

**Western Kentucky University**  
**Staff Council**  
**Meeting Agenda for December 7th, 2016**  
**Fresh Foods Cupola Room**

- **Call to Order** – at 9:44 a.m.
- **Attendance** –
  - *Present:* Matt Davis, LR Kennon, Josh Marble, Mary Nunn, Greg Hackbarth, Dr. Tamela Smith, Kaliegh Belda, Mike Loftis, Jenny Toomey, Jennifer Miller, Dr. Lynne Holland, Phyllis Townsend, Jan Renusch, Tice Edwards, Martha Basham, Laura Upchurch
  - *Absent:* Kelly Scott, Julia Johnson, Connie Spears
- **Reading/Approval of previous minutes** –
  - Minutes were approved with a motion by Josh Marble, and seconded by Jenny Toomey.
- **Staff Council Chair & Co-Chair Report** –
  - Added the open forum to the agenda through the end of June to allow time for staff to come to meetings to address issues or concerns they have. Staff Council may use this time frame to visit constituents.
  - Josh introduced Dr. Lynne Holland as the Administrative Council representative on the Staff Council. Lynn is the Chief Diversity Officer. She shared her role on campus and views on diversity with the council. 5-2683 is her phone number. Josh is appreciative of having an AC/Chief Diversity member as part of Staff Council. Josh inquired about a diversity committee. Dr. Holland explained her vision for the diversity plan.
  - Staff Leadership Institute judging information has been sent to committee members. Josh asked committee to complete judging by this afternoon.
  - Petition was signed to make the treasurer the record keeper of the Staff Council procard.
  - Chair added to the January agenda to review the Staff Council constitution. Numerous revisions are necessary.
  - Added on the agenda for February to create a standing committee for Fall Break Brunch. Josh invited Staff Council members to add to the agendas on the shared drive.
  - Ann Mead spoke about working with younger generation employees coming to WKU. Aaron Hughey has an excellent presentation on this topic. Josh will contact him for guest speaker.
  - Josh attended meeting for honorary degree recommendations. He explained the process to the council.
  - Chair created a petition to list standing committees in the constitution. Greg suggested creating charters for all standing committees separate from the constitution. Josh asked that Greg address that topic in the January meeting.
- **Staff Regent Report** –
  - Tamela updated the Staff Council on the status of Health Services on campus. There was then discussion about the lack of healthcare availability on campus which would exist until a new agreement was made with a health care provider. Dr. Holland will follow up on the concerns of the Staff Council, which include student's inability to get to a doctor if they do not have transportation.
  - Jennifer asked questions about the process for BOR Committees. Dr. Holland and Dr. Smith discussed the processes. The BOR Committees meet one month prior to the board meetings. Typically there are action items to discuss and informational presentations from units across campus. Anyone is welcome to attend and listen to the discussions.
  - Tamela updated the council on the status of the Presidential Search.
- **Treasurer's Report** –
  - No report.
- **Webmaster Report** –
  - Meeting notes are posted. Edited book scholarship page. When will photoshoot photos be ready for the website? Photos taken earlier were not up to standards. TRC studio will conduct a photo session for each SC member to make professional photos.
  - Staff Council polo shirts discussion will be added to the January meeting.

**University Committee Reports:** Representatives will report any information they gathered from attending the meetings.

- University/Academic Calendar Committee – No meeting
- Benefits Committee – Meeting will be scheduled in January. Will discuss in January the possibility of inviting HR personnel addressing the SC on new labor laws.
- Budget Council Committee – No report. Dr. Smith had questions about why the committee wasn't meeting.
- Campus Library Advisory Council – Met in October 14th. Discussed taking notes back to staff council. Meeting minutes were to be sent to staff all. Discussed library app to enable virtual checking out books. Discussed roles on the committee.
- Campus Master Planning Committee - No report
- Parking Appeals Committee – Meeting today.
- Parking and Transportation Committee – Logistics for commencement. Disability parking for commencement was discussed. Ridership for ADA shuttle was discussed.
- Preston Center Advisory Board - A question was asked about contacting WKU Health and Wellness Program to see if Preston Center membership could possibly being added to the wellness incentive program.
- Staff Excellence Committee – Chair discussed thoughts about advising all nominees on their nomination.
- Legislative Committee – No meeting. Greg sent a note.
- University Senate – Josh will attend the meeting on Thursday. Campus safety on the agenda.

### **Standing Committee Reports**

- Staff Leadership Committee – Scores due this afternoon.
- Book Scholarship Committee – Evaluate entries as soon as we return from break. Members will score each application and send individual results to Josh. Several applications have been received. There were suggestions to change the scholarship. Josh will follow up with Ann Mead to see if the WKU Store would like to partner with the book scholarship or explore other textbook providers. Matt suggested reaching out to a publisher to donate for the book scholarship. Dr. Holland suggested considering how going outside the university will be viewed. Matt suggested the partnership with the publisher could be in conjunction with the bookstore.
- Staff Satisfaction Committee – Mike reported for Connie. The committee met last week. Reviewed old surveys. Last one available was 2011. Survey was through the psychology dept. Connie will contact Dr. Shoenfelt to partner with the research students. April is the goal for the new survey. Josh suggested work life balance questions. CCDW questions was also suggested.

### **Ad-hoc Committee**

- Staff Council Election Review Committee report. – No report.

### **Old Business**

- Building Coordinators review for submitting maintenance requests.

### **New Business**

- *Review Anonymous Emails for the month –*
  - No emails were received.
- *Staff Leadership Discussion –*
  - Do we want to award a Staff Leadership Institute Scholarship for staff that can't attend due to dept. budget restrictions?
  - Table discussion until a fundraising committee has been established to fund.
- *Vote on Proposal to amend the Staff Council Constitution: Proposal for adding Procurement Card Responsibilities to the Treasurer.*
  - Josh proposed the motion. Mike seconded. No suggestions or concerns. Approved unanimously
- *Campus Safety –* Discuss the possibility of Staff Council receiving detailed training session in upcoming meeting.

- Received email form WKUPD interim chief about the safety training. Josh suggested Staff Council attend a training by the WKUPD. LR saw a plain clothes person walk through the WKU store with an open carry. Dr. Holland asked anyone call her if they had questions about campus safety. Dr. Smith encouraged Staff Council to learn more about campus safety. Josh will contact WKUPD.
- *Staff Council Pictures* - We will all need to make an appointment with Julie Taylor to be shot (with a camera) in the TRC studio. Fun stuff!! We plan to get these completed by end of January.
  - TRC staff will coordinate Staff Council pictures.
- *Staff Recognition Discussion* – Should we be looking into better recognition of tenure such as 5, 10 and 15 years milestones with a gift and recognition. This was a suggestion that came from our Ann Mead meeting.
  - Discussion about retaining employees. Recognition of milestones could help in retention. Josh motioned and Tice seconded to create a committee to explore employee recognition. Mike Loftis, Tice Edwards, LR Kennon, and Matt Davis volunteered for the committee. Unanimously approved to add the ad-hoc committee. Mike will schedule the first meeting. Mike will also contact Ann Mead.
- *Quarterly Meetings with Ann Mead/Tony Glisson* – It was suggested that we begin to have quarterly meetings with Ann Mead and Tony Glisson in order to discuss matters at hand and bounce ideas off each other. We will decide the details of who will attend and how we can prepare for these meetings.
  - Josh detailed how the meetings would be held. Asked for suggestions. Greg and Josh will attend meetings and contact Staff Council members to see if they have any items for the meeting agenda.

### **Open Floor for Addressing Staff Comments, Questions and Concerns**

- This time period has been allotted so that any WKU staff member has an opportunity to address the council. This will become effective in January as our December meeting is in Fresh Foods.
  - LR asked about the Sodexo employees and the dependent tuition discount.
  - Dr. Smith asked if Staff Council knew WKU has filed suit against the retirement system. KRS will not allow employees that moved to Sodexo take their money out of the system. Citing that the employees are still WKU employees and must continue to pay retirement. Discussion about outsourcing and the impact to the university was discussed.
  - Jenny asked possibly reinstating the spouse tuition discount. Dr. Smith suggested the budget council representative look into that.
  - Mary will research how long the dependent discount will continue for Sodexo employees.
  - Josh received a question about the book scholarship and how often can one apply for the scholarship. Mary suggested anyone could apply with no restrictions. Staff Council agreed.
  - Josh addressed the council about how pleased he was with the way Staff Council was going.

