here: <http://www.motivationalspeakerrichardpaul.com/>. This should be a great way to start the year off.

Please let us **continue to hear from ALL staff**, via the anonymous drop box, directly to the Staff Council collectively, or to individual members of the council. We need to know issues you have or believe need addressing so that we can serve you better.

Meeting adjourned at 11:00.

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