



January 2013 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 guest speaker Eric Manley from Counseling and Testing Center. He provided Safe Zone Training to Council members. After the training, Council members received a Safe Zone sticker to display where students can view and know that they support Lesbian, Gay, Bisexual Transgendered, Straight, and Questioning people for who they are. For questions, please contact Eric Manley at 745.3159 or by via e-mail at eric.manley@wku.edu.

Council members reviewed Constitution IV, sections 3 and 4. Eric has written revisions. Send completed changes when completed. Adrienne will keep all changes until we finish entire document. She will send to Human Resources for approval.

A special election will need to be held to fill three positions. Think about dates to replace those resigning.

Committee Report: Keith Lancaster will serve on the Smoking Committee.

Judy will send Adrienne Smoking Policy changes. She will send proposal to Tony Glisson in Human Resources.

February presenter will be Christian Ryan Downing.

Staff Satisfaction Survey is being reviewed. It has been decided to use same survey as DFM except to tweak wording.

Book Scholarship currently has a balance of \$405.39. There were 17 applicants

Staff Council needs to come to a conclusion concerning part-time staff. Suggest bereavement day. Adrienne will contact Deborah regarding this.

Council members need to begin thinking about June retreat location and speakers.

Meeting adjourned at 12 p.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. [Find Us on](#)

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February 06, 2013 Meeting Minutes

Adrienne Browning

*Jason Abston**

Denise Creek

*Jessica Dunnegan**

*James Kennedy**

*Betty Keown**

*Keith Lancaster**

Sophie McAdams

*Heather Nicklies**

*Casey Scruggs**

*Tanya Vincent**

*Melvin Watson**

*Eric Wolfe**

*--attended meeting

The Staff Council meeting opened with Christian Ryan-Downing, Sustainability Coordinator, talking about her role at WKU and what the office of Sustainability has been doing to make WKU a greener campus. Christian had a lot to share and her enthusiasm for a greener WKU was very evident. From their website, Sustainability's mission is "to promote a culture of sustainability at WKU, integrating principles of ecological integrity and social equity into academics, practices, and partnerships. Our goal is to ensure that WKU is an institution that provides innovative solutions to global challenges, prepares students as engaged and responsible citizens, and observes best practices in campus operations and services." This mission takes the teamwork of the whole University to make it happen.

Sustainability has recently moved to a new location at 503 Regents Avenue. The new office is inside an old house that will soon be remodeled and upgraded to be a top-of-the-line sustainable house. Once the house is complete, staff members are encouraged to visit the office and see the upgrades. A great program Sustainability offers is free Energy Audits for your classroom or office. A Green Campus Intern will come to your office and perform a 20-minute energy audit. The Intern will check ways for your office to be greener and replace the light bulbs if needed! If you would like more information about these audits, please e-mail sustainability@wku.edu to schedule an appointment. Another program that staff members may be unaware of is TopperTrader. Staff members can access a list of available items in surplus and list any items you might need to put in surplus. This is a way to reuse and recycle items around campus.

Staff Council would like to thank Christian for sharing information about Sustainability around campus. Staff members can get involved to make WKU a greener campus such as: recycle, turn off lights and computers, reuse, and educate others about the importance of Sustainability. To learn more about this information please visit: www.wku.edu/sustainability or call Christian at 745-2508.

Next on the agenda included Constitution review of Articles V-X. They were discussed and a few words were suggested to be added and/or removed. Once the final wording is suggested, the revised constitution will be voted on and sent to the Council for review.

The results of the DFM staff satisfaction are ready and will be presented to Facilities Management in the next couple of weeks. It was discussed on how to present the result's to the employees. Jessica Dunnegan will contact HR and DFM to find out how they would like to proceed, either via e-mail or printed survey. Once determined the results will be distributed. The Staff survey for all other

employees was also discussed. As soon as final dates are established, a staff-all e-mail will be sent out. Staff Council encourages every staff member to fill out the survey. This is an opportunity for your voice to be heard.

