

Clint Barber

*Brooklyn Foster**

*Deirdre Greene**

*Sara Hutchison**

*Christopher Jensen**

*James Kennedy**

*Josh Marble**

*Heather Nicklies**

*Mary Nunn**

*Jan Renusch**

*Bill Sleeper**

*Tanya Vincent**

*Candy Walker**

*Chonda White**

*Eric Wolfe**

Staff Council began our January meeting by discussing Old Business. First up was a discussion of the council's stance on a campus smoking policy. After discussion at our November and December meetings, Deirdre Greene and the rest of the Designated Smoking Area Committee created a written policy stance update. This updated policy stance was then passed on to President Ransdell for his use. The policy is attached to the minutes email for January.

Staff Council then addressed some issues we had been alerted to regarding an issue with the Affordable Care Act and the \$1500 FSA Waiver for some employees. We understand that the Human Resources department is working hard with these affected individuals to make sure a solution is made.

We moved on to discussion of questions/suggestions we would like to address with members of the Human Resources department. These are areas of interest/concern to various members of staff here at WKU. These areas include, but are not limited to:

- Gym membership incentive
- Mentoring program
- Professional development
- Staff Orientation
- Sexual Harassment training
- "What I Wish I Knew My First Day @ WKU"

Staff Council welcomed our guest speaker, Wade Pinkard, Employee Wellness Manager. We received an overview of the Employee Wellness program for 2015, and a reminder of several important items for those employees that made the TopLife Pledge.

- February 15th – Tier 1 deadline
 - Employees that made the TopLife pledge must have completed the Health Assessment and Bio Screening by this date to remain eligible for the health insurance premium discount
 - This includes the spouse/partner requirement if also on the WKU health insurance plan

Visit the Wellness Program website at wku.livehealthier.com for more information. Staff Council thanks Wade Pinkard for visiting us.

We moved on to discussion of an anonymous email we received regarding holiday pay for part-time employees. After discussing the matter, we recommend that the employee address these concerns to Human Resources.

Our February 4th meeting will be held in the Regents Room of MMTH at 9:00 am.

Staff Council was adjourned at 11:02 am.

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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 voice those issues for staff.

February 4, 2015 Meeting Minutes

Staff Council began our February meeting by discussing Old Business. First up was a discussion of an anonymous email received regarding the stance Staff Council has taken on a campus-wide smoking policy. Here is an excerpt from our January meeting regarding our discussion/decision: After discussion at our November and December meetings, Deirdre Greene and the rest of the Designated Smoking Area Committee created a written policy stance update. This updated policy stance was then passed on to President Ransdell for his use. The policy is attached to the minutes email for January.

Our discussion of Old Business moved on to E-cigs. After discussion, Staff Council has decided that while we agree that E-cigs shouldn't be used inside buildings, we aren't sure that we want them treated the same as regular cigarettes.

Staff Council then received a few reports regarding committee meetings:

- Diversity Enhancement – Josh Marble will be replacing Heather Nicklies on the committee
- Recycling Committee – Staff Council was informed about the possible development of a recycling and waste minimization committee on campus. WKU's overall waste is increasing, and Sara Hutchison is looking for input on the best way to increase staff members' knowledge of best practices. Anyone interested in giving recycling feedback can do so at <http://www.wku.edu/recycling/feedback.php>

Staff Council discussed two new goals for the next few months:

- Developing guidelines for a mentoring program for staff members
- Recommendation that each department comes up with learning objectives for positions within that department

We finished our meeting by discussing the possibility of Staff Council hosting a speaker day/series for professional development of our fellow staff members. We are interested in holding a Staff Success Summit, and would like to hear input from other staff members regarding topics/speakers they would be interested in hearing.

Evelyn Ellis, Regional Chancellor for WKU – E-town/Fort Knox will be a guest speaker at our March meeting.

Our March 4th meeting will be held in the Regents Room of MMTH at 9:00 am.

Staff Council was adjourned at 11:06 am.