### **Adjournment**

Meeting was adjourned at 11:54 a.m.

**Western Kentucky University  
Staff Council  
Meeting Minutes for Wednesday, February 3, 2016  
MMTH Regents Room**

- **Call to Order** -- Chair brought the meeting to order at 9:08 a.m.
- **Attendance** –
  - *Present:* Clint Barber, Luke Bartlett, Kaliegh Belda, Otto Finta, Josh Marble, Dr. Richard Miller, Jan Rensch, Jenny Toomey, Laura Upchurch, Candy Walker, Chonda White
  - *Absent:* Deirdre Greene, Mary Nunn, Dr. Tamela Smith
- **Reading/Approval of previous minutes** – Meeting minutes from January meeting reviewed and approved. January meeting minutes will be posted to the website.
- **Staff Council Chair Report** –
  - Executive committee meeting to discuss job duties for Chair, Co-Chair, Secretary, Treasurer, and Webmaster scheduled for 2/9/16; job duties will be approved by the Staff Council at the March meeting
  - Chair attempted to contact Dr. Kate Hudepohl to gather information regarding the election process for University Senate; will discuss information received in March meeting
  - Chair to contact Suellyn Lathrop about archiving minutes; will discuss information received in March meeting
- **Staff Regent Report** –
  - No report
- **Treasurer's Report** –
  - Current account balance of \$543.46 reported by Chair
- **Webmaster Report** –
  - No activity reported since last meeting

**University Committee Reports:** Representatives will report any information they gathered from attending the meetings.

- University/Academic Calendar Committee
  - No report
- Benefits Committee
  - No report; scheduled to meet on February 4
- Budget Council Committee
  - Based on Governor's proposed budget, WKU must cut \$3,359,200 out of this year's budget immediately.
  - Starting in July 2016, a recurring budget cut of \$6,718,400 will occur.
  - WKU will get an annual equity adjustment of \$2,588,000 in FY 17 and \$5,176,000 in FY 18.
  - Starting in fiscal year 2018, KY will withhold 30% of the regular budget, which may be earned back based on performance based factors which have not yet been established.
- Campus Library Advisory Council
  - No report
- Campus Master Planning Committee
  - No report
- Diversity Enhancement Committee
  - No report; scheduled to meet on February 19
- Parking Appeals Committee
  - Last meeting held on 1/21/16 to review parking appeals.
- Parking and Transportation Committee
  - No report
- Preston Center Advisory Board
  - New fans installed over Winter Break
  - Plans made to sand, restripe, and varnish the wooden floor during next Winter Break.
  - Discussion related to expanding the facility in the future.

- Staff Excellence Committee
  - No report
- Legislative Committee
  - No report
- University Senate
  - No report

### **Standing Committee Reports**

- Staff Leadership Committee
  - No report
- Book Scholarship Committee
  - Book scholarship suspended for Spring 2016 semester due to revision in book scholarship program; committee to report on revisions to program in March meeting.
- Staff Satisfaction Committee
  - No report

### **Old Business**

- None

### **New Business**

- Opening on Legislative Committee due to staff member vacancy on Staff Council
  - Motion passed; Otta Finta placed on Legislative Committee as Staff Council representative
- Discussion of procedures for staff notification for weather-related closings of the University.
  - It was questioned whether BSAs should be required to use vacation time from shift start time (3 a.m. or 4 a.m.) until notification is made of University closing. When certain groups aren't on standard business hours, how does closure of the University due to weather-related issues affect those employees?
  - Staff members asked Council to investigate why staff are asked to be at work when classes are not in session in cases of inclement weather (i.e., classes are cancelled, but University is not closed).
  - Chair to contact Tony Glisson to learn more about the cancellation procedure, and report back at the March meeting
- Discussion of filling two vacancies on the council.
  - Motion passed to fill additional positions in the regular elections which will be held in April.
- Discussion of expansion of membership of Staff Council.
  - Chair would like to implement expansion for next election cycle in April.
  - Jenny will review divisional information and report back at March meeting.
  - Chair will speak with Tony Glisson regarding expansion and report back at March meeting.
- Staff Satisfaction Survey Discussion
  - Discussion tabled until the March Staff Council meeting.
- Discussion of schedule for summer hours
  - Tony Glisson asked for input from the Staff Council regarding the summer work schedule for 2016.
  - Staff reported that they enjoy and appreciate the reduced hours. However, suggestions received indicated that it would be less confusing to students if only one summer schedule was in place instead of two.

### **Adjournment**

- Meeting adjourned at 11:00 a.m.

**Western Kentucky University  
Staff Council  
Meeting Minutes for Wednesday, January 13, 2016  
MMTH Regents Room**

- **Call to Order** - Chair brought the meeting to order at 9am.
- **Attendance** – Present: Clint Barber, Kaliegh Belda, Candy Walker, Otto Finta, Chonda White, Jenny Toomey, Luke Bartlett, Brooklyn Foster, Dierdre Greene, Mary Nunn, Jennifer Robbins, Josh Marble, Laura Upchurch, Jan Renush, and Tamela Smith; Absent- Dr. Richard Miller
- **Reading/Approval of previous minutes** – Meeting minutes from November reviewed and approved. November minutes have now been posted to the website.
- **Staff Council Chair Report** –
  - Chair reported that Heather Nicklies is no longer with the university. The Co-Chair position is now open.
  - Chair is introducing the council to parliamentary procedure.
  - Chair mentioned the upcoming election. This has been tabled until February.
- **Staff Regent Report** –
  - Staff Council needs arrangements for the minutes to be archived. Chair will contact Suellyn Lathrop.
  - Met with Gil Johnson concerning the issue of employee compensation.
  - Board of Regent Meeting is January 29, 2016 in Elizabethtown.
- **Treasurer's Report** –
  - The balance review will be in the February meeting.
- **Webmaster Report** -
  - Basic updating of information has been completed.

**University Committee Reports:**

- University/Academic Calendar Committee
  - No report.
- Benefits Committee
  - No December meeting.
- Budget Council Committee
  - Weekly meetings will now resume.
- Campus Library Advisory Council
  - No report.
- Campus Master Planning Committee
  - No report.
- Diversity Enhancement Committee
  - Office of Diversity and Inclusion (ODI), which serves all minorities, is helping, but not managing, the creation of the Black Cultural Center that will be located in the former International building.
- Parking Appeals Committee
  - Two ad hoc meetings will be January 20<sup>th</sup> and 21<sup>st</sup> to catch up.
- Parking and Transportation Committee
  - Meeting addressed the parking on Avenue of Champions and the walkway from the new Russellville Road parking lot. More information will come concerning this.
- Preston Center Advisory Board
  - No report.
- Staff Excellence Committee
  - No report.
- Legislative Committee
  - No report.
- University Senate
  - No report.

## **Standing Committee Reports**

- Staff Leadership Committee
  - Members received, reviewed, and approved 20 applications for the Staff Leadership Institute for 2016.
- Book Scholarship Committee
  - A motion was brought to the floor to make the webmaster a permanent member of the Book Scholarship Committee. The motion was seconded and the motion passed.
  - A motion was made to add Brooklyn Foster in place of Heather Nicklies. The motion was seconded and the motion passed.
  - The call for the Spring 2016 application will be forthcoming.
- Staff Satisfaction Committee
  - Tabled until the February meeting.

## **Old Business**

- Post Office box for anonymous emails.
  - No items received.

## **New Business**

- Co-chair election
  - Motion was made, seconded, and passed to make Chonda White the Co-Chair to fill the vacated position.
- Secretary election
  - Motion was made, seconded, and passed to make Laura Upchurch the Secretary to fill the vacated position.
- Officer elections will be held in June for the 2016-2017 Staff Council.