Discussions of the location for the June retreat and guest speakers were brought up. Several suggestions were made and a final place will be determined at our next meeting.

Staff Council elections will take place on February 15, 2013. There were several great nominees and the Council thanks everyone who was nominated. As a staff member, please take the time to vote for your fellow employees. We are excited to bring on new members and make the next year very successful.

An anonymous e-mail questioned what needed to be done to get an employee discount listed on our discount page. For those of you who are unaware, the Council has a list of Community Discounts on our web page at <http://www.wku.edu/staffcouncil/discounts.php>. You can find some great deals here for WKU employees. If you know of other discounts offered around town, please send us an e-mail and we will get the information on our page.

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 in order to better serve you.

The next meeting will be March 6, 2013.

Meeting adjourned at 11:00 a.m.

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March 06, 2013 Meeting Minutes

*Adrienne Browning**

*Jason Abston**

*Denise Creek**

*Jessica Dunnegan**

*Deirdre Green**

*James Kennedy**

*Betty Keown**

*Keith Lancaster**

*Sophie McAdams**

*Heather Nicklies**

Casey Scruggs

*William Sleeper**

*Tanya Vincent**

*Melvin Watson**

*Eric Wolfe**

*--attended meeting

The Staff Council meeting opened with the introduction of our newest members, Deirdre Greene and Bill Sleeper. Congratulations to these new members. They will make a great addition to the Staff Council.

The Council opened up a report from the Calendar Committee there had been some discussion of a possible change in the calendar for the 2014-2015 academic year. The Provost requested that the University Calendar Committee consider changes to the timing of the Winter Term to help with retention and engagement of students over the winter break. He also asked the committee to consider how a potential change might impact the start and end dates of the fall and spring semesters. The Provost assured the committee that the two-week holiday break will not be affected. After consideration of comments from each member and from comments solicited from their colleagues, the committee recommended no changes be made to the academic calendar for 2014-2015.

The Staff Satisfaction Survey committee will present in person, the findings of the DFM Staff survey to DFM members at their monthly March meeting. The committee felt this would be the most effective mode of conveying the results. At each meeting the results will be gone over and each staff member will have access to look at a printed copy of the document. This will also allow for any discussion or concerns of the findings. Once all of the meetings are attended, the Staff Council will prepare a document summary with all of our results and efforts to address concerns from DFM.

The June meeting and retreat will be held at the new Augenstein Alumni Center in the board room. Our guest speaker will be Dr. Richard Miller, Vice Provost/Chief Diversity Officer. The council looks forward to touring the new facility and hearing from Dr. Miller.

Our guest speaker was Brandon Higgins, Workers' Compensation Program Manager. Brandon is responsible for the daily functions of the Workers' Compensation Program. He also coordinates training and safety for WKU employees in collaboration with the Environmental Health & Safety Department as well as the Department of Facilities Management. Workers' Compensation provides payment of medical expenses and lost wages for employees who suffer a work-related injury or illness. One of the biggest things to remember if you are hurt during work, it is important to notify your supervisor as soon as possible. Brandon provides departments with information about Workers' Compensation and also goes out in the field to perform job hazard analysis. This is a hands-on

way to make corrections and/or suggestions to make WKU a safe working environment. Employees within the DFM can also be rewarded with a Fresh Food pass for performing their job correctly and safely. There are also other Safety incentives for the DFM department as a whole. This group, based on their job duties, tends to see the highest accidents.

A great program that can be utilized by staff is the Light Duty Program. This allows employees who are out on Workers' Comp and who cannot perform their regular duties to get back to work earlier. Departments can contact Brandon if they have light duty temporary jobs to see if he has anyone available. This is a great benefit to the department and also the employee. Brandon's area also provides, Work Station Assessments. If you would like your area to be looked at and given suggestions for a more ergonomic area, please contact Brandon. It could be as simple as lowering your computer screen, adjusting your keyboard or evaluating your desk chair. If you have any questions or comments regarding Workers' Compensation please contact Brandon Higgins at brandon.higgins@wku.edu. The Council thanks Brandon for speaking at the meeting.