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March 04, 2015 Meeting Minutes

Staff Council began with a discussion of the recent weather conditions and the e-mail Dr. Ransdell sent out regarding the distinctions between campus closed and classes cancelled. The council agreed it was important to address these issues with the latest winter weather. As a whole we are very thankful for the essential personnel that kept campus running during the snow storm, especially the facilities that worked many hours, shoveling and clearing the sidewalks and roads. The Council appreciates the hard work.

Staff Council then discussed some issues relating to the infrastructure of WKU. With the recent power outage at PFT and other buildings that are in need of repair, the Staff Council hopes that more emphasis will be placed on issues with older buildings on campus.

Next for Discussion were committee updates. Updates were provided by the Legislative committee. This committee serves to discuss new and upcoming bills that are being processed through the house and senate. Any bills that directly affect higher education were discussed and reviewed. A report from the benefits committee reported a large number of employees signed up for HSA plans. Just a reminder in order to main your wellness credits, Tier I needed to be complete by February 15, 2015, and the Tier II requirements must be complete by September 11, 2015. There is a list of the activities you can complete on your wellness portal. If you have any questions or concerns about the new health insurance and benefit package, it is important to contact HR so your concerns can be addressed. Staff council feels that the Benefits committee and HR have done a great job keeping employees informed about the changes and addressing issues when they arise.

Discussion of the WKU Employee Mentor program was next. All new employees who begin employment at WKU are sent a welcome e-mail from Staff Council. This introduces the member to WKU and explains a little about Staff Council. It also invites new employees to team up with a mentor, someone they talk to, meet up with, or correspond with, regarding the new employment at WKU. Staff Council feels this is a great resource for new employees; it is also a great way to start networking. New wording for the welcome e-mail was discussed and will be sent to HR for approval. Staff

Council hopes to have a formal mentor program in place by May 1st. If you have any questions or are interested in being a mentor for a new employee, please let Staff Council know via e-mail.

Due to weather related issues our guest speaker, Dr. Evelyn Ellis has rescheduled to speak at our May meeting.

Staff Council Elections for the 2015-2016 term, will be held in April. We will be sending out additional information about the positions needing to be filled in the coming weeks. We encourage all staff members to nominate anyone who may be interested in serving on the Staff Council.

Staff Council adjourned at 10:45. Our next meeting will be April 1st in the Regents Room of MMTH at 9:00 am.

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Staff Council began our April meeting by discussing Old Business. One of our goals for the year was revamping the mentor program. WKU Staff Council is pleased to announce the New Hire Mentor Program for staff members. Thanks to the generosity of WKU Dining Services, we will be able to provide a free lunch at Fresh Food to new employees who choose to be a part of the mentor program. We are also excited to also provide “welcome baskets” with non-benefits related materials in a new desk-side recycling container. We invite other WKU departments to provide materials to place in these baskets such as pamphlets about your department services, magnets, pens, or other informative marketing materials. We are looking to prepare 25 baskets to start with and will refill as needed. Please send any materials you would like to share with new hires (in sets of 25) to Sara Hutchison, Parking Structure 1 Room 115, DFM or email her at sara.hutchison@wku.edu.

Our discussion moved on to the upcoming Staff Council elections. The election is scheduled for May 5th. There are five seats open for election: 1 At-Large Member, 2 Technical/Skilled Representatives, 1 Secretary/Support Representative, and 2 Professional Representatives.

Staff Council then received a few reports regarding committee meetings:

- Campus AdHoc Smoking Committee – Deirdre Greene & Clint Barber will serve on the newly formed campus-wide committee. The committee’s focus will be limited designated smoking areas.
- Budget Council – The university budget is growing, but reallocation of funds will appear as cuts to various divisions.
- Benefits Committee – It was mistakenly reported at the Benefits Committee meeting that Staff Council refused to participate in a survey about the new health program. Rather than refusing to participate, Staff Council felt it was too early to poll and wanted to wait for employees to have significant experience using the new health program. The Anthem Breach is a large concern for the committee.