## **Guest Speaker**

- Julie Uranis spoke with us regarding staff development opportunities.
  - Julie informed the Staff Council that there was low participation in 2015 for professional development courses offered to staff.
  - Julie is looking for suggestions from the Staff Council for how she can increase participation and content offered to staff.
  - Staff Council plans to include questions submitted by Julie in the upcoming Staff Satisfaction survey.

## **Adjournment**

- Motion made and seconded to adjourn the meeting at 12pm.

**Western Kentucky University  
Staff Council  
Meeting Minutes for July 13, 2016  
MMTH Regents Room 9 a.m.**

- **Call to Order** – Chair called the meeting to order at 9:05 a.m.
- **Attendance** –
  - *Present:* Jan Renush, Laura Upchurch, Kaliegh Belda, Connie Spears, Jenny Toomey, Greg Hackbarth, Josh Marble, Jennifer Miller, Martha Basham, Matt Davis, Otto Finta, Dr. Tamela Smith, Dr. Richard Miller
  - *Absent:* Jennifer Robbins, Mary Nunn, Jerry McAdoo
- **Reading/Approval of previous minutes** – Meeting minutes from June were reviewed and approved. June minutes were posted to website by webmaster.
- **Staff Council Chair & Co-Chair Report** –
  - Staff Council agenda folder has been created on shared drive. Members are free to add items or call Chair or Secretary for items to be added.
  - Changes to the constitution that were voted on during the June meeting have been made. Versions of the constitution will be dated to clarify the latest version.
  - Chair received two requests for the mentor program. Matt Davis and Jennifer Miller volunteered to mentor.
  - Chair received an email regarding disaster assistance for employees faced with family emergencies. Jennifer Miller will research if funds exist to assist employees. Matt Davis suggested possible methods for funding and the Chair has volunteered to follow up and report on his suggestions.
- **Staff Regent Report** –
  - Dr. Tamela Smith attended the BOR Finance & Budget meeting in June, and will attend the BOR Retreat and meeting on July 21 and 22.
  - Updated the council on the presidential search committee process and discussed the Staff Council Resolution on qualifications for the next president of WKU. The resolution was compiled from the input received during the Open Staff Forum, numerous emails, and Staff Council discussion.
- **Treasurer's Report** –
  - Balance reviewed and updated on staff council budget.
- **Webmaster Report** –
  - June meeting minutes were added to the website.
  - Staff Council website has been updated and there was discussion about the discounts page on the Staff Council website. Staff Council may seek a different office for maintaining the discount page that would better encompass all WKU faculty, staff and students. Chair is investigating options and will report on new information during the next regularly scheduled meeting.
  - Staff Council calendar has been created and members should have access. Council and committee meetings will be posted on the calendar.

**University Committee Reports:** Representatives will report any information they gathered from attending the meetings.

- University/Academic Calendar Committee – No report.
- Benefits Committee – Discussion about non-Staff Council members on committee. Further discussion at August meeting.
- Budget Council Committee - No report.
- Campus Library Advisory Council – Spoke with committee chair about future meetings.
- Campus Master Planning Committee – No report.
- Parking Appeals Committee – Attended meeting. New assignments will begin in August.
- Parking and Transportation Committee – Accepted appointment to committee.
- Preston Center Advisory Board - Contacted Dr. Rey and scheduled meeting dates.
- Staff Excellence Committee – Nominations reviewed and votes cast.
- Legislative Committee – No Report.
- University Senate - No Report.



### **Standing Committee Reports**

- Staff Leadership Committee – Kaliegh was contacted about participating in a new marketing campaign for Staff Leadership.
- Book Scholarship Committee – Many applications received. August 1<sup>st</sup> is deadline.
- Staff Satisfaction Committee – Assign new member when council has grown after upcoming special election.

### **Ad-hoc Committee**

- Staff emeritus committee – Discussion about emeritus policy and nomination process. Staff Regent is refining the policy and will review with the Council at next meeting.

### **Old Business**

- Motion to change committee assignments to one year each. - More information needed. Will place on August agenda.
- Motion for permanent committee members assigned to Book Scholarship committee (Webmaster and Treasurer Officers). – Josh motioned, Kaliegh seconded, motion passed unanimously.
- Secretary has scheduled most of the upcoming year's meetings. Staff council will be meeting in new locations all around the Bowling Green, South Campus and Regional campuses this year in order to give staff an opportunity to attend more easily.

### **New Business**

- Review Anonymous Emails for the month. – One email received about low employee morale. Staff council is currently working on concepts.
- Staff Council individual and group photos were taken.
- New DOL Regulation. – Regulation was explained to Council members. Staff affected should be receiving information from their HR representative.
- Resolution development for Staff Council Budget request/creation. – Chair will develop a resolution for the council to review before submitting to the appropriate office. Costs for the Fall Break Brunch, Staff Council June Retreat, and operating costs were researched and summarized by the Treasurer.
- Discussion of how to move forward with filling the vacancies that our membership changes have created. – A special election will be held to elect new members. Greg will chair the election. The timeline was decided. We are hoping to have Council seats filled and operational by Sept. meeting.

### **Guest Speaker/Other**

- TBD

### **Adjournment -**

- Motion made and seconded to adjourn meeting at 11:01 a.m.

**Western Kentucky University**  
**Staff Council**  
**Meeting Minutes for Wednesday, June 8<sup>th</sup>, 2016**  
**Rick and Ann Guillame Executive Board Room – AAC at the Alumni Center**

- **Call to Order** – Meeting started at 9:00 a.m.
- **Attendance** –
  - *Present:* Martha Basham, Kaliegh Belda, Otto Finta, Brooklyn Foster, Deirdre Greene, Greg Hackbarth, Josh Marble, Jennifer Miller, Mary Nunn, Jan Renusch, Jennifer Robbins, Connie Spears, Jenny Toomey, Laura Upchurch, Candy Walker, Chonda White
  - *Absent:* Luke Bartlett, Matt Davis, Jerry McAdoo, Dr. Richard Miller, Dr. Tamela Smith
- **Reading/Approval of previous minutes** – Meeting minutes from May meeting reviewed and approved with corrections. May meeting minutes have been posted to the website.
- **Staff Council Chair Report** –
  - Chair reported on recent meeting with Deborah Wilkins, General Counsel, which was attended by Co-Chair as well.
    - Wilkins advised that Staff Council does not need Human Resources approval in order to make changes to the Staff Council Constitution since the Council is its own advisory body.
    - She indicated that resolutions from Staff Council are well-received and encouraged Staff Council to bring recommendations to the particular body that is able to make the requested changes.
    - The Staff Council budget was discussed.
  - Chair reported on the meeting held with representatives from the firm handling the presidential search. The Staff Council proposal related to presidential search should be finalized in the next few weeks.
  - Chair stated that the purchase of shirts for Staff Council members has been postponed at this time.
- **Staff Regent Report** –
  - No report
- **Treasurer's Report** –
  - Treasurer stated that current account balance is \$443.46 after awarding the summer 2016 Book Scholarship.
- **Webmaster Report** –
  - Membership list shown on the Staff Council website has been updated.

**University Committee Reports:**

- University/Academic Calendar Committee
  - No report
- Benefits Committee
  - Anthem representative presented comparison of our numbers from last year and this year. Representative stated that WKU has higher than average numbers of employees completing health screenings.
  - New FSA/FHA provider will be in place starting in Fall 2016.
- Budget Council Committee
  - Discussion of plans regarding future employee compensation.
- Campus Library Advisory Council
  - No report
- Campus Master Planning Committee
  - No report
- Parking Appeals Committee
  - All members have been attending meetings and appeals are being addressed quickly.
- Parking and Transportation Committee
  - No report
- Preston Center Advisory Board
  - No report

- Staff Excellence Committee
  - No report
- Legislative Committee
  - No report
- University Senate
  - No report

#### **Standing Committee Reports**

- Staff Leadership Committee
  - No report
- Book Scholarship Committee
  - No report
- Staff Satisfaction Committee
  - No report

#### **Ad-hoc Committee**

- Staff emeritus committee report on findings
  - No report

#### **Old Business**

- Constitution ratification signed concerning the creation of a Regional Representative Category, the increase of membership per existing category and addition of Treasurer as permanent member of Book Scholarship Committee.
- Motion made and seconded to remove Article 9 from the Constitution.

