

**Western Kentucky University
Staff Council
Meeting Agenda for February 1, 2017
MMTH Regents Room 9 a.m.**

- **Call to Order** – The chair called the meeting to order at 9:04 a.m.
- **Attendance** –
 - *Present:* Jan Renusch, Kelly Scott, Julia Johnson, Phyllis Townsend, Dr. Tamela Smith, Mary Nunn, Mike Loftis, Greg Hackbarth, Jennifer Miller, Tice Edwards, Connie Spears, L R Kennon, Jenny Toomey, Josh Marble, Martha Basham, Laura Upchurch, Matt Davis
 - *Absent:* Kaliegh Belda
- **Reading/Approval of previous minutes** – Josh gave a motion to approve. The motion was seconded by Mary Nunn.
- **Staff Council Chair & Co-Chair Report** –
 - The schedule for December and January meetings accordingly suitable to adjusted schedules.
 - No contact was made with PTS to request an alternate route to include GGC on Nashville Road due to the reopening of GGC @ WKU as of the beginning of spring term. Staff Council feels that an email is needed to make staff aware that the facility is open again, and what services are now offered. Julia will contact appropriate person to request the email be sent.
 - The new President was announced last week. The Staff Council chair was glad to see such a wonderful turnout at the staff forum. Staff Council had a good meeting with Dr. Caboni, and expressed our concerns over work-life balance among other topics. Staff Council would like to keep open ties of communication with Dr. Caboni in the coming months.
 - Jennifer Miller thanked Dr. Tamela Smith on behalf of the staff for her extensive work with the search committee.
 - Greg reported that Staff Council members are interested in Teambuilding & Visionary Leadership workshop through Mindy Johnson.
 - Greg suggested we have procedures for cancelling a scheduled regular monthly meeting. Chair will include on the list of duties.
- **Staff Regent Report** –
 - New President of WKU will be Dr. Tim Caboni. The Staff Regent attended the open forums prior to the BOR vote on the candidate to hear the feedback/comments from the staff, faculty, and students. He officially starts as WKU's President on July 1, 2017. Prior to that time, he will make several visits to campus to start working on the transition.
 - Dr. Smith will work with the President's Office to schedule Dr. Caboni a meeting with the Staff Council as soon as possible.
- **Treasurer's Report** –
 - Issued the book scholarship.
 - \$628.40 in the scholarship fund.
- **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
 - No meeting.
- Budget Council Committee
 - No report.
- Campus Library Advisory Council
 - No report, meets only twice a year.
- Campus Master Planning Committee
 - No report.

- Parking Appeals Committee
 - Meeting today.
- Parking and Transportation Committee
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- Preston Center Advisory Board
 - Meeting February 7th.
 - Mike asked about adding lockers in the locker room for daily use.
- Staff Excellence Committee
 - Timeline is late spring/summer due to award recognition being moved to convocation.
 - Chair would like to see employees who were nominated be notified of the nomination.
 - Chair will look at process and report.
- Legislative Committee
 - No meeting schedule for January.
- University Senate
 - Heavily involved in reviewing presidential candidate.

Standing Committee Reports

- Staff Leadership Committee
 - Chair asked to attend the WKU date for Staff Leadership. He will send date out if any Council member would like to attend.
- Book Scholarship Committee
 - Received many submissions.
 - Winners were notified and scholarships given.
 - WKU Store contacted SC chair to partner with SC on scholarship.
- Staff Satisfaction Committee
 - 2nd committee meeting was held January 31st. Connie distributed to Staff Council members the questions the committee compiled.
 - Dr. Smith offered to help with the survey process.
 - Committee would like to send out the survey in April so we can have the results when the council meets with Dr. Caboni.
 - IRB approval process was discussed. Members voted on getting IRB approval for survey. Chair motioned for IRB approval. Unanimously approved. Connie will start the process.
 - Dr. Smith suggested adding questions on staff satisfaction survey to include thoughts of WKU President and Board of Regents.

Ad-hoc Committee

- Staff emeritus committee Creation: We have our first Staff Emeritus nominee. We need to discuss the creation of a standing or ad hoc committee that will review nominations as they are received.
 - One nomination received.
 - Josh asked for ideas on how we proceed with approval process.
 - Josh discussed making campus community aware of the nomination process.
 - Greg suggested nominations be reviewed at the next scheduled meeting.
 - Dr. Smith reviewed the approval process with the BOR committee and full board.
 - Due to the timeline of the BOR committee meeting, the council decided to vote on the nomination at the February meeting.
 - Josh read the nomination to the council.
 - Dr. Smith reviewed the policy with the council.
 - Josh motioned to approve nomination. Jenny seconded the nomination. Greg abstained from vote due to a possible conflict of interest. Unanimously approved to present to Dr. Ransdell. Josh will submit.
- Election Review Committee
 - Greg shared the strategy of how the election should work. Broader categories were discussed due to lack of participation in some categories. Suggested increasing the number of part-time members on the council. Laura suggested breaking it down by exempt and non-exempt.

- Ideas were discussed about narrowing the categories by division.
- Ideas were discussed about adjusting seats each May.
- Tenure Rewards Committee –
 - Mike, LR, Tice and Matt met and made suggestions on gifts for milestones. The committee will meet with Ann Mead to discuss implementing a program.
 - Discussed automatic review of salary analysis at milestones.
 - Josh asked that Mike email the list to council members so it can be reviewed and give feedback. Please return feedback within two weeks.
 - Recognition at Fall Break Brunch on milestones was discussed.
 - Ideas were discussed about including a handmade piece from faculty/staff for milestone gifts. Many talented personnel on campus that could be utilized for this process.
 - A sub-committee will need to be created to manage.
 - How many employees in each category? Will part-time staff be included? The Council suggested inclusion.

New Business

- Review Anonymous Emails for the month
 - No emails received
- Vote on creation of Fall Break Brunch Planning Committee. Elect members and chair for committee.
 - Josh motioned and Mary seconded.
 - Mike nominated Kelly for Chair. Kelly accepted.
 - Mary, Kelly, Connie, Kaliegh, Josh comprise the Fall Break Brunch Planning committee.
- A review of the Constitution and By-Laws should be conducted every five (5) years, starting in 2012. Time to review! Review the constitution and make notes so that we can be prepared for discussion.
 - A petition needs to be created with five signatures to be brought up in the next meeting.
 - Josh asked for procedure for reviewing constitution.
 - Greg suggested we schedule a meeting to discuss constitution and create a draft.
 - Due to the substantial information in the constitution, a special called meeting should be called to review constitution. All agreed that a meeting focusing on the constitution be called not to exceed two hours.
 - Meetings will detail a specific section of the constitution to review.
 - Josh will create a doodle poll to create a meeting within the next two weeks.
 - Josh reviewed the articles and bylaws of the constitution.
 - Greg suggested one meeting focus on constitution and another focus on bylaws.
 - The constitution will be reviewed at the first special called meeting.
 - Jennifer Miller suggested a footer be added to the pages of the constitution to reflect the dates of revision.
- Concerns with delays with issuance of flex spending debit cards.
 - Dr. Smith suggested Tony Glisson meet with Staff Council about issue. Josh will schedule him as a guest.

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.

Adjournment

- Motion to adjourn was made by chair and seconded by Greg.
- Chair adjourned meeting at 11:48 a.m.

**Western Kentucky University
Staff Council
Meeting Minutes for March 8, 2017
9:00 a.m.
MMTH Regents Room**

- **Call to Order** – Josh called to order at 9:06 a.m.
- **Attendance** –
 - *Present:* Phyllis Townsend, Josh Marble, Tice Edwards, Greg Hackbarth, Laura Upchurch, Kaliegh Belda, Mike Loftis, LR Kennon, Connie Spears, Mary Nunn, Kelly Scott, Martha Basham
 - *Absent:* Matt Davis, Jenny Toomey, Dr. Tamela Smith, Julia Johnson, Jennifer Miller, Jan Renusch
- **Reading/Approval of previous minutes** – Josh motioned and Kaliegh seconded approval of minutes from February.
- **Staff Council Chair & Co-Chair Report** –
 - Met with Dr. Caboni.
 - Discussion included:
 - Process for new hires at WKU and how they are oriented to campus. Josh expressed that is something that needs attention.
 - The relationship between WKU and the BG community. Josh expressed that many alumni choose to live in BG, and alumni play a large role in campus events.
 - Staff council would like a stronger relationship with the president. Josh expressed the changes being made within the staff council. Dr. Caboni committed to quarterly meetings with the staff council. Staff council would like an open line of communication between staff and administration. Josh stressed the important factors that staff hold important and retain staff.
 - Staff Emeritus proposal will be recommended at the next Board meeting.
 - HR and the Health Equity issue.
 - Staff Council will contact HR to schedule a meeting prior to open enrollment to relay changes and discuss issues with the changes.
 - Greg suggested an annual staff council open forum to gain feedback from staff before open enrollment. The open forum could be in conjunction with the regular staff council meeting.
 - In process of researching safety training. Staff council agenda is full for the next few meetings. Will revisit in July.
- **Staff Regent Report** –
 - Martha read the Staff Regent Report in the absence of Dr. Tamela Smith
 - Staff Regent asked the Chair of the Board of Regents about the budget committee not meeting, and they now have a meeting scheduled for March. With the budget deficit for this year, as outlined in Dr. Ransdell's email, it would seem we could only benefit from increased communications.
 - One item for next month's agenda but it needs to be communicated better than can be done by email.
- **Treasurer's Report** –
 - No change
- **Webmaster Report** –
 - Need December and February finalized minutes to post on webpage.
 - Compliance Coordinator had concerns about the wording of Staff Satisfaction invitation wording. Wording has been changed.

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

- University/Academic Calendar Committee
- Benefits Committee
- Budget Council Committee
- Campus Library Advisory Council
- Campus Master Planning Committee
- Parking Appeals Committee
- Parking and Transportation Committee
- Preston Center Advisory Board
- Staff Excellence Committee
- Legislative Committee
- University Senate

Standing Committee Reports

- Staff Leadership Committee
- Book Scholarship Committee
- Staff Satisfaction Committee – Email has been sent. A reminder will be sent out again to complete survey

Ad-hoc Committee

- Staff emeritus committee report on findings
- Staff Recognition – Met with HR personnel. HR asked for inclusion of faculty in the program. Mike asked for thoughts on including faculty in the recognition process.

Old Business

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New Business

- Leadership Training for the Staff Council: Goal Setting and Teambuilding
 - Mindy Johnson from DSU conducted a Teambuilding training as well as a Leadership training during this meeting of the staff council.
- Discuss the possibility of creating a Staff Council Communications Officer
 - Someone is needed who is responsible for clear and consistent communication with the council and with staff- providing reminders and marketing new developments. This item will be added to the agenda for April.
- Staff Council Polos
 - Kelly will coordinate.
- Health Services email needs to be sent out to campus to let everyone know it is open
 - Appropriate person will be contacted to send an email making staff aware of the reopening.

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.

Adjournment

Motion to adjourn was made by Josh Marble at 12:10 p.m. and seconded by Mary Nunn.