Staff Council continued our discussion of benefits by focusing on Health Insurance. We understand that the new health program is drastically different from our previous plans. This is a nation-wide occurrence, and individuals must become better educated consumers.

We encourage employees to contact their HR Liaison with any questions/concerns. To find your HR Liaison:

<https://www.wku.edu/hr/hrliaisonnetwork/hrliaisondirectory.php>

We would also like to encourage employees to make use of the e-tools to find the best value for their health care needs. To find these tools:

<https://cas.wku.edu/cas/login?service=https://cas.wku.edu/idp/Authn/cas/benefitfocus.com:sp>

Staff Council discussed an anonymous email regarding the parking changes for next year. We reached out to Jennifer Tougas of Parking & Transportation, and she provided the following response to share with employees:

In regards to the question of "why do employees have to pay to park": It is very common at large University's for those using parking to contribute to the parking system through permit fees. The good news is we have been able to keep our permit fees very low. We compare very favorably to other benchmark institutions and large universities in the state. The Administration is sensitive to the issues raised - employee morale, lack of raises - which is why our permit fees have remained the same for the last seven years. As a department, we

have experienced a growth in demand for our services and increases in maintenance costs while our primary revenues have decreased. We have sought to generate new revenues before turning to faculty/staff for an increased permit fee in order to minimize the impact to faculty and staff.

In regards to event parking: As we're planning for events on campus, we do what we can to minimize the impact to permit holders. We recognize how important the spaces are to the people who count on them being available on a daily basis. However, there are times when the University is hosting larger events, that we must displace permit holders to facilitate the event. When it's necessary to use the spaces for an event, we do our best to provide adequate alternatives and communicate the changes to the University community. The difficulties we've experienced in the last year are a direct result of losing parking inventory over the past two years. We didn't have as much room to host the events as we have in the past and it was painful. And it will be until we're able to gain more parking which the Administration is actively working towards.

WKU vehicles using regular parking spaces: WKU vehicles are allowed to park in all non-reserved spaces on campus.

Vehicles taking two spaces: Please call PTS at (270) 745-2361 when you see vehicles taking up two parking spaces. We will cite as appropriate.

The June Staff Council retreat will be held in Owensboro.

Staff Council concluded with a tour of the Technology Resource Center. Further information is available here: <https://www.wku.edu/it/trc/>

Our May 6th meeting will be held in the Regents Room of MMTH at 9:00 am.

Staff Council was adjourned at 12:00 pm.

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July 13, 2015 Meeting Minutes

Staff Council Members

Spencer Anderson

Clint Barber

Luke Bartlett

Kalieg Belda

Deirdre Greene

Josh Marble

Heather Nicklies*

Mary Nunn

Jan Renusch

Jennifer Robbins

Tamela Smith, ED. D.

Jenny Toomey

Laura Upchurch

Candy Walker

Chonda White*

*not present for meeting

The Staff Council meeting opened with a welcome to Staff Regent Tamela Smith. She introduced herself and said she was looking forward to working with the council this second time around. Tamela stated that one of her forum questions was on how she would work with staff council. She asked that we keep her up to date on all areas and she will do the same. Tamela will be sworn in on July 24th.

Staff Council shirts were available for all new members. These were handed out at the end of the meeting. Staff Council members all discussed two options for council shirts. We are investigating a low cost t-shirt that could be kept by members of the council, since members currently do not keep the red WKU polo after their term ends, and providing an opportunity to purchase an upgraded shirt if they want.

Committee Assignments were discussed and those that had vacancies were filled. Committees are as follow:

1. Academic Calendar Committee- Jenny Toomey, Chonda White as alternative
2. Book Scholarship Committee- Heather Nicklies, Mary Nunn, Jan Renusch, and Jennifer Robbins
3. Budget Council- Deirdre Greene
4. Campus Library Advisory Committee- Josh Marble
5. Campus Master Plan- Josh Marble
6. Designated Smoking Area Committee- Deirdre Greene and Clint Barber
7. Diversity Committee- Josh Marble
8. Fall Break Brunch- Remove this as a committee; it will be added to all members responsibilities
9. Parking and Transportation- Luke Bartlett
10. Parking and Transportation appeals- four spots filled
11. Budget Committee- Deirdre Greene
12. Staff Leadership- Kalieg Belda, Jenny Toomey, and Spencer Anderson
13. Staff Excellence- Josh Marble and Tamela Smith
14. Staff Council Satisfaction- Candy Walker, Deirdre Greene, and Mary Nunn
15. Staff Wellness- Laura Upchurch
16. Legislative committee- Clint Barber
17. Benefits committee- Deirdre Greene; pending HR approval: Jenny Toomey and Spencer Anderson

Anonymous Emails/Information update for the Website- no emails.

Staff Council members discussed the need to post Staff Council Meeting minutes and a suggestion/comment box at specific locations for the staff that may not have access to email. We will be scouting locations and make a decision at the next meeting as to how to implement these and where they need to be placed.

Discounts for WKU employees will be listed on the website under the condition that the business offering the discount is local. Any discount requests outside regional businesses will be discussed at the subsequent meeting.

Mentor Program- the discussion on the mentor program will be pushed until the August meeting when Chonda is available for discussion.

The Fall Break Brunch is the biggest function for the council and will be held on October 8th. Members are to start looking for donations from around campus and other businesses. The brunch will be discussed more in depth at the August and September meetings, along with a special called meeting before the brunch in October.

The Staff Council is looking to develop their focus in way of setting goals for the upcoming year. There needs to be a more specific mission statement and a clear list of purposes for the council. Each council member is asked to think of some ideas to meet these needs. This issue will be discussed in the August meeting.

For new business- Staff Council group picture will take place at the August meeting in the Board of Regents room in MMTH. There will be a special called election to fill the position vacated by Sara Hutchinson in the category of Professional Non-faculty.

The next meeting will take place on August 5th at 9:00am in the Regents Room in MMTH.

Meeting was adjourned at 12:00pm.

August 5, 2015 Meeting Minutes

Did you know: The Community Farmers Market doubles Big Red Dollars? Read on for more info.

Staff Council Members

Clint Barber *
 Luke Bartlett
 Kaliegh Belda
 Otto Finta *
 Brooklyn Foster *
 Deirdre Greene
 Josh Marble
 Heather Nicklies
 Mary Nunn
 Jan Renusch
 Jennifer Robbins
 Tamela Smith, ED. D.
 Jenny Toomey
 Laura Upchurch
 Candy Walker
 Chonda White

*not present for meeting

The Staff Council meeting opened with individual member photos. A group photo will be taken at a later date due to some members missing.

With the resignation of Sara Hutchison and Spencer Anderson due to their leaving the university, the replacements were discussed. According to the Staff Council Constitution, the runner up in the election shall replace any member who resigns. Otto Finta was runner in the election for Spencer Anderson. He has accepted the position. Brooklyn Foster's spot was accidentally rolled off a year earlier than it should have been (she received the most votes in her election and was to serve a three year term but only served two). She has accepted the spot back that was vacated by Sara.

Josh and Tamela will start attending the University Senate meetings as a non-voting attendee starting at the end of the month.

Josh looked into the possibility of a foundation account for revenue for the book scholarship program and learned that we do have an account in place. The link is located on the staff council page at <https://www.wku.edu/staffcouncil/scholarship.php>

Tamela updated on the Board of Regent meeting. In a conversation with Dr. Ransdell, he has stated that the Staff Council Excellence Award winners will be recognized at the Convocation the following year after recognition at the brunch. Another issue of concern was the staff salary. The University Senate researched faculty salary issues and in their resolution they mentioned "faculty and staff" as a whole. Some issues of concern with salary were: there has been no raise since 2007; salary compression is in place; insurance and parking are increasing with no salary increase; no merit raises; no cost of living raise. It seemed that people were leaving positions (whether going internally elsewhere or leaving the university) to get more pay. All issues concerning salary are to be redirected to Tamela for the Board of Regents meetings.