#### **New Business**

- 2016-2017 officers elected
  - Josh Marble---Chair
  - Greg Hackbarth---Co-Chair
  - Jenny Toomey---Treasurer
  - Martha Basham---Secretary
  - Kaliagh Belda---Webmaster
- 2016-2017 committee memberships assigned

#### **Guest Speaker/Other**

- None

**Adjournment**--Meeting adjourned at 2:10 p.m.

**Western Kentucky University  
Staff Council  
Meeting Minutes for Wednesday, March 2, 2016  
MMTH Regents Room**

- **Call to Order** – Chair brought meeting to order at 9:00 a.m.
- **Attendance** –
  - *Present:* Luke Bartlett, Kaleigh Belda, Otto Finta, Deirdre Greene, Josh Marble, Dr. Richard Miller, Mary Nunn, Jennifer Robbins, Dr. Tamela Smith, Jenny Toomey, Laura Upchurch, Candy Walker
  - *Absent:* Brooklyn Foster, Jan Rensch, Chonda White
- **Reading/Approval of previous minutes** – Meeting minutes from February meeting reviewed and approved. February meeting minutes have been posted to the website.
- **Staff Council Chair Report** –
  - Chair reported that Suellyn Lathrop requires a paper copy and digital copy of the past Staff Council meeting minutes in order to archive them. Secretary Laura Upchurch will send PDF copies of all minutes; Chair Josh Marble will provide printed copies.
  - In response to Dr. Ransdell's email regarding the proposed state budget, the Chair encouraged everyone to share the contact information for state representatives with their constituency.
  - Chair also encouraged Staff Council members to become familiar with the pension crisis information provided by Dr. Indudeep Chhachhi's email to all faculty and staff sent on February 25, 2016.
  - Chair shared the Compensation Review Report from the Finance and Budget Committee that was presented to the Board of Regents on January 29, 2016. The key factors that will determine staff compensation are enrollment stability, additional state funding, reallocation of revenue streams, and developing new funding sources. The report details the concerns staff reported to Staff Regent Dr. Tamela Smith. It was proposed that the target for staff compensation increases be 15% across five years. However, this will depend on the above mentioned factors.
- **Staff Regent Report** –
  - Dr. Tamela Smith reported that she was pleased that the Board of Regents has taken a very proactive interest in gathering information and proposing direction for future staff/faculty compensation. She reported that the Board recognizes that staff compensation is the University's highest priority, but is also the largest challenge facing the University at this point. They will continue to monitor and discuss this issue as the budget is finalized by the State of Kentucky.
  - Dr. Tamela Smith reported that she is a member of the Presidential search committee in order to represent staff. She will be attending the first meeting in a couple weeks. Dr. Smith explained that there will be open forums in the future to discuss the desired characteristics of our future president.
- **Treasurer's Report** –
  - No report
- **Webmaster Report** –
  - February meeting minutes have been posted to the website.

**University Committee Report --**

University/Academic Calendar Committee

- No report
- **Benefits Committee**
  - No report
- **Budget Council Committee**
  - No report
- **Campus Library Advisory Council**
  - Dr. Kirk Atkinson was elected as the chair of the council. Assistant Professor Laura DeLancey from Library Technical Services detailed changes made to WKU's library website. Some

highlights include increased ease of use, greater accuracy in searching for materials, and a simpler interface on the home page.

- Campus Master Planning Committee
  - No report
- Diversity Enhancement Committee
  - No report
- Parking Appeals Committee
  - Calendar has been set for the rest of the semester. Kaleigh reported that the appeals are up-to-date as of her last meeting.
- Parking and Transportation Committee
  - No report
- Preston Center Advisory Board
  - Future expansion plans delayed indefinitely due to budget constraints.
  - Lockers located near the basketball courts will be replaced this summer.
- Staff Excellence Committee
  - No report
- Legislative Committee
  - No report
- University Senate
  - Due to recent travel issues with people traveling to China, North Korea, etc., Paul Mooney is planning to organize a meeting to provide information about securing intellectual data and private information when traveling overseas. For more information, please contact Paul Mooney.
  - Dr. Ransdell reported to the University Senate that the India Pilot Project is being evaluated and improved upon by the Graduate Council and Graduate School
  - Dr. Ransdell reported to the University Senate that he is working with State Attorney General to learn more about accessibility of salary information/open records. More information will be forthcoming.
  - Presidential search committee announced; ad-hoc committee formed to research desirable characteristics for next University President.
  - It was reported at the University Senate meeting that enrollment is slightly up from last year.

### **Standing Committee Reports**

- Staff Leadership Committee
  - Chair attended the Staff Leadership Institute's "My WKU Day" to educate attendees about Staff Council.
- Book Scholarship Committee
  - A motion was brought forward to offer a Summer book scholarship as we did not offer a Spring book scholarship. The motion was passed. The committee will report next month regarding plans to execute the program including application deadlines.
- Staff Satisfaction Committee
  - No report

### **Old Business**

- Discussion of procedures for staff notification for weather-related closings of the University
  - Otto scheduled to meet with Trent Blair to discuss potential solutions for the issue. Staff Council has suggested that when inclement weather occurs, the start time for early morning shifts are delayed until a decision is publicized regarding the closing of the University due to weather.
- Discussion of expansion of membership of Staff Council.
  - Tony Glisson will forward a copy of the current organizational chart to Jenny Toomey.
  - Jenny is gathering information that will help Staff Council decide how we might be able to expand the council and have better representation. We continue to discuss the expansion of the Staff Council. However, it was recognized that this process will take longer than first expected.
- The Staff Satisfaction Survey will be discussed in April.

### **New Business**

- Anonymous Email: Top Life Wellness Program discussion
  - Motion made to contact Wade Pinkard to request that correspondence is sent out to all employees regarding phone communications with Top Life which includes opt out instructions.
  - Chair will contact Wade Pinkard to request that Top Life does not contact employees via telephone after 8:30 p.m.
- Anonymous Email: new HSA fee
  - Council received several comments regarding the new fee for HSA accounts. Kari Akins has been contacted, and is currently investigating the matter. Chair will contact HR to suggest that an email be sent to all faculty/staff explaining the fee.
- Staff emeritus discussion
  - Emeritus policies from other universities were discussed.
  - Motion passed to create an ad-hoc committee consisting of Chair and Dr. Tamela Smith to discuss development of possible staff emeritus recognition/award.

**Adjournment** – Meeting adjourned at 11 a.m.

**Western Kentucky University  
Staff Council  
Meeting Minutes for Wednesday, May 4th, 2016  
MMTH Regents Room**

- **Call to Order** – Meeting started at 9:14 a.m.
- **Attendance** –
  - *Present:* Luke Bartlett, Kaliegh Belda, Otto Finta, Brooklyn Foster, Deirdre Greene, Josh Marble, Dr. Richard Miller, Mary Nunn, Jan Renusch, Dr. Tamela Smith, Laura Upchurch, Candy Walker, Chonda White
  - *Absent:* Jennifer Robbins, Jenny Toomey
- **Reading/Approval of previous minutes** – Meeting minutes from April meeting reviewed and approved with corrections. April meeting minutes have been posted to the website.
- **Staff Council Chair Report** –
  - Chair discussed employees receiving late evening calls from Envolve PeopleCare (formerly Live Healthier) representatives with Wade Pinkard, Employee Wellness Manager. Wade will contact Chair with information regarding approved call windows. The current wellness program is being evaluated. There were some questions regarding telephone calls for health coaching. Employees can opt out of the program by informing the program representative calling that they no longer wish to participate.
  - Chair contacted Parking and Transportation regarding parking issue related to dumpsters taking up parking spaces at Academic Complex and Grise Hall, which resulted in lack of parking for University service vehicles. Jennifer Tougas stated that the dumpsters may have “migrated” during the pick-up process. PTS will request for the dumpsters to be moved to more appropriate location.
  - Chair received email from Connie Foster for Library Advisory Council. Committee membership will be re-evaluated once elections are finalized.
  - Chair contacted Ben Johnson/David Emerson regarding smoking policy for DSU for LEED designation.
  - Chair asked Mary Nunn to handle approval for inter-account for payment for Fall Break brunch.
- **Staff Regent Report** –
  - Chair presented motion to schedule a special meeting in order to create a resolution in regards to the presidential search. Motion seconded by Kaliegh Belda. Staff council members will be gathering information from their constituents and presenting this information at the meeting.
- **Treasurer’s Report** –
  - No report
- **Webmaster Report** –
  - Discussion of Staff Leadership portion of Staff Council website.