Next on the agenda included Constitution review of Articles 1, section 1, II, and the At-large Category Definition. They were discussed and a few words were suggested to be added and/or removed. The Council will discuss the remaining articles of the Constitution at the next two meetings so we can present a revised Constitution to HR for approval and prepare the new document for the web.

An anonymous e-mail questioned what needed to be done to get an employee discount listed on our discount page. It was decided that only local Community discounts would be offered on the webpage. For those of you who are unaware, the Council has a list of Community Discounts on our web page at <http://www.wku.edu/staffcouncil/discounts.php>. You can find some great deals here for WKU employees. If you know of other discounts offered around town, please send us an e-mail and we will get the information on our page.

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 in order to better serve you.

The next meeting will be April 3, 2013.

Meeting adjourned at 11:30 a.m.

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April 3, 2013 Meeting Minutes

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Adrienne Browning

*Denise Creek**

*Jessica Dunnegan**

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James Kennedy

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Heather Nicklies

*Casey Scruggs**

*Bill Sleeper**

Tanya Vincent

*Melvin Watson**

Eric Wolfe

*--attended meeting

Staff Council meeting opened with discussion of **committee reports**.

The **Survey Committee** is working on completing the Campus-Wide 2012 Staff Satisfaction E-Survey with the newly created Social Science Survey Institute. Once ready, the survey will be distributed using the Qualtrics survey software provided by WKU's IT Dept, via a Staff-All email. The survey will be available through the summer to try to increase participation. Members of the **Designated Smoking Committee** are awaiting the release of an updated smoking policy from Environmental Health and Safety (EHS) and the Department of Facilities Management (DFM). The proposal being submitted to Staff Council, before going to the approval board, is to update the current policy to include the 30-ft buffer to be instituted for all designated smoking areas, now that the new urns have been installed. The **Calendar Committee** suggested no changes to the Academic Calendar for 2014/2015. Provost Emslie has approved the 2014/2015 Academic Calendar that the committee put forward for approval and it should be posted online soon. **Part-Time Committee** reports that they have contacted 20 benchmark and Kentucky institutions to request information about the benefits they offer to part-time employees, but they have only heard back from 8 institutions. From the 8 that replied, 7 offer some sort of an additional benefit that WKU does not offer. Only one institution mirrors WKU and that is Morehead State. All the other institutions that responded to Staff Council's request for information offer some sort of additional part-time benefits in some combination. Staff Council has requested that the committee gather WKU's part-time numbers (number of part-time employees, average hourly rate, average hours worked per week, length of employment, and any other useful information), while we wait on other institutions to reply to our request for information.

Staff Council has started a discussion about the **Full-Time Staff Teaching Load Policy**, recently released by Academic Affairs. The main concern "Why, was this policy initiated?" Staff Council is asking around to get an official opinion as to why there was a need for such a policy. Once we have the rationale for the change, Staff Council will decide on how to proceed. We need additional information at this time.

DFM driving policy consequences unclear — Concerns were brought to Staff Council about the University's Driving Policy consequences not being explained to the DFM Staff that are required to drive. Staff Council will speak with Human Resources to see what the standard practice is for conveying information about WKU policy's at hiring. All current policies should be available on the WKU website.

Anonymous Emails – Staff Council received an anonymous email about a staff member's disappointment with no wage increases for the upcoming year. The campus forums held by Dr. Ransdell covered the reasons for no raises this year and showed where the money comes from and goes. Staff Council supports Dr. Ransdell's efforts to try to secure raises, but we understand that this decision is

out of WKU's control. We are happy that we have not had to do layoffs and/or position cuts, like some of the other Kentucky institutions, and we have continued to receive some sort of living adjustment over the past years even when other state institutions were laying off employees and enforcing hiring freezes.

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 May 1st meeting will be held in the MMTH Regent's Room at 9am.

Meeting adjourned at 11:30am.