Guest speaker Christian Ryan spoke on the WKU Office of Sustainability. She said that the office is concerned with environmental impacts, social and economic aspects, how to save the university money, save the university resources, and to identify departments needing help in that area. They are the second lowest budgeted department and the first net zero office on campus. They provide a community garden at their location 503 Regents Ave, along with a food pantry. The food pantry was moved there 18 months ago and has seen an increase of 230%, with 53% of visits being from staff on campus and 37% being students. The Community Farmers Market is housed in a WKU owned property located by the South Campus which allows the farmers a full time facility. The market accepts Big Red dollars, WIC and EBT; these double the

dollar spent by private donations. The Office of Sustainability is working to source local food on campus, which allows more money to stay in the community. WKU has also been recognized as 1 of 9 in the Green Ribbon School Program, which is a first for universities. What we can do to sustain: like them on Facebook, share their story, participate in the programs to decrease waste, ask for local resources during catering events, and put recycle items in their proper bins.

Guest speakers Kari Aikins and Tony Glisson addressed the council concerning the 2016 Benefits. The committee is focusing more on communication, education and engagement through such areas as social media, blogs, and #'s. The 2016 benefits will remain about the same with a few tweaks. The biggest issue has been the RX funding and how the HSA/HFA's are funded. They would highly recommended the coalition to help in finding help with pricing. The Healthcare Bluebook will give you a listing of the fair price in the area of what is the maximum price to be expected out-of-pocket. The Wellness Program will be focused less on education and more on behavioral changes. For 2015, 275 people opted out of the insurance and there was an 88% participation

in the Top Life Pledge. If you have any issues or concerns, please contact Human Resources to help determine the best policy plan. Tier 1 of the Top Life Pledge 2016 will start at open enrollment in the fall and last until January 1st.

Anonymous Emails- We received two emails. The council was emailed concerning the continuation of Weight Watchers. HR has advised us that this will be continued. The council was also emailed concerning the Wage Works VISA card and issues of not working properly. These issues should be directed to Human Resources where they can further discuss all the issues.

The email concerning the Book Scholarship will be going out soon for those staff who wish to apply.

There will be a called meeting for the Fall Break Brunch in the next couple of weeks. Josh will be contacting all members regarding a date and time.

Meeting adjourned.

September 2, 2015 Meeting Minutes

*The Board of Regents Finance Committee is reviewing the issue of compensation at WKU. In order to provide greater insight on compensation issues, we are seeking your input. Please email any comments or concerns on compensation to: Tamela.Smith@wku.edu. Include comments on how you feel about current salary levels, how you believe compensation increases should be implemented (if funding becomes available), such as – should it be across the board cost-of-living increases, merit raises, or compression adjustments? Feel free to include any other comments on salaries in general. Deadline for submitting comments is September **30, 2015**.*

Staff Council Members

Clint Barber

Luke Bartlett

Kaliegh Belda

Otto Finta

Brooklyn Foster

Deirdre Greene *

Josh Marble

Heather Nicklies

Mary Nunn

Jan Renusch

Jennifer Robbins

Tamela Smith, ED. D.

Jenny Toomey

Laura Upchurch

Candy Walker

Chonda White

*not present for meeting

The Staff Council meeting opened with a welcome to Otto Finta, who replaced Spencer Anderson following his resignation.

Group and individual photographs will be taken at the Fall Break Brunch.

Deirdre emailed a request made to her since she would be absent from the meeting. She was approached by an individual questioning Cloud 9 Hookah's advertising on campus (which was outside Guthrie Tower and at the Welcome Back event for students). Josh will follow up on this issue with Robyn Taylor.

Brooklyn Foster was welcomed back. Since she had the most votes in her election, she was to serve a three year term but was rolled off a year early. She replaced Sara Hutchinson. Laura Upchurch received the most votes in this past election and will serve a three year term.

Welcome baskets are being held by Josh. We have one new staff waiting for a mentor. Any staff member may be a mentor, they do not have to be a Staff Council representative. Staff Council can match the individual with someone that meets their area of need. Tickets for the October game will be donated to the brunch if no new mentee registers prior to the October brunch.