Western Kentucky University
Staff Council
Meeting Minutes for April 19, 2017
MMTH

- **Call to Order** – at 9:06 a.m.
- **Attendance** –
 - *Present:* Jenny Toomey, Laura Upchurch, Josh Marble, Kaliegh Belda, Greg Hackbarth, Jennifer Miller, Mike Loftis, LR Kennon, Connie Spears, Phyllis Townsend, Mary Nunn, Kelly Scott, Dr. Tamela Smith, Matt Davis, Martha Basham
 - *Absent:* Jan Renusch, Julia Johnson
- **Reading/Approval of previous minutes** – Josh motioned for approval. Mary seconded.
- **Staff Council Chair & Co-Chair Report** –
 - Contacted WKU Store for scholarships. Have not received a reply. Josh received an anonymous donation of a counter for FBB attendance.
 - New Staff Council polos were distributed today.
 - Make an appointment with Julie Taylor in the Technology Resource Center for Staff Council photographs.
 - Contacted WKUPD for safety training. Captain Ossello will coordinate Staff Council training this summer.
 - Dennis George contacted Josh about the need for new hire orientation.
 - The orientations process of several companies were discussed. Staff Council would like an orientation similar to these companies. Staff Council discussed forming an orientation committee. Josh motioned to create an ad-hoc committee to identify areas for new hire training. The motion was seconded by Kaliegh and Greg. Vote was unanimous. Martha, Jennifer, Kaliegh, Phyllis will serve on the committee. Kaliegh will be chair of committee. Staff Council would like to present the issue before the Administrative Council.
 - Best wishes to Staff Council member Tice Edwards. Tice left the university for a position at BGU.
 - Dr. Lynne Holland asked that a representative from Staff Council sit on the committee for the President's Committee for Diversity & Embracement. Kelly will be that representative.
- **Staff Regent Report** –
 - Met one on one with Dr. Caboni. Has a good perspective of WKU staff. Dr. Smith shared data with him about staff issues in terms of turnover.
 - Discussed the budget shortfall and the formula used for budgeting purposes. This formula has been updated.
 - Encouraged everyone to attend Dr. Ransdell's forum this afternoon.
 - FLSA
 - Received feedback from staff regarding the FLSA affecting the non-exempt full-time staff member teaching courses as adjunct faculty.
 - Employees that need to work overtime to complete their daily tasks are being told they are not allowed to work overtime.
 - A guest shared his predicament with the Staff Council and Greg explained the new income threshold and that the rule had always been this way, the only change is the income threshold.
 - Dr. Smith will follow up with appropriate administration to explore avenues that will not cut these part-time adjunct group.
 - HR Policies for flex schedule and overtime.
 - There is no policy covering when an exempt employee works on a holiday to allow that employee to take the time off at a later date. Some employees were denied time off after working on a holiday. A policy may need to be amended that allows exempt employees to shift a holiday if their job requires working on a holiday.
- **Treasurer's Report** –
 - Not much change in scholarship account.
 - The budget for Staff Council is only for the FBB.
 - Spoke with Ann about changing the budgeted amount for Fall Break Brunch.

- There was no budget for Staff Council polo shirts. Many council members paid for their own shirt.
- Discussion about discontinuing or continuing the budget for the Staff Council. Greg suggested we keep the budgeted amount in a Staff Council account. This will also affect the council's ability to travel to regional campuses. Members will have a conversation in August with Deborah Wilkins, Ann Mead, and the budget committee about the council's budget.
- **Webmaster Report –**
 - March meeting minutes were updated.
 - Staff Emeritus had been updated on the Staff Council page. There was discussion about maintaining names of Staff Emeritus on the council website. Jennifer suggested a list of names. A guest at the meeting asked about the entitlements of the Staff Emeritus. Josh explained the entitlements. Kaliegh spoke about recognition at Fall Break Brunch and Emeritus luncheon.

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

- University/Academic Calendar Committee
 - Jenny met with committee. Placement of Winter/Summer Breaks were discussed. Josh asked about the alignment of Spring/Fall breaks with city/county schools.
- Benefits Committee
 - Meeting this afternoon.
- Budget Council Committee
 - Jennifer met with committee.
 - The committee has met twice since the last Staff Council meeting.
 - Discussed the vision of what the council wants to be and their role.
 - Dr. Caboni will meet with the council and share his vision for the council.
 - Discussed the shortfall for the budget and how it will be covered. CPE approved a 3% increase in tuition.
 - The committee meets once a month.
 - Josh had questions about carryforward. Jennifer, Greg and Jenny explained carryforward and budget.
 - Jennifer encouraged all Staff Council members to attend the President's forum to hear about performance model.
- Campus Library Advisory Council
 - Met a couple of weeks ago.
 - Discussed the auto accident outside the library recently.
 - The new dean will start soon. Connie's retirement reception is May 5.
 - Amended a policy in the meeting to accommodate check-in of materials.
- Campus Master Planning Committee
 - No report. Has had no contact from committee chair. Josh will contact chair of committee.
- Parking Appeals Committee
 - The committee has completed all appeals to date. A meeting is scheduled today.
- Parking and Transportation Committee
 - Staff Council representative has a schedule conflict with the committee meeting.
- Preston Center Advisory Board
 - Met in April for the board meeting, then met with firm spearheading the phase III project.
- Staff Excellence Committee
 - No report.
- Legislative Committee
 - No report. Has not received a reply from contact with chair.
- Committee on Diversity and Embracement (TBD)
 -

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

- Staff Leadership Committee
 - Staff Leadership session in progress.
- Book Scholarship Committee
 - Summer Book Scholarship is coming up and we need to discuss tasks that need to be completed.
 - Staff communication for scholarship applications. May 1st is deadline. An email will be sent to staff.
- Staff Satisfaction Committee
 - Survey was sent out. Connie spoke with Dr. Shoenfelt last week. Should be done at the end of the semester. Council members have received feedback from staff about the confidentiality of the survey. Council members discussed the process of the survey and agreed it will need to be adjusted before the next survey goes out.
- Fall Break Brunch Committee
 - Will meet in May.

Ad-hoc Committee: Representatives will report any information they gathered from attending the meetings.

- Staff Tenure Recognition
 - Have not met. Tice was on the committee. Mary volunteered to sit on the committee.
- Solar Committee
 - Will meet again this week. Tshirts on sale through Hardin Planetarium website.
- Election Committee
 - Revise the election process after May elections.
 - Josh reviewed members ending their terms.
 - May 2017 election process was discussed in detail.

Old Business

- Continue with the Staff Council Constitutional review with special emphasis on election
 - Due to time constraints, a separate meeting will be created to continue the review.

New Business

- Review Anonymous Emails for the month
 - We had a question regarding the 2017 benefits guide. It listed that we still maintain a discounts page. We will need to make sure that this is edited for next year. Josh responded to the question but we need to contact HR about the changes.
 - Smoking concerns in front of Grise – The Staff Council was contacted about issues. We will discuss who to contact for addressing the problem. – Due to time constraints this item will be added to next month's agenda.
- Plan for Staff Council Election in May.
- Crosswalks on Chestnut – Discuss issues and work on possible solutions.
- LR has been curious about the possibility of adding a payroll deduction option for purchasing laptops from the WKU store. Let's discuss this to determine what needs to be done in order to further evaluate the usefulness and possibility of making this a reality.
 - LR explained that other universities offer this. He discussed how this program works and would like a program implemented at WKU.
- Discuss the possibility of creating a Staff Council Communications Officer- someone who is responsible for clear and consistent communication with the council and with staff- providing reminders and marketing new developments.
- HR policies clarification.

- WKU Policies are not clear. Research on other university policies show a difference in clarity. Policies are in need of definition.

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.

Adjournment The chair adjourned at 12:04 p.m.

**Western Kentucky University
Staff Council
Meeting Minutes for May 10, 2017
MMTH Regents Room**

- **Call to Order --**
- **Attendance –**
 - *Present: Martha Basham, Laura Upchurch, Dr. Tamela Smith, Jenny Toomey, Mike Loftis, Matt Davis, Julia Johnson, Kelly Scott, Mary Nunn, Greg Hackbarth, Josh Marble, Kaliegh Belda*
 - *Absent: Phyllis Townsend, Jennifer Miller, LR Kennon, Connie Spears*
- **Reading/Approval of previous minutes –**
- **Staff Council Chair & Co-Chair Report –**
 - WKU Store matched the scholarship and enabled Staff Council to award two \$100 book scholarships to staff. Staff Council appreciates the WKU Store's match for the scholarship.
 - August agenda was updated to schedule a discussion with Ann and Deborah regarding the Fall Break Brunch and Staff Council budgets. Staff Council would like to travel to a Regional Campus for one meeting. This year we were unable to travel due to lack of funds.
 - Josh sent an email to Dr. Holland about the appointment of Kelly Scott as the Staff Council representative to the Diversity Committee.
 - Smoking issues were brought to the attention of the Staff Council about smoking in non-smoking areas especially around Grise. Josh checked the areas of concern. Staff Council is unsure of actions to take for smoking issues due to lack of governance of the smoking policies. Greg motioned to write a resolution to establish an enforcement policy. Josh will contact appropriate person to get a feel of what direction will be taken with the policy. This resolution will be reviewed by email and voted on at the next meeting.
 - LR will present next month to Staff Council the payroll deduction computer purchase program he is proposing.
- **Staff Regent Report –**
 - Dr. Smith discussed the Staff Emeritus for Pat Johnson. The Board of Regents passed this proposal unanimously. Media coverage on this was lacking and Dr. Smith would like to work to gain further recognition for this new designation. The newly appointed Communications Officer will create a press release. Mike Loftis suggested "A View from the Hill" as one method of media coverage.
 - The budget issue was discussed and how the projected formula for budgeting purposes was changed. Staff Regent explained how carryforward was amended to cover shortfalls for this fiscal year. Discussion was held on how budget projections are developed and impacted by enrollment increases/decreases. Recruitment and Retention are continuing to be areas of focus for the university. Josh discussed the changes in the Saudi Student Scholarship, which resulted in a decrease of international students from that area.
 - Renaming of MMTH to Jody Richards Hall has been approved by the Board of Regents. Representative Richards is a former faculty member in the WKU Journalism Department.
 - Dr. Smith spoke with Dr. Ransdell regarding the issue of nonexempt employees teaching classes. She is continuing conversations with Provost Lee on this matter.
 - Dr. Smith will also be working with the Staff Council and Human Resources to clarify certain policies regarding exempt employees and holiday work.
- **Treasurer's Report –**
 - Nothing to report; no change in account.
- **Webmaster Report –**
 - Book scholarship winners posted on the website; constitution will be added once approved.

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

- University/Academic Calendar Committee—nothing to report.
- Benefits Committee—looking at information for next plan year.
- Budget Council Committee
- Campus Library Advisory Council—nothing to report.

- Campus Master Planning Committee—nothing to report.
- Parking Appeals Committee—meetings have been attended.
- Parking and Transportation Committee—nothing to report.
- Preston Center Advisory Board
- Staff Excellence Committee—request for nominations was sent out recently.
- Legislative Committee—nothing to report.
- University Senate—nothing to report.

Standing Committee Reports

- Staff Leadership Committee—nothing to report.
- Book Scholarship Committee—Summer 2017 winners announced; Fall 2017 deadline is August 1.
- Staff Satisfaction Committee—nothing to report.

Ad-hoc Committee

- Staff New Hire Orientation Research Committee—nothing to report.
- Solar Eclipse Planning Committee—nothing to report.
- Staff Tenure Recognition Committee—nothing to report.

Old Business

- Staff Council Constitutional review and ratification—Greg reviewed and explained the changes to the constitution. Josh motioned to approve, seconded by Greg. Unanimously passed.
- Crosswalks on Chestnut – Discuss issues and work on possible solutions—Mike often sees students who use the crosswalk on Chestnut but almost get hit by cars. He spoke with Jennifer Tougas about it, and she said she would bring it up with safety people on campus. North Chestnut lot crosswalk needs to be moved closer to the entrance of the parking lot to improve visibility. Mike will contact Jennifer Tougas to see if she is willing to contact the city about this situation.
- Discussed the possibility of creating a Staff Council Communications Officer- Kelly Scott has volunteered to serve in this new officer role of the staff council.
- Smoking concerns in front of Grise – The Staff Council was contacted about issues. We plan to create a resolution that will address the lack of enforcement of our existing policies. Josh is finding out more about enforcement and will report back in June.