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May 01, 2013 Meeting Minutes

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*Jason Abston**

*Denise Creek**

*Jessica Dunnegan**

*Deirdre Green**

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*Betty Keown**

*Keith Lancaster**

Sophie McAdams

*Heather Nicklies**

Casey Scruggs

*William Sleeper**

*Tanya Vincent**

*Melvin Watson**

*Eric Wolfe**

*--attended meeting

The Staff Council meeting opened with discussion about the Full-Time Staff Teaching Load Policy. It was discussed that there has always been an unwritten policy that full-time staff are only allowed to teach one 3 or 4 credit hour class per semester. With no formal policy being in place, the Council of Academic Deans decided to create an official policy to address any issues that may arise. The following policy was recommend to begin May 15th however it has not been officially approved: *A full-time employee may teach a maximum of 1- 3 or 4 credit hour class OR 2-1 or 2 credit hour class, the employee must receive prior approval from their immediate supervisor.* Staff Council agrees and supports the need for a written formal policy. After our discussion about wording and max load hours, the Staff Council plans to send a recommendation to Dr. Miller regarding the proposed policy. Once additional information is received or if a policy is formally approved, we will share the additional findings with all Staff members.

Webmaster Casey Scruggs shared several changes on the Staff Council webpage. Casey has uploaded all of the minutes which he was able to obtain from the previous years since 1992. It was also discussed that under the Staff Council individual pictures, information about members' departments and locations would be added. Updates were also made to yearly Staff Council accomplishments. The Council appreciates the hard work our webmasters, Casey and Eric put into our homepage. For more information 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.

Final changes on the revised Constitution and By-laws were discussed. All suggested changes and rewording will be typed up, voted on, and sent to HR for final review. Once given the approval, the revised Constitution and By-laws will be updated on our website.

Next on the agenda was discussion about part-time benefits, it was determined based on current data, the pending University Budget, and financial cuts, it would not be feasible to further discuss or pursue additional benefits for part-time employees. However it was brought to our attention that beginning January 2014 all part-time employees with 30 or more hours will be required to purchase insurance per the Obama Care. At this time the issue of paid time off and other part-time benefits will be tabled.

The final findings of the report of DFM Employee Satisfaction were presented to the Council. This information will be submitted for review, once approved, the

report will be published on our webpage. The Council as a whole has worked very hard to gather and collect data regarding issues within the Division of Facilities Management. We appreciate the cooperation with all departments and staff members involved so we could pursue this issue further.

Several anonymous e-mails were received from staff members with concerns on specific policies related to their departments. While the Council encourages all staff members to e-mail and speak up with any problems, concerns, or suggestions, the Staff Council cannot change or go against policies that are in place at the University. All e-mail concerns that constitute policies and procedures should be directed to your immediate supervisor or HR representative. Staff Council is here to listen and to help when needed. We appreciate all feedback and encourage others to speak up.

An anonymous e-mail was received about the University Smoking policy. There were concerns on how it was being enforced. Although there are several signs and smoking areas all around campus there is not a specific group that is responsible for enforcement. The smoking policy should be enforced by the entire community. It is a self-enforced smoking policy.

For those of you who are unaware, the Council has a list of Community Discounts on our web page at <http://www.wku.edu/staffcouncil/discounts.php>. You can find some great deals here for WKU employees. If you know of other discounts offered around town, please send us an e-mail and we will get the information on our page.

The next meeting June 5, 2013 will be a meeting and retreat. It will be held at the new Augenstein Alumni Center in the board room. Our guest speaker will be Dr. Richard Miller, Vice Provost/Chief Diversity Officer, Mrs. Andrea Garr-Barnes and Dr. Monica Burke. The council looks forward to touring the new facility and hearing from our guest speakers.

Meeting adjourned at 11:00 a.m.