There has not been a lot of help in posting the minutes. A PO Box on campus will be \$40 a year. This would allow anonymous post or information to be obtained by the Staff Council. With limited funds, the council is checking on putting a comment box located in another area. This would be an alternative for those with no access to email or those who do not feel comfortable using the anonymous email option.

The Fall 2015 Book Scholarship winners were announced on September 1st. The winners were: Robert Bedard (Study Away), Tyler Shaw (WKU Police Dept.), Kevin Dorth (WKU Owensboro), and Sherri Taylor (Office of the CFO). Staff Council would like to congratulate the winners. Funding for the book scholarship is made possible by donations from staff at the brunch.

It was brought to our attention that the University Senate has a budget. Staff Council would like to ask for a possible budget in the future for such things as mailing. We are strictly self-funded, through staff donations, and the polo's and brunch are funded by Deborah Wilkins office. Staff Council is looking into ways to raise money for more book scholarships. Josh will talk to Deborah concerning the workings of the budget. Dr. Miller suggested Josh speaking with Tony Glisson and Ann Meade about a getting a budget. Staff Council represents all university staff.

Committee reports:

- Preston Center- Laura said they are in the process of updating the building. Swimming lessons are starting. They will be closing one hour early for all home football games.
- Parking & Transportation- meeting to happen on September 11th per Luke.
- Appeals committee- the member names have been requested by Parking and Transportation Appeals Committee.

Discount emails:

- a. 10% off items at Bluetique (located downtown on the square). Their website is: <http://www.wku.edu/discounts/shopping/>

Anonymous Emails:

- a. Staff Council received an email regarding the changes to the overtime rule by the US Labor department. This will be forwarded to Tony Glisson for his response on the topic.
- b. Staff Council received an email requesting the continuation of the Weight Watchers program and their praise for the program. Fall Weight Watchers has started back this month

The Constitution and By-Laws of the Staff Council have been updated on the website to the latest version found. Items that were needing to be addressed have been updated in this version. The one listed on the website was not the updated version but Kayliegh will be updating this once it is approved. Staff Council needs to read over the amended version.

The Fall Break Brunch is still in planning mode. A planning guide tab has been added to the Staff Council donation list on the shared drive. There will be a presentation slideshow during the brunch for vendors that have donated. We will accept food pantry donations (canned goods and personal hygiene items are needed). Money donations will also be accepted for the food pantry at the brunch.

Dr. Ransdell has said that staff salary is a priority for next year. There has been a small task force dedicated to the salary compensation issue, in which Josh attended. They are working to develop a plan for long term compensation of university employees. The task force is looking for recommendations on this issue. (Please contact the Staff Council with your thoughts and suggestions.) This has been tabled for a future meeting.

- Jennifer was approached about the possibility of an employee being here 20+ years getting a discount on parking as a reward for their dedication to the university.
- Positions vacated are not being filled in some areas.
- With any giving via donation for buildings, should a percentage of that go into a general fund to allow for raises and hiring of faculty and staff for such building?
- Buildings need a more comfortable level of heating and cooling, which could bring down the cost.

DELO Julie Uranis is concerned about the participation of targeted needs training. These are paid courses for staff. She is looking for any recommendations on topics, as well as a New Hire Orientation/Work Skill workshop.

There is some concern regarding the details of the contract that was signed by Dr. Ransdell regarding the use of the Confucius Institute building. University Senate has drawn up a resolution on the matter and SGA and Staff Council are still investigating the issues. In a meeting it was revealed that the Confucius Institute contract stated that \$1.5 million would be geared to the construction of the building with WKU matching said donation and paying for all Maintenance and Operation of the building. The Confucius Institute would hold the control of the building for 50 years. The main issue is the control over the building. The building will not be under the umbrella of Academic Affairs. There is an \$800,000 private research funding that would go towards that match amount.

Guest Speaker Kayleigh Belda, also a Staff Council member, spoke on the Technical Support Services (TSS) and the coming myWKU website.

Meeting adjourned.