**University Committee Reports:**

- University/Academic Calendar Committee
  - No report
- Benefits Committee
  - Review of current wellness program findings.
- Budget Council Committee
  - No report
- Campus Library Advisory Council
  - No report
- Campus Master Planning Committee
  - No report
- Parking Appeals Committee
  - All members have been attending meetings and appeals are being addressed quickly.
- Parking and Transportation Committee
  - No report
- Preston Center Advisory Board
  - No report

- Staff Excellence Committee
  - No report
- Legislative Committee
  - Otto Finta is planning to resign from this committee. After staff council elections, committee membership will be addressed.
- University Senate
  - Elections held recently.

### **Standing Committee Reports**

- Staff Leadership Committee
  - No report
- Book Scholarship Committee
  - Six applications received for book scholarship for Summer 2016. Two scholarships of \$50 each will be awarded.
- Staff Satisfaction Committee
  - Discussion of survey has been delayed until 2016-2017 Staff Council members are elected.

### **Ad-hoc Committee**

- Staff emeritus committee report on findings
  - Committee met recently to discuss and research this topic. Dr. Tamela Smith will write up information and provide a draft to Staff Council for discussion.

### **Old Business**

- Reviewed changes to be made to Staff Council constitution.
  - The constitution will be amended to increase the overall membership by increasing membership in each of the categories.
  - A motion was brought forth and seconded to include treasurer as a standing member of the Book Scholarship Committee. Constitution will be amended accordingly.
- Nominations for elections will close at end of business May 4, 2016. Chair will send out a reminder email to all staff this before election process ends.

### **New Business**

- Discussion regarding lack of anonymous emails received over the last several months. Council discussed the upcoming changes to Staff Council constitution, which will provide additional representation in the future. With greater representation, we hope to see increased communication from staff members.
- Discussion of budgetary changes recently announced by Dr. Ransdell.
- Discussion of Staff Council retreat scheduled for June.

**Adjournment** – Meeting adjourned at 11:20 a.m.



**Western Kentucky University**  
**Staff Council**  
**Meeting Agenda for November 2, 2016**  
**WAB 227**  
**Time 9 a.m. – 12 p.m.**

- **Call to Order –**
  - Chair called the meeting to order at 9:02 a.m.
- **Attendance –**
  - *Present:* Josh Marble, Jan Renusch, Martha Basham, LR Kennon, Julia Johnson, Connie Spears, Jennifer Miller, Greg Hackbarth, Tice Edwards, Laura Upchurch, Phyllis Townsend, Mary Nunn, Mike Loftis, Kelly Scott, Jenny Toomey.
  - *Absent:* Dr. Tamela Smith, Kaliegh Belda, Matt Davis
- **Reading/Approval of previous minutes –**
  - A motion to approve was made by Greg and seconded by Mary. September minutes were approved unanimously.
- **Staff Council Chair & Co-Chair Report –**
  - Discussed including an open discussion at the meetings to address concerns from the WKU community. Greg suggested adding a line item on the agenda for open discussion for constituent discussion. Greg discussed the open meeting process he noticed while attending other board meetings. Josh will research open meeting guidelines.
- **Staff Regent Report –**
  - Josh reported in Tamela's absence.
  - Tamela attended a portion of the 10/20/16 University Senate meeting to listen to the discussion regarding the agenda item - "Open Search Resolution." A discussion was held on whether presidential searches should be open versus closed.
  - Tamela attended a Board of Regents professional development training session on 10/27/16. The training session was presented by Dr. Carol A. Cartwright, Senior Consultant, Association of Governing Boards. Board of Regents Chair, Freddie Higdon, had arranged the training to provide more of a consensus understanding of our fiduciary duty and shared governance as a board. The training will also help the BOR as we move forward with the new dynamics of a new president.

Training covered the following topics:

- Fundamentals of Trusteeship at Public Universities
  - Fiduciary Duties
  - Roles and Responsibilities of Governing Boards
  - Governance and Management
  - Principles of Shared Governance
- The Role of Organizational Culture
  - Definitions of Organizational Culture
  - Behavioral Characteristics of Effective Board culture
  - Characteristics of Effective Trustees
  - Characteristics of High-Performing boards
  - Building your Board culture
- The Board-President Partnership
  - What Presidents should be able to expect of Boards
  - What Boards should be able to expect of Presidents
- Tamela attended the Fourth Quarterly Meeting of the BOR on October 28, 2016.
- Several resolutions were passed, including the appointment of President Emeritus status to Dr. Ransdell.

- **Treasurer's Report –**
  - Deposited \$361.68 from Fall Break Brunch. Total balance in the Staff Council Foundation account is \$705.14.
- **Webmaster Report –**
  - Absent.

**University Committee Reports:** Representatives will report any information they gathered from attending the meetings.

- University/Academic Calendar Committee –
  - No report.
- Benefits Committee –
  - Met in October. No changes to report.
- Budget Council Committee -
  - No report.
- Campus Library Advisory Council -
  - Member absent this meeting. Will report at December meeting.
- Campus Master Planning Committee -
  - No report.
- Parking Appeals Committee –
  - Attended several meetings. Learned many parking facts.
- Parking and Transportation Committee –
  - Member absent this meeting. Will report at December meeting.
- Preston Center Advisory Board
  - Met November 1<sup>st</sup>.
  - Facility will be closed December 12<sup>th</sup> – January 2<sup>nd</sup> for the natatorium project and hardwood floor project.
  - Partnership with Total Fitness Connection for Preston Center patrons to access their facilities on Russellville Rd. and Three Springs Rd. during the closure. Must present WKU ID card.
  - Next meeting is December 6<sup>th</sup>.
- Staff Excellence Committee
  - No meeting since last Staff Council Meeting.
- Legislative Committee –
  - Dr. Miller is no longer a member of the Administrative Council and will need to be replaced on the Staff Council.
  - Josh will contact the President's office to identify the new Administrative Council representative on the Staff Council.
- University Senate –
  -

### **Standing Committee Reports**

- Staff Leadership Committee –
  - Josh encouraged members to promote the Staff Leadership Program.
  - The program was reviewed for those that have not attended the program.
  - There were questions about the fee associated with the program. Staff Council members who are former graduates of this program explained the content included in the Staff Leadership Program along with their experiences, and how they hold a high value of this program.
  - The Staff Council discussed many ideas for possibly assisting with the fee associated with the program.
    - Sponsoring a staff member for the program.
    - Funding for decreasing the cost for each person.
    - Josh will place the item on the agenda in December to discuss finding funding for this program.
  - Josh will send an email encouraging staff to apply.

- A suggestion was made for the Staff Leadership Program to have a table at Fall Break Brunch for staff to learn more about the program and complete an application.
- It was suggested that a graduate of the Staff Leadership Program speak about their experience at Fall Break Brunch.
- Josh will work on a video for recruitment of the Staff Leadership Program.
- Book Scholarship Committee
  - The committee will communicate with staff the deadline for application submissions and the announcement date for spring semester awards.
  - The application form is available online and can be found at [http://www.wku.edu/staffcouncil/scholarship\\_app.php](http://www.wku.edu/staffcouncil/scholarship_app.php)
- Staff Satisfaction Committee
  - Tice Edwards joined the committee last meeting. Kelly Scott and Mike Loftis were added to the committee this meeting. This needs to be a robust ad hoc committee that convenes in addition our monthly Staff Council meeting.
  - Old surveys will be researched for questions and additional questions will be added. The committee will look at surveys from different groups and get feedback from staff for questions.
  - Connie Spears will chair the committee.
  - Chair will schedule a meeting to begin planning for a staff satisfaction survey.