New Business

- Review Anonymous Emails for the month.
- Plan for Staff Council Election in May as well as the SC retreat for June when we user in newly elected members and vote on officer roles.
 - Twelve current council members are continuing for another year.
 - Greg Hackbarth is handling the 2017 election.
 - Staff Council retreat scheduled for June 14.
- Discussion regarding campaign rules; rule related to timing of sending staff-all campaign emails updated. Sending out staff-all emails is now allowed on day of the election.

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.

Adjournment

Meeting adjourned at 12:04 p.m.

**Western Kentucky University
Staff Council
Meeting Minutes for June 14, 2017
AAC 2nd Floor Board Room**

- **Call to Order**
 - The Chair called the meeting to order at 9:03 a.m. and welcomed new members to the council
 - Chair announced if regional campus representatives have problems traveling for meetings, AVS will accommodate remotely
- **Attendance**
 - *Present:* Martha Basham, Greg Hackbarth, LR Kennon, Cynthia Wedding, Chris Ware, Jenny Toomey, Laura Upchurch, Kelly Scott, Dr. Tamela Smith, Kaleigh Belda, Josh Marble, Mary Nunn, Mike Loftis, Tomitha Blair, Tracy Harkins, Crystal Walker, Rhonda Sullivan, Matt Davis, Jennifer Miller
 - *Absent:* Julia Johnson, Connie Spears, Phyllis Townsend, Sara Moore,
- **Reading/Approval of previous minutes**
 - Motion to approve by Josh, seconded by Mary. Approved unanimously.
- **Staff Council Chair & Vice Chair Report –**
 - Has been busy preparing for the retreat.
 - Preliminarily created a resolution for enforcement of smoking policy. Located on the Staff Council shared drive. New members will be given access to that drive. New members were updated on Staff Council's ideas on enforcing the policy.
 - Greg discussed recent election and how pleased he is with the process and results of the May election. He has ideas for improvements for the next election.
 - Josh updated the new members on the resolution on the election process.
- **Staff Regent Report –**
 - Welcomed all new members. Very pleased to have new representatives from the Regional Campuses.
 - Dr. Smith explained her role on the staff council for the new members.
 - Discussed the special called BOR meeting in June. 1% raise effective July 1. No raise for the FY 18. Emphasis in budget for advising and retention efforts.
 - Dr. Caboni will officially take office July 1.
 - Items from last meeting which are currently in progress:
 - Press release for Staff Emeritus
 - Clarification of Holiday Pay Policy when Exempt employees are required to work over a break. No pay involved, but researching providing some amount of leave time
 - Issue with revision to Academic Affairs Policy #1.517 which would prevent Non-Exempt staff from being able to teach courses on a part-time basis at the University due to issues with overtime compensation. *Update since meeting: While this policy was voted on and approved by the University Senate, it has been tabled by the Administrative Council pending further discussion.
- **Treasurer's Report –**
 - No change. \$100 given to scholarship winners.
- **Webmaster Report –**
 - Posted approved meeting minutes.
 - Updated mail list for current Staff Council. Being more proactive about keeping the list up to date after the election.
 - Will create a service ticket requesting access to the Staff Council folder on the shared drive for the new members of the Staff Council

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

- University/Academic Calendar Committee
 - No report
- Benefits Committee
 - Looking at vendors for open enrollment
- Budget Council Committee

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- Campus Library Advisory Council
 - Waiting to see if council will still exist after new Dean is on board
- Campus Master Planning Committee
 - Josh emailed committee to chair to see if committee still exist
 - Staff Council representative has not been contacted by the committee
- Parking Appeals Committee
 - Meeting regularly
- Parking and Transportation Committee
 - New Staff Council representative is needed
- Preston Center Advisory Board
 - No meeting in June
 - Next meeting is September
- Staff Excellence Committee
 - Judging has been completed
 - Many great nominations
 - Winners announced at convocation and incorporated in the Fall Break Brunch
 - Nominees will be shared after the announcement so nominees will know that they had been nominated
- Legislative Committee
 - No activity
- University Senate
 - No report

Standing Committee Reports

- Staff Leadership Committee
 - No report
- Book Scholarship Committee
 - Scholarships awarded
- Staff Satisfaction Committee
 - No report
- Fall Break Brunch Committee
 - October 6th 9 a.m.
 - Items need to be addressed with General Council
 - Staff Council would like for the Regional Campuses to have breakfast catered to hold Regional Campus Fall Break Brunch
 - Dr. Caboni has been scheduled
 - Canned food drive, silent auction, book scholarship, Staff Council info table, new MC possibly Tony Rose
 - Kelly has signup sheet for jobs

Ad-hoc Committee

- Staff New Hire Orientation Research Committee
 - Updated new members on concerns of Staff Council
 - Kaliegh hosts a new hire IT orientation for new employees to WKU and has been well received
 - Orientation is IT related, but Kaliegh gets many questions about other areas of WKU
 - Dr. Caboni is very interested in establishing a new employee orientation
- Solar Eclipse Planning Committee
 - Meeting next week
- Staff Tenure Recognition Committee
 - Have not been able to coordinate schedules for a meeting

New Business

- Review Anonymous Emails for the month

- Complaint received about the grounds around campus aesthetics have declined since the change to Sodexo
- Complaint about cleaning schedule of classrooms
- Discussion about the lack of communication in regards to cleaning procedures and schedule
- Josh will contact Facilities for contact information to relay issues
- Discussion about Sodexo employees at Fall Break Brunch this year
 - Budget may not be available for non-WKU employees this year
 - Regional Campuses are not always able to attend the FBB, and any extra funding would need to be used for the Regional Campus employee gathering
 - New members were updated on the budget for staff council and where funding comes from for each event held by staff council.
- Staff Council shirts were discussed
 - Most members buy their own shirts
 - New members can contact Kelly Scott for obtaining a SC shirt
- Staff Emeritus
 - Where will we want to hang the plaque?
 - Will we be providing a certificate to the recipient?
 - Josh received email from a retired staff member about Staff Emeritus receiving something designated as Staff Emeritus recipient.
 - There will be a plaque that contains the names of all the recipients
 - Josh asked for suggested places to display the plaque
 - Ceremony discussed to award certificate to recipient
 - Fall Break Brunch was discussed as the event for the presentation
 - Josh will have plaque made and certificate designed and printed
- LR Kennon will present to the Staff Council his proposal for initiating a payroll deduction plan for purchasing computers at the WKU Store.
 - What is the downside to the program?
 - Payroll deduction paperwork
 - Very small risk of bad debt
 - What is staff council role in getting this approved?
 - Hope to use Staff Council as a revenue to present to Dr. Caboni
 - Who approves this endeavor?
 - Hopefully new administration
 - Josh supports putting the plan in place to get approval
- Group discussion to determine how Staff Council will address concerns regarding shared governance as well as other topics that have been brought forth by University Senate and SGA in the recent past.
 - Concerns have been raised to the staff council about the perception of the name University Senate was a governing body of WKU
 - Other Universities have a University Senate that involves of all governing bodies of the university and not just one
 - Josh asked for thoughts comments and concerns to moving forward with this
 - Kaliegh suggested the new council discuss after lunch
 - Dr. Smith explained the process of the University Senate meetings
 - Requests that a true University Senate is represented by all three entities on campus and have a shared governance
 - Staff Council would like to meet with the other groups to get an idea of their views
 - Dr. Smith gave highlights of a conversation she began with University Senate about Staff Council concerns with perception of what the University Senate entails
 - Greg will initiate an alliance with US to try to combine
- Discuss the need for a system in place that will allow us to pose questions to staff and receive answers that will guide us on how we are to respond to current and future issues.
 - Kelly suggested email in conjunction with agenda and minutes
 - Social media was suggested
 - Communications Officer will create FB page for Staff Council
 - Creating a Wiki Page was suggested

- Email on the 15th and last day of the month requesting feedback and concerns with responses gathered anonymously
 - Topics: Knowledge of University Senate, Shared Medical Leave Bank
 - Logistics will be reviewed and will try for a July 15th launch date.

Floor for Addressing Staff Comments, Questions and Concerns

- **11:00am Lauren Osello** – Lauren would like to discuss the possibility of SC reviewing the Finance and Administration policy 4.6251 Shared Medical Leave. Lauren will share research and staff experiences regarding the policy.
 - Handed out packet with policy and compared to other entities policy on shared leave
 - Reviewed Kentucky Retirement policy for shared leave
 - Reviewed policies from the University of Louisville, University of Cincinnati, and UK
 - A few SC members shared their denial for this leave
 - Josh asked the council if an ad-hoc committee is needed to address
 - Greg suggested the council as a whole draft a revision proposal
 - Tamela suggested by the next meeting we have a proposal
 - August meeting we can invite HR down to propose the new policy

Lunch – Chilli’s Next Door!!!

New SC Business

- Elect Officers for the 2017/18 term.
 - Josh reviewed current officers and officer positions
 - Kaliegh read the description of each office and what each entails
 - Josh asked for nominations for Chair
 - Greg was nominated for Chair
 - Greg accepted
 - Unanimously passed
 - Mike Loftis was nominated for Vice Chair
 - Mike accepted
 - Unanimously passed
 - Cindy was nominated for Secretary
 - Cindy declined due to logistics of not being able to physically attend each meeting
 - Kelly nominated Tomitha Blair
 - Tomitha accepted
 - Unanimously passed
 - Jenny Toomey was nominated for Treasurer
 - Jenny accepted
 - Unanimously passed.
 - Kaliegh was nominated for Technology Officer
 - Kaliegh accepted
 - Unanimously passed
 - Kelly Scott was nominated for Communications Officer
 - Unanimously passed.
- Elect Committee Representatives for 2017/18 term
 - Current representatives were reviewed and reassigned

Adjournment

Chair motioned to adjourn at 3:15 p.m.

- Jenny Toomey and Jennifer Miller seconded

**WKU Staff Council
Meeting Minutes for July 5, 2017
JRH Regents Room**

Call to Order—9:06 am

Introduction of Dr. Caboni

- Dr. Caboni was in attendance and was introduced. He stood and addressed the Council and discussed his eagerness to work together on issues that affect staff. He also discussed that he is hard at work on establishing a mission and direction for WKU, and that all of us at WKU have a part in that and can help make a difference. He mentioned having the Council over to his home for a gathering.

Attendance

- *Present:* Martha Basham, Kaleigh Belda, Tomitha Blair, Greg Hackbarth, Tracy Harkins, LR Kennon, Mike Loftis, Mary Nunn, Kelly Scott, Tamela Smith, Ronda Sullivan, Jenny Toomey, Chris Ware, Cindy Wedding
- *Absent:* Matt Davis, Julia Johnson, Josh Marble, Jennifer Miller, Sara Moore, Christy Murphy, Connie Spears, Phyllis Townsend, Crystal Walker

Reading/Approval of previous minutes

- No quorum, previous minutes could not be approved.

Officer Reports

- **Staff Council Chair and Vice Chair Report**
 - Staff Council officers had a meeting to discuss communication methods. Discussed the shirt order for new members, shirts ordered.
 - Greg will meet with Dr. Caboni once a month, scheduled for the last Tuesday of each month.
 - Greg attended the Administrative Council meeting where the full-time staff teaching policy was discussed. Changes to the policy regarding non-exempt staff were tabled.