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June 5, 2013 Meeting Minutes

*Jason Abston**

*Adrienne Browning**

*Denise Creek**

*Jessica Dunnegan**

*Brooklyn Foster**

*Deirdre Greene**

*James Kennedy**

*Betty Keown**

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*Sophie McAdams**

*Heather Nicklies**

Casey Scruggs

*Bill Sleeper**

*Tanya Vincent**

*Melvin Watson**

*Eric Wolfe**

*--attended meeting

The Staff Council meeting began with an introduction of our new member, Brooklyn Foster. Congratulations to Brooklyn on her election to Staff Council. We look forward to working with her.

Staff Council then took a tour of the newly opened Augenstein Alumni Center. The attention to detail and inclusion of aspects representative of campus as a whole is remarkable. The building was funded by donations from WKU alumni and partnerships with the WKU Foundation and Catering Services. We encourage everyone to visit during normal WKU operating hours to see this magnificent new building. It can be used for events by campus and non-campus members of the community. Please see the website for room availability:

<https://www.wku.edu/alumnicenter/facilities.php>

Upon the conclusion of our tour, Staff Council was pleased to welcome our three speakers to foster discussion of the University's diversity initiatives: Dr. Richard Miller, Vice Provost and Diversity Officer; Ms. Andrea Garr-Barnes, Director of the Office of Diversity Programs; and Dr. Monica Burke, Assistant Professor of Counseling and Student Affairs and Assistant to the Diversity Officer. Dr. Miller and Dr. Burke spoke to the council on the Kentucky Public Postsecondary Education Diversity Policy. This framework, established under the direction of the Council on Postsecondary Education, outlines eight objectives for the furtherance of diversity by all Kentucky public postsecondary institutions. Failure to meet at least six of the eight objectives could result in the loss of the ability to offer new degree programs, causing diversity to be an issue all members of the university should concern themselves with. Although the university has seen an increase in recruitment and scholarships/financial aid available to minority groups, the retention and graduation rates have seen a decline. The Diversity Enhancement Committee (DEC) has initiated a Minority Faculty-Hiring Plan to aid academic departments interested in filling open positions with minority faculty, and is hopeful that they will be able to establish a similar program for staff members in the next few years. Ms. Garr-Barnes spoke to the council on the Office of Diversity Programs (soon to be the Office of Institutional Diversity and Inclusion). She highlighted the efforts being made to work with all groups on campus to increase diversity, including the Social Justice Colloquium and Diversity Fellow Certificate program. Through these programs, she hopes to foster the development of a shared philosophy for the university, and to increase not only group discussions on diversity, but to also increase self-reflection of all participants. For further information on these topics please visit: <http://www.wku.edu/odp/> and <http://www.wku.edu/dec/> Staff Council thanks Dr. Miller, Ms. Garr-Barnes and Dr. Burke for taking the time to visit with us.

After the conclusion of our lunch recess, Staff Council resumed our meeting with the election of officers for the 2013-2014 year. Officers are as follows: Eric Wolfe, Chair; Keith Lancaster, Co-Chair; Heather Nicklies, Secretary; Jessica Dunnegan, Treasurer; and Casey Scruggs, Webmaster.

Staff Council then moved on to the discussion of committees. The list of all committees can be found on the Staff Council website: www.wku.edu/staffcouncil/committees.php Committee members will be discussed at the July meeting of Staff Council.

Staff Council continued with the discussion of old/new business. The proposed new rule regarding full-time staff teaching limitations will be discussed at the June 12th CAD meeting. We will pass along any further information we receive as it becomes available. The Staff Satisfaction Survey is currently being finalized for distribution to staff members.

Staff Council concluded our meeting with the discussion of our 2012-2013 accomplishments:

- Updated Constitution and Bylaws
- Research/Survey of Division of Facilities Management
- Smoking Policy Partnership
- Webpage Update
- Research of Part-time Benefits
- Book Scholarship
- Fall Break Brunch
- Silent Auction

Goals for 2013-2014 will be discussed at the July Staff Council meeting.

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 July 10th meeting will be held in the MMTH Regent's Room at 9am.

Meeting adjourned at 2:30 pm.