### **Ad-hoc Committee**

- Staff Emeritus Committee report on findings –
  - Greg Hackbarth announced the policy was approved. Policy 4.8800 on the HR website.
  - One point to note is the nomination process outlined in the procedure section.
  - The Emeritus review committee on Staff Council needs to be established. Greg motioned to form the committee with the Staff Excellence committee members. Jennifer Miller seconded the motion. Laura Upchurch suggested the Staff Council officers should form the committee.
  - Josh mentioned the constitution must be amended to reflect this change of adding the committee. He will place the item on the agenda for December.
  - Josh motioned to clarify the committee. Jennifer Miller seconded the idea of the officers forming the committee.
  - Greg asked what the process would be if any nominations are received before committee is formed.
  - Jennifer had questions about the process for the review from the board. Greg clarified the process.
  - Josh motioned to create a standing Staff Emeritus committee formed of Staff Council Officers. Jennifer seconded the motion. Motion passed unanimously.
- Election Reform Committee –
  - The co-chair of Staff Council governs the committee.
  - Categories and membership numbers were discussed.
  - Points discussed were:
    - The make-up of the council doesn't accurately reflect the staff. Greg gave the council a handout reflecting staff totals by EEO category. Part time numbers were higher than the committee realized. Only one Staff Council member is part time.
    - Many options were discussed during the committee meeting such as using formulas to make more fluid and reserving member openings for part-time.
    - Josh agreed with the formula method and thought that would be an excellent way to have a true representation.
    - If someone is an officer in their 2<sup>nd</sup> term, that person should get a 3<sup>rd</sup> term as a voting member not as an officer.
    - What is the at-large category and why does it exist. This could possibly be replaced by the 3<sup>rd</sup> term past 2 term officer rolling off.
    - Greg asked if the Staff Council constitution was voted on by the WKU Board of Regents. Several institutions use that process. This would increase awareness of the Staff Council with the Board of Regents.

- Josh suggested a separate set of bylaws aside from the constitution. Staff Council may need to look at a change of the constitution. Josh asked that Tamela's input be considered. Josh will contact Tamela due to her absence at this meeting.
- Josh will add a constitutional review to the January meeting.
- Regional campus representatives were discussed. The Staff Council will reserve a seat for Regional Campuses. Members feel that Regional campus personnel should have the ability to be nominated in other categories.

### **Old Business**

- Evaluate Fall Break Brunch and hear suggestions from members on changes/ improvements for next year.
  - Josh received many emails praising Fall Break Brunch. Josh shared a card from Sodexo thanking Staff Council for including them in the brunch.
  - The process of entrance into the FBB was discussed. Aramark only opened one door and that caused a delay. Fewer food stations were noticed. We will discuss with Aramark having several stations similar to Finals Week Breakfast.
  - Extra tickets for canned goods was discussed. This area needs to be separate from the front entrance so the extra tickets will be for an extra guess in the games. This will be clarified in the announcement. The canned good donation will be separate next year and a roll of tickets will be used and a number will be drawn instead of a name. One ticket per donation.
  - Christian Ryan sent her thanks to the Staff Council. The canned good donations helped replenish their stock that was running low.
  - Next year we will have a laptop to record the winners. It was difficult handwriting all the names.
  - Josh will send thank you letters to the vendors donating prizes.
  - Staff Council will change the silent auction to show what the highest bid is, and the table will be inside.
  - Josh suggested a slide show running during the brunch with Staff Excellence recipients and the staff leadership program graduates.
  - Kelly suggested a standing committee be created for Fall Break Brunch planning. Josh made a motion, Mike seconded to create a committee. Josh will place on February agenda. Unanimously approved.
- Discuss ways we might be able to help support iamWKU.
  - Discussion on ways Staff Council could be a supporter of iamWKU.
    - Put a link on Staff Council website to iamWKU.
    - Table at Fall Break Brunch.

### **New Business**

- Review Anonymous Emails for the Month
  - We have received emails about cleanliness of bathrooms. First point of contact is the building coordinator for the building having an issue.
  - Human League email about animal welfare and Aramark. Kelly said Public Relations is aware of the group's concerns. Josh asked for concerns of Staff Council. Members agreed this is not a topic that Staff Council could have a stance on.
  - Tice received an issue about WKU being self-insured and the insurance options. Staff member would like more transparency in the process for selecting insurance. Josh will speak with Tony and Kari to discuss and possibly have them speak at a Staff Council meeting. Mary and Mike said the open enrollment session answered many of those questions. Cost and control is a main factor in being self-insured.
- Smoking Policy Discussion
  - Staff Council in conjunction with the SGA and Faculty Senate proposed a smoking policy last year that began in January 2016.
  - The plan shows a three year phase-out period to make WKU a smoke-free campus.
  - Josh highlighted points of the Herald article about enforcement of the smoking policy.
  - No group on campus has accepted enforcement of the policy. Other universities have paid employees that enforce the policy.

- Greg suggested that we notify administration that we have received several complaints that having no enforcement of this policy is like having no policy at all. This is not an enforceable policy without proper governance. Josh will contact Administrative Council and find out who is responsible for the policy and the smoking stations on campus to let them know about the complaints.
- Holiday Season Charity Discussion
  - Staff Council possibly adopting a family in need for Christmas.
  - Ask Christian Ryan about food drive for the WKU Food Pantry.
- Presidential Search Discussion
  - Concerns were raised regarding a closed search.
  - Staff Council discussed the pros and cons of having a closed search. Ultimately the Board of Regents will make the decision. While transparency is best, the recruiting company met with key personnel on campus to have a better understanding of objectives, qualifications, and characteristics of the future WKU president.
- Open Discussion
  - Mary had a staff member approach her about the possibility of allowing CCDW permit holders to carry on campus.
    - Some universities have allowed this.
    - This could possibly be a question on the staff satisfaction survey.
  - Is WKU preparing staff for an active shooter training?
    - There is a training video on the WKUPD website.
    - Faculty have been trained in September.
    - Josh will ask about training for staff.
  - Transparency in benefits.
    - Policies are not clear.
    - Staff are requesting documentation in policies to clarify benefits. For example, the process for using Short Term Disability.
  - Why do we not have fall break and spring break off?
    - This would be a great incentive because staff have had little to no pay raises.

### **Guest Speaker/Other**

- No guest speaker this meeting.

### **Adjournment**

- Josh motioned to adjourn at noon and was seconded by Mary Nunn.

**Western Kentucky University  
Staff Council  
Meeting Agenda for September 7th, 2016  
Mass Media and Technology Hall Regents Room  
Time: 9am-12:00pm**

- **Call to Order** – Chair called the meeting to order at 9:10 a.m.
- **Attendance** –
  - *Present:* Mary Nunn, LR Kennon, Julia Johnson, Phyllis Townsend, Kaliegh Belda, Kelly Scott, Tice Edwards, Jennifer Miller, Laura Upchurch, Greg Hackbarth, Josh Marble, Jenny Toomey, Dr. Richard Miller, Dr. Tamela Smith, Martha Basham, Matt Davis
  - *Absent:* Mike Loftis, Jan Renusch, Connie Spears
- New Staff Council members Kelly Scott, Julia Johnson, Mike Loftis, Phyllis Townsend and LR Kennon were welcomed to the council.
- **Reading/Approval of previous minutes** – August minutes were reviewed and approved unanimously.
- **Staff Council Chair & Co-Chair Report** –
  - Chair sent welcome letters to new Staff Council members and thank you letters for departing members for serving on the Staff Council.
  - Contacted several departments to oversee the WKU Community discounts page. Found no one to accept ownership. Chair recommended to discontinue the discounts page at this time. The analytics of the page shows a low usage. Josh motioned to remove the page. Jennifer Miller seconded. Motion passed unanimously.
  - Four new request for mentors. Josh, Julia, Mary, and Mike accepted.
- **Staff Regent Report** –
  - Attended the Board of Regents Special Called Meeting on 8/19/2016. The agenda included a motion:
    - To establish a long-term partnership with The Medical Center for health care related services for faculty, staff, and students, and on site access to sports medicine and orthopedic services for students in WKU's Doctor of Physical Therapy program; and,
    - To negotiate a long-term lease with The Medical Center of Bowling Green for approximately 2.52 acres of land on Avenue of Champions, on which The Medical Center will build, at its expense, a multipurpose sports medicine and training facility for the purposes stated above.
- **Treasurer's Report** –
  - \$100 withdrawn from account to award the book scholarships.
  - Josh discovered the Staff Council has a banner index and a budget.
- **Webmaster Report** –
  - Updated page and added new Staff Council Members.

