



STAFF SENATE
Monthly Meeting, February 3, 2021

Zoom Meeting

Minutes

Call to Order and Roll

Meeting called to order by Chair Mike Loftis on February 3, 2021 at 10:00 a.m.

Roll was taken by Secretary Tanya Vincent, all were present

Approval of Prior Monthly Meeting Minutes

A motion was made by Senator Emilee England and 2nd by Senator Jennifer Wilson. Minutes passed.

Officers and Staff Regent Reports

Chair:

Staff Chair Mike Loftis discussed how the Staff Senate will pay tribute to the late Senator Christopher Ware. Mike assigned Anthony Gilbert as the new Technology Officer and Rachel Cato will be co-chair of the Technology & Communication committee. Ethan Logan reached out and indicated that Spring enrollment has been consistent and there has been an uptick in Fall applications. Discussion of Staff Regent elections later in meeting.

Vice-Chair:

Lauren Ossello has been assigned to the University Benefits committee. The Workforce committee continues to work on policies with HR.

Communication Chair:

No report

Treasurer:

No Report

Technology:

The dates for the Staff Regent Election were set. Nominations will take place beginning March 1st and will end at 4:00 pm on March 12th. Dates for open forums will be determined later.

Secretary:

No Report

Parliament Report:

No Report

Staff Regent Report:

No Report

Guest Speakers

Sondra Humphries, Training and Communication Specialist, WKU HR

Sondra discussed the newly revised Staff Excellence Awards. The Staff Excellence Awards honor and recognize WKU Staff employees who go above beyond their normal job duties. This year there are seven different categories, Customer Service Award, Teamwork Award, Student Support Award, Unsung Hero Award, Inclusion Award, Part-Time Award and WKU Affiliate Award. The nomination period will run from February 1st, 2021 to February 12th, 2021. The selection committee will make their decisions between February 26th and March 12th. The winners will be announced later in March. If you have additional questions please contact HR.

Jennifer Breiwa Smith, Special Assistant to the President for Government & Community Relations

Jennifer serves as WKU's liaison to local, state, and federal governments and maintains a presence in Frankfort, KY, in Washington DC, and in communities throughout the University's service region. Jennifer discussed several new bills and the second year of the budget has been passed. There are two new bills regarding Covid vaccinations. University's will not be able to force students to be vaccinated. There are also 2 different pension bills, House Bill 258 and House Bill 8. They will pay close attention to these bills and how they affect KERS and KTRS employees at the University. For additional information about Government Relations please feel free to reach out to Jennifer.

Staff Senate Business

The first "Staff Star Award" was awarded to the late Christopher Don Ware Sr. Chris was a long-time employee of WKU and the Technology Officer for the Staff Senate who unexpectedly passed away in December. His former supervisor, James Kennedy, accepted the award on his behalf and offered a few words about Chris's dedication and service to WKU. It was then motioned to rename the "Staff Star Award" the "Christopher Ware Staff Star Award". A second was made and it was approved by all.

The Staff Senate, with the help of Staff Regent David Brinkley, read and unanimously passed a resolution to honor the life of our fellow Senate Leader, Christopher Don Ware Sr. The resolution will be included with the minutes and a copy will be presented to the Staff Senate, Board of Regents, Faculty Senate, and to his family to symbolize the permanent appreciation of the Senate.

Staff Senate Email Review

One e-mail was sent in regarding the Covid-19 vaccine. State employees including WKU faculty and staff are considered part of the 1C group. As soon as that group becomes eligible, e-mails will be sent out with instructions on how and where to schedule your appointment.

Announcements

Next Meeting March 3, 2021 at 10:00 am

Adjourned meeting

10:51 am



STAFF SENATE

Monthly Meeting, March 10th, 2021

Zoom Meeting

Minutes

Call to Order and Roll

Meeting called to order by Chair Mike Loftis on March 10th, 2021, at 10:00 a.m.