- Greg attended the Board of Regents meeting and met the Student Regent, Andi Dahmer (also SGA President). Discussed meeting with her and SGA at a future date.
 - Greg sent Jan and Laura letters thanking them for their service on the Staff Council. He has prepared a gift for Josh thanking him for his two years of service as the Staff Council Chair.
 - No report from Vice Chair, Mike Loftis.
- **Staff Regent Report**
 - Working on policy updates; will discuss FT Staff Teaching Policy with David Lee. Would like to discuss other policies with Tony Glisson and HR, regarding topics such as medical leave, holidays worked by exempt employees, and flex time.
 - An employee contacted Tamela regarding an issue with access to the Anthem portal. She spoke with Human Resources who confirmed WKU access to the portal had been closed due to several false accounts being created for HSA's. (There were no issues with the Health Equity accounts.) H.R. advised anyone who has a new HSA, or any type of new account in the system, to:
 - 1) register the account as soon as possible
 - 2) set up email notification on your account
 Hackers were able to find approximately 30 accounts that had not been registered and were able to then register as the employee. These should all be corrected now. However, Anthem continued to have the portal closed for WKU. The problem was made worse when Anthem did not notify their own Help Desk regarding the issue and several WKU employees spent hours on the phone trying to get access before the real issue was finally determined.
- **Treasurer's Report**
 - No change in foundation account. SC university budget is overdrawn. Will ask D. Wilkins to help cover overage. Wilkins office will pay for new members' shirts, then the new members can donate amount back to Wilkins.
- **Technology Officer**

- Website updated to include link to new Staff Council Facebook page.
New member profiles are updated, will add photos when received.
- **Communication Officer**
 - New Facebook page created.
 - Sent meeting invite emails to the campus staff.
 - Spoke to T. Newton regarding the press release for the Staff Emeritus Award.

University Committee Reports

- University/Academic Calendar Committee
 - No report
- Benefits Committee
 - No report
- Budget Council Committee
 - No report
- Campus Library Advisory Council
 - No report
- Campus Master Planning Committee
 - No report
- Parking Appeals Committee
 - No report
- Parking and Transportation Committee
 - No report
- Preston Center Advisory Board
 - No report, next meeting 9/5/17
- Staff Excellence Committee
 - No report, no meetings
- Legislative Committee
 - No report, no meetings
- University Senate
 - No report, no meetings

Standing Committee Reports

- Staff Leadership Committee

- Applications are due in Oct, 2017
- Book Scholarship Committee
 - No applications received as of this meeting.
 - Applications are due 8/1/17
- Staff Satisfaction Committee
 - Schedule a meeting to discuss the staff satisfaction survey
- Fall Break Brunch Committee
 - Would like to recognize staff who have served WKU 5, 10, 15 years, etc. at brunch
 - Have more staff highlights at brunch
 - Sign-up sheet passed around for volunteers to work brunch

Ad-hoc Committee Reports

- Staff New Hire Orientation Research Committee
 - Gathering data
- Solar Eclipse Planning Committee
 - Great impact on Bowling Green and WKU
 - Encourage staff to look at the www.wku.edu/eclipse website
 - Encourage offices to participate in the activities that day
 - Surrounding schools have been invited, so far only 2500 K-12 students are coming to campus; 80k were invited.
 - Greg to add this item to discuss with Dr. Caboni
 - Hopkinsville has been advertised as the number one spot to view eclipse. It is estimated that 50K to 500K people will come to Kentucky to view the solar eclipse.
- Staff Tenure Recognition Committee
 - Contact Jim Cummings regarding what can/cannot be given as awards
 - Add staff fund to the iamWKU webpage

New Business

- Deborah Wilkins was in attendance. Staff Council has a small budget for shirts and the Fall Break Brunch. Her office can cover the brunch overage.
- The 2017 staff satisfaction survey was discussed. Compensation and benefits are the number one issue for WKU staff. Greg will add this to his

list of items to discuss with Dr. Caboni at their next meeting. The committee will discuss what action items are needed. It was determined the conceal/carry items on the survey were unusable. The questions were written incorrectly to be counted in the stats. It was discussed about the survey being done once a year.

- Staff emeritus award presentation planning discussed. Kaliegh contacted vendor to discuss type, size and price of plaque. The committee will meet to determine what goes on the plaque.
- Smoke-free Campus Plan Clarification: There was an email dated April 6, 2017 from Dr. Ransdell referencing a 3-year plan. We need to find out the status of that plan before we can make a recommendation. Greg to meet with student regent to discuss policy. We need to seek guidance from President. Staff response was lukewarm on survey regarding policy.
- Sodexo Issue Reporting: Staff members with building service praises or problems should contact their building coordinators who will pass the messages on to the appropriate person at Sodexo.
- Full-Time Staff Teaching Assignments: We need further clarification regarding this issue. The proposed policy revision states that staff members must be exempt to become adjunct faculty. Salary level and job duties determine exempt vs. non-exempt status according to FLSA. Greg will meet with Academic Affairs to discuss the policy and what can be done. D. Wilkins says it's a very complicated issue.
- Staff mentoring might get an update/overhaul. New employees get an automated email regarding the mentoring. This topic will be added to the next agenda for discussion since Josh was not in attendance.
- Anthem Breach: The Council discussed the recent Anthem problems due to compromised accounts at HealthEquity. It was mentioned that HR may be limited in how it can announce security issues related to Anthem. Deborah suggested inviting Tony Glisson to a future meeting to discuss any HR topics for which we have questions.

Open Discussion

- Greg asked LR to update us on the payroll deduction plan for purchasing personal computers. LR said he needs to meet with Dr. Caboni and others

to discuss this topic. It was decided to form a committee to handle this and put a packet together to move forward. Members chosen: LR, Greg, Jenny.

Events

- Next meeting 8/2/17, 9 am – 12 pm, JRH Regents room

Adjournment

Post-Adjournment

- University Photographer Clinton Lewis took photos of Council members to update the website.

WKU Staff Council
Meeting Minutes for August 2, 2017
JRH Regents Room

Call to Order – 9:08 am

Attendance – Tomitha established that there was quorum.

- Present: Martha Basham, Kaleigh Belda, Tomitha Blair, Matt Davis, Greg Hackbarth, Tracy Harkins, Julia Johnson, LR Kennon, Mike Loftis, Josh Marble, Sara Moore, Christy Murphy, Mary Nunn, Tamela Smith, Connie Spears, Ronda Sullivan, Jenny Toomey, Phyllis Townsend, Chris Ware, Cindy Wedding, Jennifer Miller, Kelly Scott
- Absent: Crystal Walker

Reading/Approval of previous minutes

- Greg motioned to approve the June minutes. Seconded and passed unanimously.
- Tomitha read the July minutes because they had not been sent to Council members in advance. Phyllis mentioned adding the number that we reported may attend the eclipse event in Kentucky. Greg moved to pass the minutes after adding, “It is estimated that 50K to 500K people will come to Kentucky to view the solar eclipse.” Seconded and passed unanimously.

Chair & Co-chair Report

- Greg met with Savanna, Kara, and Conner from SGA. Shared current initiatives. SGA current initiatives centered around inclusion and sensitivity for international students and marginalized groups. They are working on things like residence hall director sensitivity trainings, pairing international students with American-student mentors, housing assignments that encourage inter-cultural exposure, and financial assistance for Pell grant students to study abroad. Also discussed shared governance and invited SGA to our meetings.
- Greg met with Provost Lee and Tamela to discuss the Full Time Staff Teaching Assignments policy. They discussed exempt/non-exempt staff and also the hourly limits placed on staff in teaching roles. Dr. Lee stated that the limits exist for academic quality and because of the effort required to teach and prepare for a class. Greg suggested possible changes, like removing any limits for which they may ever need to make an exception. The policy remains in its original (2014) state and is unlikely to be changed, so the Council considers the matter closed.
- Greg met with Chair of University Senate, Eric Kondratieff. They discussed the Council’s current initiatives and issues of interest to the Senate, which primarily are pay, benefits, and workload. Greg also discussed shared governance and shared ideas from his meeting with the SGA.
- Greg met with Dr. Caboni on 7/25/17. They discussed current initiatives and concerns of the Council, and Dr. Caboni was very interested. Some specific topics covered were compensation, the possibility for merit-based raises, and various benefits that might be updated or reinstated. Dr. Caboni discussed his strategic plan. Greg asked for clarification on the campus smoking ban and the solar eclipse. Dr. Caboni expressed the need to study the smoking ban, and he assured Greg that all staff should be allowed by their managers to view the eclipse. Shared governance was discussed, and it was agreed that governing bodies should communicate and work directly

with those who can affect change instead of sending resolutions to administrators and expecting those administrators to act on them.

- Greg and Tamela met with HR and discussed the medical leave bank. They proposed policy changes to cover events like births and adoptions, outages to care for family members, and intermittent outages – basically anything covered by FMLA. Kari in HR proposed an alterternative concept called “paid FMLA,” and the group is researching how this might work.
- Greg and Kaliegh met about new hire orientation/onboarding with HR. HR has hired Andrea Sherrill, Manager of Talent Solutions, for this task. The group discussed the need for common hire dates for staff, such as the 1st and 16th of every month, and holding training on the first two days of employment for all new employees. The first day would be general training sessions, and the second day would be more specialized according to job roles. They suggested the Council add someone as an HR liaison to their group of liaisons who meet regularly. Greg made a motion to install Kaliegh as the liaison. Josh seconded. Passes unanimously.
- Greg got an email about the military leave policy from a WKUPD officer. The officer’s concern is that military members get 10 days paid leave from WKU, but reservists often are required to take many more. Greg will meet with the officer to discuss before engaging Tony Glisson.

Vice Chair – No report.

Treasurer – Jenny reported no change to our accounts. University index inter-account has been prepared for Deborah Wilkins’s office.

Technology Officer – No report

Communications Officer – No report

Staff Regent

BOR Activities

- The Board of Regents Annual Retreat was held on 7/27/17. For the morning session, BOR members attended the CITL Conference and listened to the keynote speaker, Dr. James Lang. The topic was *Small Teaching: From Minor Changes to Major Learning*. This provided a good opportunity to interact with faculty and staff while discussing teaching strategies at a more in-depth level. For the afternoon session, the Board members discussed persistence, retention, and graduation. Discussion was then held on the development of the new strategic plan for WKU.
- The BOR Meeting was held on 7/28/17. President Caboni was officially sworn in as the 10th President of WKU. The new Executive Committee for 2017-18 was sworn in (Dr. Phillip Bale - Chair, Gil Johnson - Vice-Chair, and Freddie Higdon – Secretary). A new Regent was also sworn in, Mr. George Nichols. Mr. Nichols is a Bowling Green native and a 1983 graduate of WKU, majoring in Sociology and Economics. He is currently the executive vice president of governmental affairs for New York Life Insurance Company and a former Kentucky Commissioner of Insurance. Nichols currently serves on the Alice Lloyd College Board of Trustees, where he received his associate degree. He is married, with three children and currently resides in Potomac, MD. He will serve a 6-year term, expiring June 30, 2023. In regular Board matters (full agenda is online at the BOR webpage), Academic Affairs items were

approved and an enrollment report was provided by Dr. Brian Meredith, Finance and Budget items were approved, reports were presented to the BOR from the College Heights Foundation and the WKU Foundation, and 2017-18 Board Committee Appointments were made. Tamela will serve on the Academic Affairs Committee and the Student Affairs Committee.

Upcoming Items

- Tamela encouraged staff to attend the Opening Convocation on 8/18/17 at 8:30 am in Van Meter Auditorium.
- BOR committee meetings will be held on 9/22/17 at 8:00 a.m.
- BOR fourth-quarter meeting will be held on 10/27/17 at 9:00 a.m.