**University Committee Reports:** Representatives will report any information they gathered from attending the meetings.

Committees were reviewed and openings were announced.

- University/Academic Calendar Committee – No report.
- Benefits Committee – Phyllis Townsend will join the committee in January 2017. In the process of finalizing everything for open enrollment.
- Budget Council Committee- No report.
- Campus Library Advisory Council – Only meet twice a year. No report.
- Campus Master Planning Committee - No report.
- Parking Appeals Committee – No activity for committee to convene.

- Parking and Transportation Committee – Chair contacted President’s office. Recommendation was accepted.
- Preston Center Advisory Board – Met September 6<sup>th</sup>. Updates were discussed for the facility.
- Staff Excellence Committee – Awards were given at Convocation in August.
- Legislative Committee – No report.
- University Senate - Will meet in September

### **Standing Committee Reports**

- Staff Leadership Committee – Josh attended graduation. Julia Johnson graduated with this group and spoke about her experience in Staff Leadership.
- Book Scholarship Committee – Two openings. LR Kennon and Kelly Scott will fill the openings.
- Staff Satisfaction Committee – There are two openings on this committee. Jennifer Miller and Tice Edwards will fill the openings. The committee will meet in November.

### **Ad-hoc Committee**

- Staff emeritus committee report on findings
  - Meeting scheduled with Ann Mead to discuss staff emeritus concept. Ms. Mead was very open to recognizing staff.

### **Old Business**

- Review/Discuss findings concerning our budget and resolution for funds.
  - Staff Council has funds and a budget that has been in place.
  - Jenny will request a procard for use of the Staff Council.
  - Fundraising ideas were discussed.
- Discussion and vote on the future of the Discounts page.

### **New Business**

- Review Anonymous Emails for the month – received an email about health insurance changes because of the new contract with the Medical Center. This will not affect providers in health care insurance for WKU employees.
- Review Skilled Maintenance category in regards to the number of representatives needed in light of the reduction of staff due to the Sodexo migration.
  - Four open slots for this category. No nominations were received for this category.
  - Motion by Greg to create a subcommittee for revising the election process. Jennifer Miller seconded. Unanimous vote to create ad hoc committee with five members. Mary, Laura, Kaliegh, Greg, Mike, and Tice will be on the Election Review committee.
- Discuss/ assign Staff Fall Break Brunch theme, tasks and duties. Review our timeline and make changes/additions as needed.
  - Kelly Scott will coordinate shirts for Staff Council members for Fall Break Brunch.
  - Aramark has been contact.
  - Josh will contact Lauren Ossello about funding of Fall Break Brunch.
  - Staff Council members will ask for donations for the giveaways at Fall Break Brunch.
  - Will send out letter inviting staff to Fall Break Brunch. Kaliegh will design flyer and send email.
  - Martha will send the save the date email this week.
  - Big Red was scheduled. Tamela will explore options for funding the fee for Big Red’s appearance.
  - Martha will call Alumni and invite the white squirrel.
  - Special events will be contacted by Jenny Toomey.

- Contact iamWKU to see if interested in a table.
- Theme is Oh the Places You'll Go, A Ransdell Story.
  - Pictures of Red Towel Travels
  - Dr. Seuss themed decorations.
- Memorial to Scooter Davis who was the DJ at the Fall Break Brunch for many years.
- Canned good drive for WKU Sustainability.
- Kaliegh will create presentation for businesses that donated.
- Day of brunch members should arrive early.
- Josh will schedule a meeting the day before for one hour.
- Sign petition to add Financial Manager/Approver duties, and procard reconciliation duties to Treasurer.
  - Josh will amend constitution to reflect this change.

### **Guest Speaker/Other**

**Jenny Wells Pyle** - Assistant Director, Leadership Annual Giving. Will be discussing possible partnership with iamWKU.- Discussed philanthropy opportunities partnering with the Staff Council.

### **Adjournment**

- Meeting adjourned at 11:55 a.m.



**Western Kentucky University  
Staff Council  
Meeting Agenda for Wednesday, April 13, 2016  
MMTH Regents Room**

- **Call to Order --**
- **Attendance –**
  - *Present:* Luke Bartlett, Kaleigh Belda, Otto Finta, Brooklyn Foster, Dierdre Green, Josh Marble, Dr. Richard Miller, Mary Nunn, Jan Renusch, Jennifer Robbins, Dr. Tamela Smith, Chonda White
  - *Absent:* Jenny Toomey, Laura Upchurch, Candy Walker
- **Reading/Approval of previous minutes –** Meeting minutes from March meeting reviewed and approved. March meeting minutes have been posted to the website.
- **Staff Council Chair Report –**
  - Chair addressed the cutting of higher education funding per Dr. Gary Ransdell's email. The budget should be approved in Frankfort, KY soon. Dr. Richard Miller stated that other issues were in play for budget cuts and we are not out of the woods yet. There was some discussion on the impact of the Work Ready Scholarship for free tuition to a state run two year college or technical school for juniors and seniors that have a 2.0 GPA. Two year Associate degrees will become important if WKU is to take advantage of this type of funding. Otto Finta, member of the Legislative Committee, will follow up with any additional information he is able to gather.
  - Chair was contacted by Tony Glisson regarding the Staff Excellence Awards. The awards were going to be reduced to two instead of four due to constraints and lack of nominations. The remaining categories would be Support Staff and Professional. Dr. Tamela Smith will address this with Tony on the specifics.
  - Chair stated we have had a request for a mentor. Mary Nunn will accept the mentor role and will contact the mentee.
  - Chair announced that a committee member is needed for The Great Solar Eclipse committee. The event will take place on 21<sup>st</sup> August 2017. Jeff Younglove contacted Josh for staff representations and Kaleigh Belda volunteered to be on the committee.
  - Chair has paper copies of the meeting minutes for Staff Council from 1992 to present. These will be sent to Suellyn Lanthrop. Laura Upchurch has emailed all digital copies to her.
- **Staff Regent Report –**
  - Dr. Tamela Smith met with Bryan Russell about staff having to use sick or vacation time during the closing of university for weather related issues. He stated they will be looking into ways to contact those people on that particular shift before to move their start time in advance of impending weather issues.
  - Dr. Tamela Smith addressed the contract extension of the football coach addressed in the board meeting. The raise has been privately funded.
  - Dr. Tamela Smith addressed the search committee for the President. The Executive Committee is selecting a search firm. This will have to be approved at the state level. Dr. Smith said we need staff to attend the open forum for the Presidential Search Committee on April 22<sup>nd</sup> at 3pm at DSU. Dr. Richard Miller requested Dr. Smith to encourage staff to take a look at the strategic plan for the university.
- **Treasurer's Report –**
  - Balance at \$543.46.
- **Webmaster Report –**
  - Clean up of the website.

**University Committee Reports:** Representatives will report any information they gathered from attending the meetings.

- University/Academic Calendar Committee (Jenny)
  - No report
- Benefits Committee (Jenny/Deidre)
  - Deidre said the financial report for Wellness Program was addressed. This will be discussed more at future meetings.