Roll was taken by Julia Johnson. Present Members: Jordan Basham, David Brinkley, Brian Campbell, Rachel Cato, Jordan Cole, Emilee England, Anthony Gilbert, Monica Hines, Julia Johnson, Steve Lancaster, Mike Loftis, Lauren Ossello, Jarrod Smith, Dough Tate, Robert Unseld, Jennifer Wilson. Absent members: Tanya Vincent and Ronda Sullivan

Approval of Prior Monthly Meeting Minutes

A motion was made by Senator Jennifer Wilson and seconded by Senator Emilee England. Minutes passed.

Officers and Staff Regent Reports

Chair:

Met with President Caboni about the HR Policy on death notifications of procedure; policy will be taken to the next meeting of the President's cabinet for approval.

Spending of funds on items that were needed was approved. Starting a foundation account was discussed and Kristie Smith agreed that Staff Senate could start a foundation account.

Mike thanked Tanya for putting together the book for Chris Ware's family.

Staff Engagement survey had 362 responses.

Vice-Chair:

No Report

Communication Chair:

Explained the upcoming Staff Regent process.

Treasurer:

No Report

Technology:

The dates for the Staff Regent Election were set. Nominations will take place beginning March 1st and will end at 4:00 pm on March 12th. Dates for open forums will be determined later. Staff Star page is up and thanked everyone involved in making that happen.

Secretary:

No Report

Parliament Report:

No Report

Staff Regent Report:

Attended BOR meeting on 3/5/2021 and discussed the BOR Meeting. He attended a walk through of the First Year Village.

Guest Speakers

Dr. Ranjit Koodali and Scott Gordon explained the graduate programs and upcoming offering for students and staff along with statistics on the importance of a Graduate degree. The Graduate school has lots of upcoming events. For more information regarding graduate programs please visit <https://www.wku.edu/graduate/>.

Tony Glisson- Explained the change in Policy with benefits status in positions that would change in the middle of the calendar year. Policy Number 46002.

Deborah Wilkins- Explained the process for when a Title IX complaint happens on campus. There is a lot of communication and work happening behind the scenes. Most of the reports are from students and she is working on offering more training on the process and to educate students/faculty/staff on Title IX. For more information you can email Deborah Wilkins at deborah.wilkins@wku.edu and visit the website at <https://www.wku.edu/titleix/>.

Staff Senate Business

Discussion of offering in-person Staff Senate Meetings in the future, however a location will need to be determined that can accommodate requirements.

Staff Senate Retreat will be held in person at DSU during the first week of June. A hybrid option will also be available.

Motion was made by Senator Doug Tate to create an Ad Hoc Committee for the foundation account and seconded by Senator Robert Unseld.

Ad Hoc Committee was formed to handle the Staff Senate Foundation Account.

Chair Emilee England, Co-Chair Robert Unseld. Members: Jordan Basham, Jarrod Smith, Mike Loftis

Staff Senate Email Review

Announcements

Next Meeting April 7th, 2021, at 10:00 am

Adjourned meeting

11:35 am

Link to recorded meeting: <https://www.youtube.com/watch?v=OXwXAnw8CfQ>



STAFF SENATE
Monthly Meeting April 7th, 2021

Zoom Meeting

Minutes

Call to Order and Roll

Meeting called to order by Chair Mike Loftis on April 7th, 2021 at 10:01 a.m.

Roll was taken by Secretary Tanya Vincent

Approval of Prior Monthly Meeting Minutes

A motion was made by Senator Tanya Vincent and 2nd by Senator Monica Hines. Minutes passed.

Officers and Staff Regent Reports

Chair:

Staff Chair Mike Loftis congratulated David Brinkley on his reelection as Staff Regent. Mike also congratulated this year's winners of the Staff Excellence awards. Each winner will be recognized at a ceremony will they will receive a plaque and \$1,000.