Committee Reports

- The majority of monthly committee reports are now compiled and emailed to Council members in advance of each meeting. Greg made a motion to approve the submitted reports and attach them to the August minutes. Josh seconded. Motion passed unanimously.
- Greg queried for any additional reports that were not submitted in advance in time to make the compiled version. The following reports were noted:
 - Sustainability Champion – a lunchtime meeting was held by Dr. Christian Ryan Downing on 7/6/17 and attended by about 10 people. Dr. Ryan introduced the Office of Sustainability. She mentioned the AASHE, the Association of the Advancement of Sustainability in Higher Education, which is a national sustainability organization, of which, the WKU Office of Sustainability is a member. She mentioned scoring and future areas and opportunities. Dr. Ryan then took the group on a tour of the Office of Sustainability. She mentioned the floor of DSU is recycled glass and has to come from within a certain distance of its usage and the chair material is made of recycled materials. The group then walked across campus, and Dr. Ryan explained WKU's carbon footprint and things that reduce it, such as changing the lighting to long-term-use LED lighting, lighting scheduling to lower power consumption, and air conditioner scheduling. At the Office of Sustainability, Dr. Ryan showed us the herb garden and the small garden spaces in the back of the building that people can lease to grow plants. She also explained that the office is completely solar powered at the cost of \$18,000, which came from a donation. The meetings are held monthly.
 - Book Scholarship Committee – The deadline will be extended to 8/13/17 due to a lack of applications. Decision will be made by 8/14. Kelly will communicate with the public.
- Staff Emeritus Committee – Kaliegh has been working with Publications and Signature Signs on a design for the plaque, which will be ordered soon.

Council Business

- Greg made a presentation of a plaque and gavel to Josh Marble as thanks for his tenure as chair.
- Josh discussed the Staff Mentor Program. He mentioned a lack of participation. Another challenge is that our swag items for our welcome kits are running low. Josh offered to solicit more items. Kaliegh mentioned HR has ideas for the kit and wants to help coordinate mentorship to help further the program. Kaliegh will develop this more, but Josh remains the contact for now. Several Council members offered to bring more items for the kits.

- Greg showed some of the 2017-18 WKU Budget presentation. He pointed out several slides including our benefits and retirement costs. These were compared to our benefits costs from the last three years to show the increases. Greg also pointed out the new slides on the equity adjustment and performance-based funding. Greg will reach out to Ann Mead, who offered to help the Council understand the budget presentation if we have questions.
- Greg asked about soliciting input from WKU staff members regarding the upcoming strategic plan. Jennifer Miller mentioned that Dr. Caboni has a web page for suggestions.
- Greg did not further discuss the Medical Leave Bank because it was covered in his report.
- Tracy had questions regarding Alternative Work Arrangements and Holidays. She wondered how the holiday policy/flex policy are structured and whether they can be made more specific for exempted employees to allow them to shift a holiday worked to another day. The 4.4000 and 4.6801 policies apply. Also, she asked if the flex time concept in 4.2501 can be clarified regarding short term flexing. She gave an example of the Gatton 10-year anniversary, when all employees will be asked to work. Tracy would like to discuss these policies with HR, so Greg suggested asking an HR member come to a Council meeting. Tracy and Greg will follow up.
- Fall Break Brunch Planning and Regional Campus events:
 - Owensboro Fall Break Brunch was quoted for 10/6/17 and 35 people at a cost of \$360. Will ask Deborah how to proceed. Elizabethtown and Glasgow will also be quoted soon.
 - For the brunch, Greg asked SC members to ask for donations from area businesses. A letter to request donations is on the shared drive. The brunch committee meets on 8/17/17. A spreadsheet will be posted to the shared drive which tracks donations.

New Business

- Council Email Review
 - An anonymous email asked whether staff continue to receive a free monthly meal at Fresh Food Company. Aramark was emailed, and says that they do, starting July 2017.
 - A staff member requested that changing tables be installed in Van Meter. Greg emailed Brian Russell, who replied immediately with the specs and agreed to have one installed.
 - Another staff member sent notice of a new mother on unpaid leave status after giving birth. This will be discussed with HR while discussing changes to leave-related policies.

Acknowledgement of guests/Open discussion with staff – no guests in attendance, no discussion.

Announcements

- Next meeting, 9/6/17 at 9:00 am in new location due to work on BOR room. Tracy Harkins will ask if we can use the Gatton great hall.
- Staff leadership graduation, 8/9/17 at 3:00 pm in Knicely Center Room 113. Staff Council members were encouraged to attend as it's a SC program. Greg and Tony Glisson to present.
- Tamela encouraged all to attend the WKUPD Chief search forums on 8/7, 8/8, and 8/10/17.
- Convocation, 8/18/17 at 8:00 am in Van Meter Hall.
- Staff Council social event with Dr. and Mrs. Caboni, 8/10/17 at 4:30 pm at the President's house.
- Staff Council Chair and President Dr. Caboni next meet on 8/29/17.

Adjournment – 12:19 pm

WKU Staff Council
August 2017 Committee Reports
Compiled July 27, 2017

University Committee Reports

University/Academic Calendar Committee: Nothing to report.

Benefits Committee: Nothing to report.

Budget Council Committee: Nothing to report.

Campus Library Advisory Council: Still waiting to hear if this committee will continue.

Campus Master Planning Committee: Nothing to report.

Parking Appeals Committee: Nothing to report.

Parking and Transportation Committee: Nothing to report.

Preston Center Advisory Board: Will resume meetings on September 2, 2017.

Staff Excellence Committee: Nothing to report.

Legislative Committee: Nothing to report.

Sustainability Champions: Nothing to report.

President's Committee for Diversity and Embrace: Nothing to report.

University Senate:

The Senate has not had a meeting since last term, but I did meet with Eric Kondratieff for about an hour on Friday, July 21. We discussed current initiatives and the possibility for a formal system of shared governance. We share several of the same goals. He is of the mind that the Senate should stay clear of random, inflammatory social topics and focus more on things that are relevant to faculty jobs. His job involves three things: pay, benefits, and workload. He sees the opportunity to work with staff on pay and benefits in particular. Faculty workload may be a different thing, because it involves writing and research requirements, lack of TA assistance, underprepared students, and disparities among individuals. As the meeting ended, we agreed that the chairs of the various governing bodies should meet somewhat regularly.

Standing Committee Reports

Staff Leadership Committee: Nothing to report.

Book Scholarship Committee: Nothing to report.

Staff Satisfaction Committee: Nothing to report.

Fall Break Brunch Committee:

Waiting on news about Tony Rose as DJ for this event. Further planning to commence on 7/27.

Ad-hoc Committee Reports

Staff New Hire Orientation Research Committee:

The New Employee Orientation ad-hoc committee met. We went over testimonials of staff sent to me after attending IT Orientation and comments received from the Staff Satisfaction survey. Greg Hackbarth and Tamela Smith is meeting with Tony Glisson on 07/31. They are presenting ideas for two policies related to leave sharing and a leave bank policy and a direct sharing policy. During/after that meeting Greg will mention the New Employee Orientation and some of Tracy's thoughts on flex time and holiday pay as well, and he will try to get on Tony's calendar for one or more of those.

Solar Eclipse Planning Committee: Nothing to report.

Staff Emeritus Award Committee:

We met on 07/10. We finalized the wording and style of the plaque. Kaliegh Belda submitted a design request to WKU Publications to get their assistance on designing the top plate of the plaque after the committee was denied the use of the University Seal.

Staff Tenure Recognition Committee: Nothing to report.

Payroll Deduction Committee: Pending

Medical Leave Bank Committee:

The committee has not met, but Tamela and Greg have been working on our proposed policy changes and research regarding the policies of our peer institutions and other in-state institutions. We have also reached out to Tony Glisson, and we may be able to meet with him and Kari Aikins before the August Council meeting. Our plan is to discuss several possible changes including a membership requirement (required donation) for the bank, expansion to cover more events and time off for the employee to care for immediate family, and coverage for intermittent absences related to the same event. We also want to discuss direct leave sharing.



Western Kentucky University Staff Council
Monthly Meeting, September 6, 2017
Carol Martin Gatton Academy – Florence Schneider Hall

Minutes

Call to Order (Greg Hackbarth, Chair) The meeting was called to order at 9:07 a.m.

Roll Call (Tomitha Blair, Secretary) Martha filled in for Tomitha, Quorum was present

Present: Martha Basham, Greg Hackbarth, Julia Johnson, Mike Loftis, Tracy Harkins, LR Kennon, Josh Marble, Jennifer Miller, Christy Murphy, Kelly Scott, Jenny Toomey, Sara Moore, Mary Nunn, Ronda Sullivan, Dr. Tamela Smith, Phyllis Townsend, Christopher Ware, Connie Spears, Crystal Walker, Cindy Wedding (By Adobe Connect), Matt Davis

Absent: Kaliegh Belda, Tomitha Blair

Approval of Prior Monthly Meeting Minutes

- *August – Minutes were reviewed. Motioned by Greg, seconded by Josh. Approved.*

Guest Speakers:

- *Gatton Academy – Dr. Breedlove briefed the Council about the Gatton Academy.*
- *WKUPD – Speaker cancelled.*

Member Reports

Officer Reports:

- **Chair (Greg Hackbarth)**
 - Staff Leadership graduation was August 9th.
 - Spoke with Officer Bushong about military leave. Current policy is 10 days paid leave. Benchmark organizations were reviewed. Other institutions offer a more generous leave structure. Will continue to work on the issue.
 - Tamela and Greg met with HR on August 18th regarding FMLA policies.
 - Attended convocation on August 18th. Attended the Dean's meeting afterward. Discussion about budget, International changes, and strategic plan.
 - Met with Dr. Caboni on August 29th.
- **Vice Chair (Mike Loftis)**
 - Items in the agenda.
- **Treasurer (Jenny Toomey)**
 - New procard arrived.
 - Staff Emeritus plaque was placed in MMTH (JRH).
- **Technology Officer (Kaliegh Belda) - Absent**
- **Communications Officer (Kelly Scott)**
 - The Scoop didn't go out last month, but will go out in September. Requested items be sent by the 13th.
 - For the November meeting, October 23rd is deadline for committee reports. Will send out the information on October 25th.

Staff Regent Report (Tamela Smith)

- Attended Fall Convocation. Congratulations to the 2017 Staff Excellence Award Recipients!
 - Administrative Professional Non-Faculty: **Rachel Goodman**, Director of Campus and Community Events
 - Administrative Support: **Julie Harris**, Graduate Admissions Specialist in the Graduate School
 - Skilled/Technical/Paraprofessional: **Julie Taylor**, information technology consultant
 - Student Advisement Non-Faculty: **Cierra Waller**, Coordinator of Student Services
- Tamela is scheduled to attend the 2017 Governor's Conference on Postsecondary Education Trusteeship on 9/11 & 9/12. Tamela has contacted all of the Staff Regents/Staff Trustees across the state to schedule a meet-and-greet for the group.
- The next Board of Regents Committee meetings are scheduled for Friday, 9/22. Staff are welcome to attend. This meeting will be held in the Mahurin Honors College Building in the Multipurpose Room.

Discussion/Approval of Monthly Committee Reports

Note: The majority of monthly committee reports are now compiled and emailed to Council members in advance of each meeting. The compiled reports are attached to, voted on, and approved along with the minutes at the next meeting. Additional verbal reports are listed in the section that follows.