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Find Us on



August 14th, 2013 Meeting Minutes

Adrienne Browning

*Jessica Dunnegan**

*Brooklyn Foster**

*Deirdre Greene**

*James Kennedy**

*Betty Keown**

*Keith Lancaster**

Heather Nicklies

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*Eric Wolfe**

*--attended meeting

Staff Council meeting opened with discussion of **committee reports**.

The **Survey Committee** has completed the creation of the Campus-Wide 2012 Staff Satisfaction E-Survey with the Social Science Survey Institute. Once completed and approved by Staff Council, the survey will be distributed using the Qualtrics survey software provided by WKU's IT Dept, via a Staff-All email. Staff will be provided a month to take the survey once it has been released. Members of the **Designated Smoking Committee** revealed 20 covered locations already exist on campus for smokers to use in inclement weather conditions. EHS will release a map soon. The **Book Scholarship Committee** awarded four fall Staff Council Book Scholarships for the fall 2013 semester. Congratulations to Michelle Hanley from Psychology, Michael McKay from the College Heights Herald, Karen Dinwiddie from DELO, and Tammy Spinks in CEBS!! Thank you to all that applied and if you were not selected this semester, please apply again. There are always many worthy candidates, but limited funding. The fall 2013 **Staff Fall Break Brunch** will be October 3rd, 2013.

Staff Council's **Community Discounts Page** updates. The staff discount page on Staff Council's website has been updated, <http://www.wku.edu/discounts/>. The updates include: a category or alphabetical view of the listed discounts, a request form for companies to request to be added to our discounts page, and a statement about eligibility has been added. Please let us know if you have a company that you know offers a discount, but is not included on our list.

2012 Staff Council members worked on **Staff Council Constitution and By Laws Revisions** during the 2012 term. All revisions have been included in the updated Constitution and By Laws and were distributed to Staff Council for review prior to the vote for approval. A motion to approve the Staff Council Constitution and By Laws, with the suggested revisions, was put forward. The motion was seconded thus approving the revised Staff Council Constitution and By Laws, pending HR's approval.

Staff Council would like to start a **Staff Council Alumni Page**. If you have previously served on Staff Council and you would like to be listed on the Alumni Page, please send your information to Staff Council and you will be listed as having served Staff Council. If you would like to include your years of service and if you served as an officer, we can include this information as well.

Sarah Arnold contacted Staff Council about the **Food Pantry**. She wanted to remind the campus community that they are here to help, sarah.arnoldmsw@gmail.com or 270-256-4709 or www.facebook.com/wkufoodpantry, and to inform us that they periodically conduct food drives.

It was determined that **Staff Council** needs to hold a **fall election for two seats**, to replace individuals that have left their employment with WKU, one seat for a professional representative and one seat for a part time representative. The election will be conducted in October.

Anonymous Emails – Staff Council received an anonymous email about the ac/heat, summer hours and construction crews parking on campus.

The **heat/ac for each building** on campus is maintained by Facilities Management. If you are experiencing conditions outside of the stated norm in the Energy Policy, summer is 74-76 degrees and winter is 68-70 degrees, please submit a request to Facilities so they are aware of the potential building issue. WKU has received nationwide recognition for our established and money saving energy management plan and Staff Council is proud to be a LEED campus. Staff Council realizes that these temperatures depend on your building's age, remodeling efforts, and setup, so if you are in an uncomfortable, unfixable situation please discuss your discomforts with your immediate supervisor and if your concerns are not address, please let Staff Council know. We value each and every employee and Staff Council would like the best work situation for everyone.

When Staff Council surveyed staff's opinion of **summer hours** last August, we had 30 respondents and it appeared summer hours have been widely accepted as positive for a couple of reasons, energy management savings and more free time for staff when it is nicest outside, just to list a few. The few negative points were that ac/heat shuts off if you are working late, some do not get to participate in the reduced hours due to their office's scheduling needs, the reduced lunch time to ½ hour is too short, and other offices being closed when others are working is not very productive. The work hours for summer are suggested. Sustainability and Energy Management would appreciate if we could stick to the hours to help meet their goals, but they also understand work must go on. You may consult with your direct supervisor for a schedule that works better for you, most supervisors will work with you, but some areas are a little more flexible than others due to that area's demands on their personnel and when that office is the busiest.