- Budget Council Committee (Deidre)
  - No report
- Campus Library Advisory Council (Josh)
  - No report
- Campus Master Planning Committee (Josh)
  - No report
- Diversity Enhancement Committee (Chonda)
  - Received a letter that Dr. Ransdell is disbanding the committee for now.
- Parking Appeals Committee (Chonda, Kaliegh, Laura, Josh)
  - All members have been attending meetings and appeals are being addressed quickly.
- Parking and Transportation Committee (Luke)
  - Meeting cancelled. Nothing new to report.
- Preston Center Advisory Board (Laura)
  - No report
- Staff Excellence Committee (Josh)
  - No report
- Legislative Committee (Otto)
  - No report
- University Senate (Josh)
  - No report

### **Standing Committee Reports**

- Staff Leadership Committee (Kaliegh, Jenny, Josh)
  - No report
- Book Scholarship Committee (Jan, Jennifer, Mary, Kaliegh)
  - Finalize plans for Summer book scholarship
  - Deadline for May 1<sup>st</sup>.
  - Several applications have been submitted and will be reviewed after the deadline.
- Staff Satisfaction Committee (Deidre, Mary, Candy)
  - This will be reevaluated in July after the upcoming Staff Council elections.

### **Ad-hoc Committee**

- Staff emeritus committee report on findings (Josh/Tamela)
  - Josh will be organizing the committee's first meeting for later this month.
  - Motion to add Kaleigh to the committee. Second by Brooklyn. Motion passed.

### **Old Business**

- Continue discussion of expansion of membership of Staff Council. Review data sent by Jennifer on employee numbers and division.
  - Josh made a motion that this be tabled until July after the Staff Council elections. Second by Kaleigh. Motion passed.

### **New Business**

- Prepare for and finalize plans for May elections
  - Chonda will contact Human Resources regarding the procedures for sending out nomination forms.
  - Chonda motioned to amend the by-laws to include a regional campus representative. Deirdre made a second. The Staff Council will make accommodations for video conferencing. Motion passed.
  - Deirdre motioned to amend the by-laws to increase each Staff Council category by one position. Otto Finta seconded the motion. Discussion ensued.
    - Chonda wants to continue on with current election for those positions being vacated.

- Five category and one regional campus members will be elected by special election after the current election at a time that has not yet been decided.
- The motion passed to increase Staff Council membership by one person per category. This will be ratified in May.
- Josh will work on amending the by-laws for the increasing of Staff Council.
- Review Anonymous Emails for the month
  - Chair covered the anonymous email about dumpsters taking up parking space by Academic Complex and Grise Hall. Pictures have been made of one of the problems. Josh will contact parking and transportation concerning this issue.
  - Chair was contacted by David Emerson's requested a written smoking policy for LEED. Josh will contact Ben Johnson concerning this.

**Adjournment-** Meeting adjourned at 11:25 a.m.

**Western Kentucky University**  
**Staff Council**  
**Meeting Agenda for August 3, 2016**  
**Potter Hall 4<sup>th</sup> Floor Conference Room**

- **Call to Order** – Chair called the meeting to order at 9:06 a.m.
- **Attendance** –
  - *Present:* Mary Nunn, Jenny Toomey, Jennifer Robbins, Jennifer Miller, Laura Upchurch, Matt Davis, Jan Renusch, Connie Spears, Dr. Tamela Smith, Greg Hackbarth, Martha Basham, Josh Marble
  - *Absent:* Kaleigh Belda, Jerry McAdoo, Dr. Richard Miller
- **Reading/Approval of previous minutes** – Meeting minutes from July were reviewed and approved.
- **Staff Council Chair & Co-Chair Report** –
  - Constitution
    - Updates to constitution including Webmaster/Treasurer duties have been made and are available on the shared drive.
  - Mentoring Program
    - Welcome bags were delivered.
    - Three additional requests for mentors have been received.
    - Staff Mentor program folder has been added to the Staff Council shared drive to track assignments and mentoring information.
  - Welcoming new members
    - Discussion and approval to send a letter welcoming new Staff Council members in addition to email due to some staff members not accessing email frequently.
  - Staff Leadership Graduation
    - Chair will attend Staff Leadership graduation on August 10th 3 p.m. at South Campus. Other Staff Council members are invited as well.
  - Digital signage
    - Options for staff council information was researched. Only limited exposure is available at this time. Will revisit in the future.
  - Staff Council Calendar
    - Please place committee meetings on Staff Council calendar when you receive the meeting schedule.
  - Three Year Term
    - Unsure which member is serving the three year term on the council. Suggestion by chair to include the special election results. Will determine extended term member after special election.
- **Staff Regent Report** –
  - Attended Board of Regents retreat on 8/21/16:
    - Updated the council on Dining Services RFP & Construction Update, both presented at retreat.
    - Updated council on presentation given by Vice President for Finance and Administration of the Kentucky Council for Postsecondary Education on Performance Funding. Information on differing Performance Funding models, which are being discussed, was provided.
  - Attended Board of Regents meeting on 8/22/16
  - Updated council on presidential search:
    - First draft of the presidential profile was missing some key verbiage on staff, which the search firm had not been able to find on-line. Tamela provided draft paragraphs to the search committee and the search firm and her suggestions have been added to the profile. The search firm, Isaacson/Miller, is working to have the profile completed and the search opened in August.
  - Updated council on the number of BSA and Grounds employees who have now left Sodexo employment due to a variety of reasons, including new work hours and increased cost of health benefits. At least 60 of the 202 former WKU employees are no longer with Sodexo and the number is reportedly increasing.

- **Treasurer's Report –**
  - August 1 was book scholarship deadline. Applications will be reviewed.
- **Webmaster Report –**
  - No Report.

**University Committee Reports:** Representatives will report any information they gathered from attending the meetings.

- University/Academic Calendar Committee
  - No report.
- Benefits Committee
  - Met last week and looking at options for open enrollment.
- Budget Council Committee
  - No report.
- Campus Library Advisory Council
  - No report.
- Campus Master Planning Committee
  - No report.
- Parking Appeals Committee
  - Attended meetings for appeals.
- Parking and Transportation Committee
  - President's office contacted for approval of the Staff Council representative. Chair will communicate to see if approval has been granted.
- Preston Center Advisory Board
  - Meetings begin when the semester begins.
- Staff Excellence Committee
  - Nominees have been reviewed.
- Legislative Committee
  - No report.
- University Senate
  - Meetings begin when the semester begins.

### **Standing Committee Reports**

- Staff Leadership Committee
  - Program will begin this fall.
- Book Scholarship Committee
  - Applications have been received and the review process was explained.
- Staff Satisfaction Committee
  - Will meet after fall break brunch.

### **Ad-hoc Committee**

- Staff emeritus committee
  - Dr. Tamela Smith will research procedure for policy. Chair will coordinate meeting next week.

### **Old Business**

- Term limits for university committees
  - Term limits are determined by the committee itself. Some committees do not require the representative to be a staff council member. Chair will create document changing some term limits.
- Discuss findings and thoughts regarding staff emergency/disaster funds.
  - A limited fund exists within the university.
  - Staff Council would like to establish a fund. Possible ideas for fundraising include a staff council staffed concession stand at WKU home games.
- Discussion of discounts page ownership and upkeep
  - Chair will contact ID Center requesting they take ownership of the page.

- Special Election update
  - Co-chair discussed nominations and process.
  - Discussed the possibility of WKU contracted employees serving as non-voting members in order to have their input on campus activities affecting their group.
  - Nomination form has been updated.
  - Amendment to constitution will be made for changing the process of future elections.
  - Discussed the regional campus representative position on staff council.

### **New Business**

- Review Anonymous Emails for the month
  - No anonymous email received this month.
- Planning for Fall Break Brunch – Discussion and creation of a plan. Assign duties. Plan to meet with Sodexo concerning BSA and Grounds inclusion
  - Due to time constraints, will add to next month's agenda.
- Communication tools. Discuss how we plan to better communicate with our constituents so that we may gather better feedback regarding issues, ideas and topics of interest.
  - Due to time constraints, will add to November agenda.
- Review possible changes to the constitution. Chair will outline during discussion.
  - Due to time constraints, will add to next month's agenda.
- Spouse and dependent tuition discount changes.
  - Due to time constraints, will add to November agenda.
- Voting for Resolution for Qualifications for President.
  - Dr. Tamela Smith reviewed the resolution. Chair made motion to vote and Jan seconded. An amendment to include the importance of intangible benefits was given by Jennifer Miller. With the amendment, the resolution passed unanimously.

### **Guest Speaker/Other**

- No guest speaker for the month.

### **Adjournment**

- 11:13 a.m.