University Committee Reports:

- University/Academic Calendar Committee (Mary Nunn)
- Benefits Committee (Jenny Toomey, Phyllis Townsend, Cindy Wedding)
 - Officially recommended packages and sent for approval.
- Budget Council Committee (Jennifer Miller)
- Campus Library Advisory Council (Kaliegh Belda)
- Campus Master Planning Committee (Jennifer Miller)
- Parking Appeals Committee (Connie Spears, Kaliegh Belda, Chris Ware, Josh Marble)
 - Josh rolled off committee.
 - Changing process for review of requests. Will start filtering appeals.
- Parking and Transportation Committee (Mike Loftis)
- Preston Center Advisory Board (Martha Basham)
- Staff Excellence Committee (Greg Hackbarth, Tamela Smith)
- Legislative Committee (Greg Hackbarth)
- Sustainability Champions (Tomitha Blair, LR Kennon)
- President's Committee for Diversity and Embracement (Kelly Scott)
- University Senate (Greg Hackbarth)

Standing Committee Reports:

- Staff Leadership Committee (Martha Basham, Crystal Walker, Mary Nunn)
- Book Scholarship Committee (Kaliegh Belda, Jenny Toomey, Kelly Scott, Ronda Sullivan, LR Kennon, Tracy Harkins)
 - Sara has a new method of tracking recipient usage of the scholarship. A few have not used their scholarship funds. Should a deadline be given? Sara set-up a scholarship account for recipients that holds the money. There was discussion about the details of how that would work. Going forward, when awarded, the recipient will be notified that the scholarship will be available for one year.
- Staff Satisfaction Committee (Mary Nunn, Connie Spears, Jennifer Miller, Mike Loftis, Tamela Smith, Christy Murphy, Sara Moore)

- Fall Break Brunch Planning Committee (Kelly Scott, Josh Marble, Mary Nunn, Connie Spears, Ronda Sullivan, Crystal Walker, Kaliegh Belda, Cindy Wedding, Sara Moore)

Ad-hoc Committee Reports

- Staff New Hire Orientation Research Committee (Mary Nunn, Kaliegh Belda, Greg Hackbarth, Jennifer Miller, Josh Marble, Tracy Harkins, Cindy Wedding)
- Staff Tenure Recognition Committee (Mary Nunn, Josh Marble, Mike Loftis, LR Kennon, Matt Davis, Christy Murphy)
- Solar Eclipse Planning Committee (Kaliegh Belda)
- Staff Emeritus Committee (Greg Hackbarth, Tamela Smith, Josh Marble, Kaliegh Belda)
- Payroll Deduction Committee (LR Kennon, Jenny Toomey, Greg Hackbarth)
- Medical Leave Bank Committee (Tamela Smith, Kelly Scott, Traci Harkins, Greg Hackbarth, Mary Nunn, Sara Moore)

Council Business

Staff Leadership Institute Alumni Program (Greg Hackbarth)

- Greg asked for input on a program for networking among program graduates.
- Would like a formal means to contact previous graduates.
- Greg will reach out to director.

Open Discussion Regarding Convocation, Strategic Planning (Greg Hackbarth)

- Greg met with Dr. Caboni and discussed the strategic plan and how SC could assist with the plan. Greg read the five sub-committees of the plan.
- Ronda suggested regional campuses be included within the committees.
- Please send any suggestions to Greg.

Payroll Deduction Committee Dissolution, Brad Wheeler Memo (Greg Hackbarth)

- Administration expressed concerns about the program. Due to these concerns, the Council will dissolve the program.

Kentucky Retirement Systems Discussion (Mike Loftis)

- Mike discussed recent suggestions to the governor about the state pension fund and reviewed different options. Nothing has been set in stone.
- Mike has contacted his legislative representative.
- There was discussion about how the fund became underfunded.
- Mike will attend a forum tonight at South Warren to discuss the pension fund.

FMLA Policy Discussion (Greg Hackbarth)

- Tabled until further notice from HR.

Fall Break Brunch Preparations (Greg Hackbarth, Kelly Scott)

- Committee met recently.
- Kelly updated. October 6th 8:30-10:30. Wizard of Oz decorations are needed.
- Room reserved for storage in DSU.
- Please look at donations spreadsheet. More donations are needed.
- Regional campuses can ask for donations from their area for the regional campus breakfast.

- Save the date will be sent this week.
- October 4th 9 – 11 a.m. will need help taking items to DSU.
- Josh thought a suggestion box would be a good idea. Slip of paper with room for top three suggestions.

Discussion

Council Mail/Email Review

- Anonymous Letter – Inequality of hours worked by exempt staff.
 - HR was notified about the letter; sender wants policy clarifications.
 - Ombudsman was eliminated last spring.
 - Suggestions for resolving issues?
 - A suggestion was made to create a committee for policies. Greg suggested that the HR Liaison would be the appropriate mechanism for this issue.

Acknowledgement of Guests/Open Discussion with Staff

- Deborah Wilkins
- Dr. Breedlove

Announcements

Next Meeting Date/Time/Location

- Council monthly meeting, November 1st, 9:00 AM, MMTH Regents Room (tentative)

Notable Events

- Staff Fall Break Brunch, October 5th, 8:30 AM to 10:30 AM, DSU Fresh Food Company

Adjournment- 11:13 a.m.

- Following Adjournment, Dr. Breedlove led the Staff Council members on a tour of the Gatton Academy facilities.

WKU Staff Council
September 2017 Committee Reports
Compiled September 6, 2017

University Committee Reports

University/Academic Calendar Committee

- No report

Benefits Committee:

- Benefits Committee met twice this month. We have finalized our recommendations to move forward with our 2018 benefits package. We will begin preparing for open enrollment after the president approves our recommendation.

Budget Council Committee

- No report

Campus Library Advisory Council

- No report

Campus Master Planning Committee

- No report

Parking Appeals Committee

- No report

Parking and Transportation Committee

- No report

Preston Center Advisory Board

- No report

Staff Excellence Committee

- No activity. Congratulations to Julie Taylor, who was awarded the Staff Excellence award at Convocation.

Legislative Committee

- No report

Sustainability Champions

- No report

President's Committee for Diversity and Embracement

- No report

University Senate

- Greg attended the Senate meeting on 8/24, but had to leave before it finished. This being the first meeting of the new year, the Senate did not have much new business. The new Chair discussed several meetings in which he participated recently with the President, SGA, and Council.
-

Standing Committee Reports

Staff Leadership Committee

- No report

Book Scholarship Committee

- Scholarships awarded to Cindy Smith and Amanda Staples.

Staff Satisfaction Committee

- No report

Fall Break Brunch Committee

- No report
-

Ad-hoc Committee Reports

Staff New Hire Orientation Research Committee

- Kaliegh Belda is meeting with HR and the other HR Liaisons on August 31st to begin the discussion about employee onboarding.

Solar Eclipse Planning Committee

- The eclipse committee has disbanded as the eclipse is over. Many thanks to Jeff Younglove for leading the committee!

Staff Emeritus Award Committee

- WKU Publications informed the committee that the mock-up of the plaque could be used exactly as Kaliegh's designed it. Kaliegh submitted the mock-up to Signature Signs and the plaque was created. Facilities Management hung the plaque on the 2nd floor of JRH near the Board of Regents room on 08/23.

Staff Tenure Recognition Committee

- No report

Payroll Deduction Committee

- No report

Medical Leave Bank Committee

- Tamela and Greg met with Tony and Kari from HR, along with Eric and Patti from the Senate. We shared with the Senate members the Council's concerns with the leave bank, and we discussed possible changes to the FMLA policy that would allow WKU to eliminate the bank entirely in favor of greater benefits. Kari and Tony will draft these changes, and the Senate will discuss them in committee and possibly vote on them at their next meeting. The goal will be to pass any changes to the FMLA policy before the open enrollment period begins.



Western Kentucky University Staff Council
Monthly Meeting, November 1, 2017
Jody Richards Hall – Cornelius A. Martin Regents Room

Minutes

Call to Order (Greg Hackbarth, Chair) The meeting was called to order at 9:04 a.m.

Present: Greg Hackbarth, Martha Basham, Chris Ware, Mike Loftis, LR Kennon, Kelly Scott, Phyllis Townsend, Tracy Harkins, Rhonda Sullivan, Dr. Tamela Smith, Kaliegh Belda, Connie Spears, Christy Murphy, Cindy Wedding

Absent: Josh Marble, Tomitha Blair, Mary Nunn, Sara Moore, Jenny Toomey, Crystal Walker, Jennifer Miller, Matt Davis

Roll Call (No quorum)

Approval of Prior Monthly Meeting Minutes

- *September – Did not have quorum at the November meeting to allow for approval of minutes.*

Guest Speakers:

- *Department of Human Resources*
- *WKUPD*

Member Reports

Officer Reports:

- Chair (Greg Hackbarth) –
 - Busy past two months. Attended the Honorary Degree meeting.
 - Greg explained the process of awarding honorary degrees.
 - Three recipients were chosen.
 - Attended two University Senate meetings. Refer to committee reports for information.
 - Attended Faculty Regent forum by Adobe Connect.
 - New Faculty Regent is Claus Ernst.
 - Met with Dr. Caboni twice since last Council meeting.
 - Discussed budget process and performance-based funding.
 - Suggested asking Co-Chairs or members of the strategic planning committee to attend a future Council meeting.
 - Listened to recorded Board of Regents meeting.

- Vice Chair (Mike Loftis)
 - No report.
- Treasurer (Jenny Toomey)
 - Greg read report in Jenny's absence. Added \$329.45 to the foundation account from funds gathered at Fall Break Brunch.
 - Has a few more checks that need to be deposited.
 - Still has one silent auction item that has not been picked up and paid for.
- Technology Officer (Kaliegh Belda)
 - Completed a few edits to the website, including uploading the staff satisfaction survey.
- Communications Officer (Kelly Scott)
 - The Scoop is upcoming. Asked for items.
- Staff Regent Report (Tamela Smith)
 - Update from the 10/27/17 Board of Regents meeting:
 - Received a report on enrollment numbers. New initiatives are in process for recruitment and retention, which continue to be issues.
 - The Budget Council is working on its new charge from President Caboni.
 - The BOR approved several faculty members for the honor of Faculty Emeritus. No Staff Emeritus honors were approved, since none were submitted. Need to market that award further.
 - As a reminder, if you have a staff member who has recently retired and they meet the qualifications for this honor, please submit your nomination to the Staff Council. Details on qualifications can be found on the Staff Council webpage: <https://www.wku.edu/staffcouncil/staffemeritusaward.php>
 - The Strategic Planning Steering Committee will meet on Wednesday, December 6th. This meeting will be streamed. There will be a Strategic Planning Open Forum held on Thursday, December 7th at 2:45 pm. Staff members are encouraged to attend.
 - Faculty have elected a new Faculty Regent – Claus Ernst. He will be sworn in during the January meeting and will replace outgoing Faculty Regent, Barbara Burch.
 - Greg asked about the diversity plan announced at the last meeting. Tamela advised this was a 40-page “WKU University-Wide Diversity, Equity, and Inclusion Plan for Academic Years 2017-2022.” The plan was approved by the BOR.
 - The next BOR Committee meeting will be held on January 26, 2018.

Discussion/Approval of Monthly Committee Reports

- Did not have quorum to approve monthly committee reports.
- Kelly cannot attend the President's Committee for Diversity & Embracement.
 - Mary volunteered but is sick today.
 - Tracy volunteered if no one else can make the meeting.
- Several committees need removing due to completion of events.
 - Greg will remove these committees.

- Effective immediately, submitted committee reports will be attached to the minutes and approved together at the following meeting.