As for **construction crews parking on campus**, each contractor or vendor that would like to park on campus pays for a vendor parking pass at the same rate as students and staff. Construction workers are here earlier than most staff, so they will most likely take the better, closer parking spaces. Many staff arrive to campus before their 8am start time to secure a parking spot, but it will be difficult to beat the construction crews to campus. This is just a small downside to our ever growing student and staff population. Each area on campus has had to deal with some sort of construction at some point in time over the last 10 years or more. We all know parking is limited and try to plan our best for parking. Constant construction and improvements will just be another item we have to plan for at WKU.

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 Sept 11th meeting will be held in the MMTH Regent's Room at 9am.

Meeting adjourned at 11:30am.

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 11th, 2013 Meeting Minutes

Staff Council meeting opened with discussion of **the Staff Teaching Policy** with Dr. Miller. The staff teaching policy was presented to CAD (Council of Academic Deans) and they have until Oct 1st to report back to the Administrative Council. CAD suggested a couple of changes when the policy was presented and the policy has to pass the Administrative Council and maybe the Board of Regents, so Staff Council will hold off on reporting details of the policy until the policy is approved by all.

Committee discussions: The **Survey Committee** has completed the creation of the Campus-Wide 2012 -2013 Staff Satisfaction E-Survey with the Social Science Survey Institute's help. The survey will be open for 2 weeks in October. We are hoping for high numbers of participants. **Master Plan Committee** updates: Honors Building moving forward. The university now owns State Street through the middle of campus, expect more crosswalks and improvements on pedestrian safety. Discussed sale of WKU property at University Blvd and 31W to KY Dept of Transportation, the project is moving forward with approval for WKU to add a land marker to the new roundabout at 31W, Chestnut, Loving Way, and University Blvd. A design company has been hired to bring ideas to the committee. Projected completion date for the roundabout, summer 2015. South Phase of high voltage project completed but not hooked up, working on removing Mimosa Alley substation. New tennis courts going in at South Campus, construction starting soon. Fall 2013 **Staff Fall Break Brunch** will be October 3rd, 2013.

Thank you for all the emails from previous Staff Council members for the **Staff Council Alumni Page**. If you have previously served on Staff Council and you would like to be listed on the Alumni Page, please send your information to Staff Council and you will be listed as having served Staff Council. If you would like to include your years of service and if you served as an officer, we can include this information as well.

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.

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*Melvin Watson**

*Eric Wolfe**

*--attended meeting

Our Nov 13th meeting will be held in the MMTH Regent's Room at 9am.

Meeting adjourned at 11:30am.

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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.

Find Us on



November 13th, 2013 Meeting Minutes

Staff Council meeting opened with committee reports:

*Adrienne Browning**

*Jessica Dunnegan**

*Brooklyn Foster**

*Deirdre Greene**

*James Kennedy**

*Betty Keown**

*Keith Lancaster**

*Heather Nicklies**

*Casey Scruggs**

*Bill Sleeper**

*Tanya Vincent**

*Melvin Watson**

*Eric Wolfe**

*--attended meeting

Designated Smoking Area Committee

- After a complaint from a staff member regarding smoking in non-smoking areas around Downing Student Union (DSU), the committee worked with representatives from DSU, Planning & Design and Aramark to find the best solution. After a review of the current smoking areas, a suggestion was made regarding extra signage and peer enforcement of designated smoking areas. The current designated areas are within a reasonable location for usage and we encourage everyone to remind others where the smoking areas are located.

- The committee would like to encourage people to continue to email complaints/issues to Staff Council. They also wish to remind people that while our campus is not currently smoke-free, we have designated areas for smoking along with non-smoking areas on campus.