University Committee Reports:

- University/Academic Calendar Committee (Mary Nunn)
- Benefits Committee (Jenny Toomey, Phyllis Townsend, Cindy Wedding)
- Budget Council Committee (Jennifer Miller)
- Campus Library Advisory Council (Kaliegh Belda)
- Campus Master Planning Committee (Jennifer Miller)
- Parking Appeals Committee (Connie Spears, Kaliegh Belda, Chris Ware)
- Parking and Transportation Committee (Mike Loftis)
- Preston Center Advisory Board (Martha Basham)
- Staff Excellence Committee (Greg Hackbarth, Tamela Smith)
- Legislative Committee (Greg Hackbarth)
- Sustainability Champions (Tomitha Blair, LR Kennon)
- President’s Committee for Diversity and Embracement (Kelly Scott)
- University Senate (Greg Hackbarth)

Standing Committee Reports:

- Staff Leadership Committee (Martha Basham, Crystal Walker, Mary Nunn)
- Book Scholarship Committee (Kaliegh Belda, Jenny Toomey, Kelly Scott, Ronda Sullivan, LR Kennon, Tracy Harkins)
- Staff Satisfaction Committee (Mary Nunn, Connie Spears, Jennifer Miller, Mike Loftis, Tamela Smith, Christy Murphy, Sara Moore)
- Fall Break Brunch Planning Committee (Kelly Scott, Josh Marble, Mary Nunn, Connie Spears, Ronda Sullivan, Crystal Walker, Kaliegh Belda, Cindy Wedding, Sara Moore)

Ad-hoc Committee Reports

- Staff New Hire Orientation Research Committee (Mary Nunn, Kaliegh Belda, Greg Hackbarth, Jennifer Miller, Josh Marble, Tracy Harkins, Cindy Wedding) – will be disbanded
- Staff Tenure Recognition Committee (Mary Nunn, Josh Marble, Mike Loftis, LR Kennon, Matt Davis, Christy Murphy) – will be disbanded
- Staff Emeritus Committee (Greg Hackbarth, Tamela Smith, Josh Marble, Kaliegh Belda) – will be disbanded
- Payroll Deduction Committee (LR Kennon, Jenny Toomey, Greg Hackbarth)
- Medical Leave Bank Committee (Tamela Smith, Kelly Scott, Traci Harkins, Greg Hackbarth, Mary Nunn, Sara Moore)

Council Business

Fall Break Brunch Report, Wrap-Up, and Future Planning (Greg Hackbarth, Kelly Scott)

- Attendance report
 - 484 attendees not including Sodexo employees.
- Regional campus appreciation
 - Regional campuses’ Fall Break brunch were well received.

- Staff were very appreciative; thank you card was circulated.
- Thanking donors
 - Greg will update letter; need to send out as soon as possible.
- Changes for next year?
 - Better communication/coordination regarding 3rd party tickets.
 - Ticket colors need to be different next year for each employer.

Human Resources Topics (Greg Hackbarth, Officer Bushong, Representatives from HR: Tony Glisson, Kari Aikins, and Andrea Sherrill)

- Topics included:
 - Military Leave
 - Officer Bushong spoke about military leave.
 - Officer Bushong explained the current policy was revised in 2001 and we need an updated policy that more aligns with benchmark institutions.
 - Martha asked that a clause be included allowing spouses to use their vacation time to spend time with deployed spouse while on leave.
 - 2018 Benefit Changes
 - Discussed Archey email, see email review below.
 - Retirement
 - Medical leave balances for ORP
 - Kari explained about the different retirement groups.
 - ORP cannot apply sick leave toward retirement.
 - Mike had questions about payout of sick time. WKU does not payout sick time.
 - A guest had a question about vacation payout upon retirement/termination. 150 hours is the cap on total number WKU pays out.
 - ORP participants are not affected by any changes in the retirement system including not required to pay the healthcare portion of 3%.
 - KTRS participants can apply up to six months of sick leave toward service credit after retirement eligibility is attained.
 - KERS participants hired before 2008 have unlimited sick leave and can be used to attain retirement eligibility.
 - KERS participants hired between 2008 and 2014 have a six-month cap on sick leave service credit.
 - KERS participants hired after 2014 cannot apply service credit for sick leave.
 - ORP participants cannot use sick leave toward retirement.
 - WKU pays the service credit sick leave retirement to the Kentucky Retirement System.
 - FMLA/Leave Bank
 - HR suggested holding off on the FMLA policy changes requested by Staff Council. In their view, changes in the leave-related policies depend on the status of the retirement reform bill proposed by the Governor.
 - Tamela voiced concerns about approval criteria for using the medical leave bank.

- FLSA
 - Tracy spoke about exempt vs nonexempt changes that occurred last year.
 - Kari explained HR processes to comply.
 - Kelly had questions about job description review. Kari explained the process of a job analysis questionnaire.
 - Greg asked about the process of changing new hires from semi-monthly to bi-weekly, which is a current HR initiative related to FLSA.
- Hiring Procedure Changes, PAAC Process
 - Greg asked about the new temporary hiring procedures. Tony detailed the process.
 - Reconfiguration of a unit would be allowed if a net savings.
 - Degree salary increase still in place.
 - New hires will be migrated to a bi-weekly payroll instead of semi-monthly.
 - Andrea spoke about new employee onboarding and separating employee off boarding.
 - Tamela had questions about off boarding and awareness of staff emeritus.
 - Off boarding encompasses retiring employees and employees leaving the university.
 - Kaleigh will work with Andrea to make supervisors more aware of the staff emeritus nomination process.

Upcoming Meeting Planning (Greg Hackbarth)

- December Meeting, Fresh Food?
- Regional Campus Meeting – will be held in spring if possible.
- Guest Speaker Suggestions – nutritionists, leadership training, Aramark, Budget office, strategic planning, student retention, SGA

Officer Election, Secretary

- Unable to elect because we did not have quorum.

Discussion

Council Mail/Email Review

- Anonymous – RFP for health insurance
 - HR has just completed an RFP for health insurance. Tony feels that self-insured is the most economical health insurance offering. HR received only two proposals. Information is available on the BenefitFocus portal.
- Hunter – Sick leave balances for ORP participants
- Archey – FSA/HRA for employees declining health insurance coverage
 - Employer mandated opt-out credit. IRS has certain criteria that governs how employees can be compensated for opting out of employer health insurance.
 - IRS regulations changed the way waivers were compensated.
- Anonymous – 4% raise for faculty, what about staff?
 - Given the budget deficit, HR assured that staff are not being left out of compensation.

Acknowledgement of Guests/Open Discussion with Staff

- Cindy had questions about extra days off at Christmas.
 - Tony said decisions are usually relayed either the week of Thanksgiving or the week after.
-

Announcements

Next Meeting Date/Time/Location

- Council monthly meeting, December, Date/Time/Location TBD
 - Greg will send out a Doodle to set the date.

Notable Events

- Previously covered in reports.
-

Adjournment

- Chair adjourned meeting at 12:00 p.m.

WKU Staff Council
November 2017 Committee Reports
Compiled October 31, 2017

University Committee Reports

University/Academic Calendar Committee

- No report

Benefits Committee

- No report

Budget Council Committee

- No report

Campus Library Advisory Council

- No report

Campus Master Planning Committee

- No report

Parking Appeals Committee

- No report

Parking and Transportation Committee

- No report

Preston Center Advisory Board

- Preston Center Phase III Update
 - Focus will be on a student-centered approach to any addition or renovation
 - Top priority will be the climbing/bouldering elements and an outdoor recreation and adventure center for the next addition.
 - Family/Transgender Dressing Room
 - Wet Classroom in Natatorium
 - Multi-Purpose area for functional training to be considered
- Preston Center Silver Anniversary
 - WKU Homecoming on October 14th
 - 25 for 25 Campaign
 - Monthly 25 Membership Recruitment Campaign

- Preston Center Projects
 - Natatorium: Will not install remaining two fire sprinklers due to difficulty in reaching them; we would have to empty the pool cover the liner and put up scaffolds for the project; WKU Fire Marshall has approved not replacing the current sprinklers
- Preston Center Fall Break Project
 - Walking Track: Installation of new lights; one lane will be closed as they work on the lights
- The new fans in the natatorium have helped to circulate the air and made the pool more comfortable.
- Status of more day lockers in the men's faculty and staff locker rooms since there are so many lockers available now. Steve Rey will inquire with Assistant Director of Facilities regarding this request.

Staff Excellence Committee

- No report

Legislative Committee

- No report

Sustainability Champions

- No report

President's Committee for Diversity and Embracement

- No report

University Senate

- Greg attended the Senate meetings in both September and October. The September meeting focused on preparation for the regent election, building and environmental/HVAC conditions, and tenure and promotion requirements. The Regent discussed the Governor's comments about arts versus science degrees. The October meeting centered around a visit from Dr. Caboni. He discussed the budget shortfalls, strategic planning, pensions, performance-based budgeting for departments, scholarships and low-income students, the provost and dean of education searches, and more.

Standing Committee Reports

Staff Leadership Committee

- No report

Book Scholarship Committee

- No report

Staff Satisfaction Committee

- No report

Fall Break Brunch Committee

- No report (review on agenda for November meeting)

Ad-hoc Committee Reports

Staff New Hire Orientation Research Committee

- No report

Solar Eclipse Planning Committee

- No report

Staff Emeritus Award Committee

- No report

Staff Tenure Recognition Committee

- No report

Payroll Deduction Committee

- No report

Medical Leave Bank Committee

- Representatives from HR found out that they could still make changes to disability insurance elections after open enrollment, so the timeline on the FMLA policy changed has shifted. Tamela, Greg, and Senate members are still in discussions with HR about the policy.



Western Kentucky University Staff Council
Monthly Meeting, December 7, 2017
Fresh Food Company – Downing Student Union

Minutes

Call to Order (Greg Hackbarth, Chair)

Roll Call (Martha Basham)

Present: Greg Hackbarth, Kelly Scott, Jennifer Miller, Mike Loftis, Tamela Smith, Josh Marble, Kaliegh Averdick, Chris Ware, Mary Nunn, Jenny Toomey, Christy Murphy, Sara Wallace, Tracy Harkins, Crystal Walker (remotely), Matt Davis, LR Kennon (Quorum present)

Absent: Julia Johnson, Tomitha Blair, Rhonda Sullivan, Cynthia Wedding, Connie Spears, Phyllis Townsend

Approval of Prior Monthly Meeting Minutes – Tracy asked about the guests from the November meeting and whether they knew the Council's meetings were open and public. Jennifer Miller suggested that guests be made explicitly aware of this fact as they are introduced. Minutes were approved for September and November.

Council Business

Greg proposed moving Council Business ahead of Member Reports due to some members who may have to leave the meeting early, causing us to lose quorum. Seconded and passed unanimously.

Secretary Election – Jennifer Miller nominated herself for the office. Unanimously passed.

Member Reports

Officer Reports:

- Chair (Greg Hackbarth)
 - Met with Dr. Caboni on the 30th.
 - Asked about Budget Council and Strategic Planning budget committee. The Budget Council focuses on a current budget reduction and a budget model change. Strategic Planning budget committee has a longer-term view.
 - Greg has attended the open forums of Strategic Planning.
 - The goal of strategic planning is to reinvent the University for student success. Greg cannot attend the December forum, but the recording will be posted.
 - Attended Faculty Senate meeting on the 16th
 - Senate proposed a public forum with local state legislators about retirement system reform. Eric Kondratieff asked if Staff Council would like to co-sponsor an event. Greg agreed to help and attempted to email several legislators to gauge interest. Greg asked the council if they want to take this on, but there is

limited time before a potential special session and even the general session. Tracy suggested we coordinate during spring semester. Greg will inquire with Eric about Senate member participation and whether they want to pursue this in the spring. Tamela suggested sending an email to staff encouraging them to contact their legislators. LR exited the Council meeting, so quorum was lost. Due to no quorum, the Council did not move forward with creation of a committee for the event; we will table further decisions on this until January.