Master Plan Committee

- The committee is exploring options for the land marker WKU will be allowed to place in the roundabout island that will be constructed at the intersection of University Blvd, Nashville Rd, and Loving Way. This is an opportunity provided by the Commonwealth of Kentucky for WKU to replace the current sign located on the corner of University Blvd and Nashville Rd.

- There are new pedestrian crossing lights at Chestnut St (north and south) to assist motorists with notification of pedestrians. The lights are activated by button.

- The Center Street lot and temporary Sigma Phi Epsilon lot will be going away as construction on other projects in the area begins.

Survey Committee

- The committee was pleased to receive a response to the Staff Satisfaction Survey from 417 staff members. They hope to have an analysis breakdown available by the spring.

Parking & Transportation Committee

- There has been a decrease in riders on the Purple Line.

- Parking citations have increased, as well as the enforcement of citations.

- The Temporary Housing Lot on Normal Street is seeing students make their own spaces, causing issues regarding the flow of traffic through the parking lot.

- Special event parking operations will be transferred from Athletics to Parking and Transportation.

Staff Book Scholarship Committee

- The committee wishes to extend a large thank you to those who donated to the fund at this year's Fall Break Brunch. Cash donations totaled \$81.87 and David Oliver won the silent auction for two hunts at \$100.

Staff Council was visited by Kari Aikins from Human Resources and a representative of the Benefits Committee. We were excited to learn about the new online enrollment system and the development of a more transparent website for the health plan. Staff Council would like to thank Kari, the rest of the Human Resources department, and the Benefits Committee for their hard work in keeping costs to employees low while maintaining excellent coverage.

Staff Council was challenged by the Benefits Committee representative to think about what we would like to see in the future regarding benefits vs. salary for all WKU employees. The current model will see drastic changes for 2015, and it is important that all staff members consider what the best options for the entire employee population could look like.

Thank you for all the emails from previous Staff Council members for the **Staff Council Alumni Page**. If you have previously served on Staff Council and you would like to be listed on the Alumni Page, please send your information to Staff Council and you will be listed as having served Staff Council. If you would like to include your years of service and if you served as an officer, we can include this information as well.

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 4th meeting will be held in the Fresh Food back room at 8:30 am.

Meeting adjourned at 12:00 pm.

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Find Us on



December 4th, 2013 Meeting Minutes

*Adrienne Browning**

*Jessica Dunnegan**

*Brooklyn Foster**

*Deirdre Greene**

James Kennedy

Betty Keown

Keith Lancaster

*Heather Nicklies**

*Casey Scruggs**

Bill Sleeper

*Tanya Vincent**

*Melvin Watson**

*Eric Wolfe**

*--attended meeting

Staff Council meeting opened with discussion regarding an email message:

A staff member emailed asking about extra leave time in lieu of a pay raise this past year. Staff Council did not feel this was a realistic goal at this time, especially when looking at other benchmarks and schools within the state facing budget cuts. Staff members kept the bonus given last year as part of base pay, and earn more vacation time based on the longevity of employment with the university.

Staff Council continued with committee reports:

Staff Book Scholarship:

Applications were accepted beginning Finals week and were due January 10th. A decision will be made regarding the recipients by January 15th.

Staff Leadership:

The committee met to select participants for the newly revamped Staff Leadership program. Twenty participants and two alternates were selected and an email notification was sent. Staff Council would like to congratulate those chosen for such an exciting opportunity.

Legislative Committee:

The committee was set to meet for the first time during Finals week. Staff Council will receive an update at our January meeting.

Staff Council moved to a discussion regarding future staff benefits and the role we would like to play. We are considering options and gathering data from various sources (including the Human Resources department). Things we would like to address moving forward regarding benefits are salary vs. benefits, and how the university pays for family benefits.

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 January 15th meeting will be held in the Regents Room of MMTH at 9:00 am. We will hear the proposed staff teaching load policy and have a visit from Wade Pinkard regarding the 2014 Wellness Plan. Meeting adjourned at 11:00 am.

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