- The Senate debated a resolution on the open staff position in the graduate office that has been un-filled due to the new hiring policy on hiring. Some faculty disagreed with the Provost's decision, but the topic was tabled.
 - Continual lack of quorum was discussed. Greg mentioned that the constitution/bylaws of the Council state that a member missing 3 consecutive meetings is to be dismissed from the council. One member meets the criteria, but we are not pursuing dismissal. Required warnings were not issued because of a previous discussion that the member's ability to attend may improve in 2018, and Greg will check-in with the member prior to next meeting.
 - Met with chairs of SGA and Senate. Discussed changes to WKU website, LGBT website information, emergency poles/call buttons (blue lights), Strategic Planning, and a number of other SGA initiatives. Greg offered help connecting SGA with web designers, and Kaliegh discussed the police relationship with the emergency poles and mobile app.
 - A budget consultant will be hired to assist the Budget Council. Greg encouraged council members to review their departments' benchmark data, as IT is doing with Educause data. Huron is the consulting group that has been mentioned, and some universities have published Huron reports on the web. Jennifer Miller explained that Huron will help establish a new budget model, and the firm comes highly recommended by other universities. We currently use an incremental budget, and there are several other models. Josh asked what an incremental budget is. Jennifer explained that there is a base allocation based on a previous year that is adjusted up or down. This type of budget does not seem sustainable and may not be flexible enough given current budget realities. Jenny Toomey asked about the timeline. Jennifer explained February 2018 is when the Budget Council will submit their recommendations, and she asked for any suggestions as soon as possible. Josh asked if Huron will meet with faculty/staff so we can share what initiatives we have already started to reduce costs. This is currently unknown. Jennifer asked that everyone be innovative and creative when thinking about the budget and their suggestions.
- Vice Chair (Mike Loftis)
 - Discussed staff tenure recognition. Considering the option of working with the WKU Store and vendors to fund the program. Would like to keep the program in-house to lower the cost. Committee will meet with rep from WKU store in January. Mike feels the recognition program will help with morale.
 - Treasurer (Jenny Toomey)
 - Collected on all silent auction items.
 - \$507.45 was deposited into the foundation account from Fall Break Brunch for scholarships.
 - Technology Officer (Kaliegh Belda)
 - Website has been updated.

- Communications Officer (Kelly Scott)
 - Gave results on Qualtrics survey about blue safety lights on campus.
 - Of 47 responses, only 2% have used the lights/buttons, 36% said more were needed, and 64% said no more lights are needed. 87% felt safe on campus.
 - The Scoop will go out in January.
 - Posted calendar events on page.

Staff Regent Report (Tamela Smith)

- Attended Strategic Planning Committee meeting on 12/6/2017.
 - Very informative to hear reports and presentations from all of the sub-committees
 - Several staff members are included on the sub-committees and are working hard on this initiative.
- Met with the newly elected Faculty Regent Dr. Claus Ernst.
 - Good initial meeting with Dr. Ernst. A topic of discussion was the top priorities currently for staff. They then discussed how they can work together on those priorities.
- Attending both graduation ceremonies on Saturday, 12/9/2017.
- Reminded us about next BOR Committee meeting, January 26th, 2018, where Dr. Ernst will be officially sworn in.

Discussion of Monthly Committee Reports

Note: See attached compilation for submitted committee reports.

University Committee Reports:

- University/Academic Calendar Committee (Mary Nunn)
- Benefits Committee (Jenny Toomey, Phyllis Townsend, Cindy Wedding)
- Budget Council Committee (Jennifer Miller)
- Campus Library Advisory Council (Kaliegh Belda)
- Campus Master Planning Committee (Jennifer Miller)
- Parking Appeals Committee (Connie Spears, Kaliegh Belda, Chris Ware, Josh Marble)
- Parking and Transportation Committee (Mike Loftis)
- Preston Center Advisory Board (Martha Basham)
- Staff Excellence Committee (Greg Hackbarth, Tamela Smith)
- Legislative Committee (Greg Hackbarth)
- Sustainability Champions (Tomitha Blair, LR Kennon)
- President's Committee for Diversity and Embracement (Kelly Scott)
- University Senate (Greg Hackbarth)

Standing Committee Reports:

- Staff Leadership Committee (Martha Basham, Crystal Walker, Mary Nunn)
- Book Scholarship Committee (Kaliegh Belda, Jenny Toomey, Kelly Scott, Ronda Sullivan, LR Kennon, Tracy Harkins)
- Staff Satisfaction Committee (Mary Nunn, Connie Spears, Jennifer Miller, Mike Loftis, Tamela Smith, Christy Murphy, Sara Moore)

Ad-hoc Committee Reports

- Staff Tenure Recognition Committee (Mary Nunn, Josh Marble, Mike Loftis, LR Kennon, Matt Davis, Christy Murphy)
 - Payroll Deduction Committee (LR Kennon, Jenny Toomey, Greg Hackbarth)
 - Medical Leave Bank Committee (Tamela Smith, Kelly Scott, Traci Harkins, Greg Hackbarth, Mary Nunn, Sara Moore)
-

Discussion

Council Email Review - None received

Acknowledgement of Guests/Open Discussion with Staff - No guests

Open Discussion

- Jennifer asked for a review of the November meeting's events due to her absence. Greg recounted some highlights from the previous minutes; a visit with Human Resources and a WKUPD officer (regarding military leave). We look forward to draft policies from HR on medical leave and military leave.
-

Announcements

Next Meeting Date/Time/Location

- Council Monthly Meeting, January 3rd, JRH Regents Room, 9:00 AM
 - Change meeting date to January 10th.

Notable Events

- Strategic Planning Meeting, December 6th, DSU 3023, 6:00 PM
 - Strategic Planning Open Forum, December 7th, Faculty House, 2:45 PM
 - University Senate Meeting, December 7th, Faculty House, 3:45 PM
 - HR Holiday Reception, December 11th, DSU 3rd Floor, 2:30 PM
-

Adjournment

Meeting adjourned at 11:30 a.m.

WKU Staff Council
December 2017 Committee Reports
Compiled December 6, 2017

University Committee Reports

University/Academic Calendar Committee

- No report

Benefits Committee

- No report

Budget Council Committee

- The Budget Council meets three times per week and, on average, is spending 8-10 hours a week gathering information, discussing ideas about recommendations and drafting those recommendations in a report format. Individual members of the council continue to work on data analytics and research outside of the scheduled meetings. The draft report of recommendations is to be presented to the President in February 2018.

Campus Library Advisory Council

- No report.

Campus Master Planning Committee

- No report

Parking Appeals Committee

- No report

Parking and Transportation Committee

- Parking Structure 3 will open November 20th!
 - At that time, we'll be able to move remaining residents and commuters who are parking at South Campus up to main campus. By the end of the semester, we will move all residents to main campus and discontinue the Sunday Shuttle.
 - The structure will serve both commuters and residents.
- FALL 2017 Survey
 - PTS has released the Fall 2017 survey. Please encourage people to participate as it will help us with future planning. We'll share results at the next meeting.
- Scofflaw Policy Update (pending approval)
 - Have been working with Michael Crowe in Student Conduct to refine the proposed policy. We altered the workflow such that:
 - After 5 citations in a permit year, PTS sends a notification letter to the customer.
 - After 8 citations, customer is notified they will be automatically booted on each successive violation.
 - After 10 citations, referral to the Office of Student Conduct.

- This places more responsibility on PTS for enforcing the scofflaw policy and reduces the workload sent to Michael Crowe's office.
- When details are worked out, will share with committee. Plans are to implement Fall 2018.
- Parking Appeals Process Update
 - PTS has finalized our internal processes for reviewing appeals.
 - In beta testing, we are finding that we are getting a lot of good feedback internally by being directly involved in the process. We have four possible outcomes in our internal review:
 - Void citation (officer error)
 - Approve Appeal (Reduce to warning per established policy)
 - Escalate directly to appeals committee
 - Deny appeal
 - As a reminder, there will continue to be an external Appeals Committee, but their workload should decrease.
 - Implementation is planned for Spring 2018.
- Transit Update
 - Expecting our first newly refurbished bus to arrive soon. More renovations of existing vehicles to follow.
 - Overall, transit ridership has decreased slightly this fiscal year. This is probably reflective of decreased enrollment.
- #KnowParking campaign
 - PTS is developing a #KnowParking educational campaign to help inform customers of how parking works on campus.
 - These will be distributed electronically and be available on our website. They will help overcome the knowledge gap that exists when we miss the opportunity to interact directly with customers when they purchase permits online.
 - The campaign will be comprised of very short (less than 2 minutes) eLearning vignettes, each focusing on a single topic (meters, Housing parking, Commuter parking, etc.)
 - We'll also be able to use the software to develop in house training videos (think new student enforcement officers).
- PTS Strategic Planning
 - As a department, we're developing a strategic plan to guide our operations over the next 5 years.
 - The plan will look at:
 - Transit bus fleet replacement schedule & capital costs
 - PS1, PS2 & ASG deferred maintenance schedule and costs
 - Long term maintenance schedule and costs for surface lots
 - Projected operating costs
 - Projected revenues
 - Aligning revenues with operational goals for service improvement
- Committee mission/bylaws/structure
 - A sub-committee has been formed to update the mission and bylaws of the committee.
 - We plan to have a tentative revision in early spring with the hope of a finalized version by the end of the academic year.

Preston Center Advisory Board:

- Potential of increasing day lockers in the men's faculty and staff locker room
- Preston Center Walking Track Lighting Fall Break Project Not Completed
 - Anticipate finish prior to December 1st
- Preston Center Phase III Update
 - Presented art renderings of the future design of the Preston Center
 - Discussed the various concepts and purpose of the design
 - Discussed some concerns with the design
- Preston Center Phase III Future Plans
 - Receive cost analysis from The Murphy Group
 - Identify potential donor(s) for project
- Member recommended that we replace all the rubber pads on the legs of all strength equipment in the Fitness Center; Equipment is not stable and damaging the floor.

Staff Excellence Committee

- No report

Legislative Committee

- No report

Sustainability Champions

- No report

President's Committee for Diversity and Embracement:

- Dr. Holland was the facilitator. She highlighted the new DEI website and said they had been instructed to move forward with the DEI plan which she characterized as aspirational. Discussion on how to interface that plan with the DEI Strategic Plan? Strategic Plan will likely be more expansive. Felt we are heavier on recruiting diversity than retaining it. Want to build on what's already being done. Seemed to be consensus on: Redoing boilerplate statement on HR job listings about diversity; Search Committees need more training on recruiting diversity; Want to find candidates who will fit values of WKU; Could recruit alums more for positions; Tenure process can be lonely and isolated – need more coaching.

University Senate:

- Greg attended the Senate meeting in November. There was no update from the benefits committee on the medical leave policy. There was an interesting discussion on the rehiring of a staff position that was vacated in the Graduate School. The position remains unfilled, and the Senate was considering a resolution to request that the Provost fill it. The Provost explained the budget climate and other reasons that it will not be filled. Ultimately, the resolution was tabled. The Senate also discussed holding a public forum with area legislators regarding the retirement reform bill, but to date there is no progress in setting up the forum.

Standing Committee Reports

Staff Leadership Committee

- Martha, Crystal and Mary selected 25 applicants and 2 alternates to participate in the 2018 Staff Leadership Institute. Greg relayed our picks to Cindy Ehresman who said she intends to notify the applicants by December 1st.

Book Scholarship Committee

- No report

Staff Satisfaction Committee

- No report

Fall Break Brunch Committee

- No report (review on agenda for November meeting)

Ad-hoc Committee Reports

Staff New Hire Orientation Research Committee

- No report

Solar Eclipse Planning Committee

- No report

Staff Emeritus Award Committee

- No report

Staff Tenure Recognition Committee

- The committee decided that the years of service that recognized for Staff Tenure Recognition is 5, 10, 15, and 20 years.
- Would like to see a program in place that would give a framed certificate during award services years and a gift that would increase in value depending on the length of service.
- We discussed the service award certificates and gifts be handed out to staff members during the Fall Break Brunch for the people that reached a service milestone during the previous fiscal year.
- LR Kennon is working on setting up a meeting with Ann Floresca (Director, WKU Store) to see if we can work with the bookstore to setup program that would use the bookstore for the service award gifts. The WKU Store is not able to give us discounts for the program but we would like to keep the program money at WKU if possible. Josh Marble has been looking into other companies for the service gifts if the WKU Store is not able to assist us.

Payroll Deduction Committee

- No report

Medical Leave Bank Committee

- No progress, but Greg spoke to Tony directly on November 28. HR would like to wait until the legislature makes a decision about the retirement reform bill, which could either be done in special session or by the end of the general session in April.