Customer Service Award (Due to their outstanding work during the COVID-19 pandemic, we have two winners of the Customer Service Award for 2021)

David Oliver, Environmental Health & Safety & Sharon Hunter, Housing and Residence Life

Teamwork Award

Amber Boards, Engineering & Applied Sciences

Student Support Award

Julie Jones, Social Work

Inclusion Award

Peggy Crowe, Counseling Center

Unsung Hero Award

Tammy Younglove, Infrastructure & Ops- AVS

Part-Time Award

Elizabeth Fogle, Engineering & Applied Sciences

WKU Affiliate Award

Patsy Perkins, Sodexo

Vice-Chair:

No report

Communication Chair:

Jennifer Wilson let everyone know that all of the staff senate minutes on the website have been updated. We will make an effort to keep them updated: however, they will be a couple months behind due to the approval process.

Treasurer:

The current balance in the foundation account is \$3,668. There was a \$83.84 distribution for frames for the Staff Star Awards. The book scholarship account is \$1386.40

Technology:

The dates for the Staff Senate Elections were set. Nominations will take place beginning April 28th and will end on May 7th. The election will take place on May 19th.

Secretary:

No Report

Parliament Report:

Will go over updates during staff senate business

Staff Regent Report:

David Brinkley thanked the staff for being reelected and he looks forward to serving another three years. The finance and budget committee met with Susan Howarth and Rebecca Russell related to the action items for the board meeting and 3rd quarter university actuals. He was very pleased with the new Axiom software that is being used. He feels this software will give much more granularity as needed it will also help look at financial statements and increase the reporting ability. Please go through the board agenda and if you have any questions or have any concerns about the board of regent's action items please reach out to David. He is here to be an advocate for all staff.

Susan Howarth discussed the University's annual review by accredited credit agency Standard and Poor (S & P). The good news for WKU was our credit rating was reaffirmed and our outlook was changed from negative to stable. This is excellent news for our campus. A stable outlook is very positive. They were impressed by the financial progress, improvements on operating margin, and overall enrollments.

Guest Speakers

Bruce Schulte, Assc VP, Strategy, Perf & Acct - Strategy, Operations & Finance

Bruce discussed the new policy change for Policy 2.81023, which is the Policy on Intellectual Property. It had not been updated since 2013. The major changes include that the policy is co-authorized by the EVP and the Provost. The IP Committee will become a sub-committee of the WKURF Board of Directors. The IPC will have WKU and non-WKU representation. The WKU RAMP budget model no longer has category

of “General Fund” to which 25% of the net revenue was distributed under the previous OP policy. This percentage has been redistributed in the current revision. The distribution is retroactive for standing agreements. Staff need to be aware because they are innovators as well. If you have an idea that can be commercialized please get in touch with Dr. Schulte.

Staff Senate Business

The staff senate WKU foundation Adhoc committee presented bylaw changes on the newly established Foundation account. The bylaw change will update the duties of the Treasurer. The new policy will allow the Treasurer to have access to manage and report on both the Staff Senate E&G Index, the WKUF account and the CHF book Scholarship Account. The staff senate will be given \$1,000 seed money for the foundation account. This account will give the senate more flexibility for using money for various expenses related to staff. Rebecca Russell will be the admin for the foundation account. Motion to pass the change in bylaws was brought by Anthony Gilbert, Brian Campbell was a second. The motion was approved and bylaw was changed.

Christopher Ware Staff Star Award presentations

Jennifer Wilson announced the winners of this month’s Staff Star Award. Various senators read each of the award winner’s nominations. Each staff member will be presented with a framed certificate and a WKU mug. Jennifer gave praise to Barnes & Nobel for their in-kind gifts for the awards. If you have a staff member you would like to nominate please go to: <https://www.wku.edu/staffsenate/staffrecognition.php> . The senate will announce three new nominees each month.

This month’s Christopher Ware Staff Star Award recipients are:

Jessica Steenbergen, Office of the Provost

Lisa Shipley, Information Technology Services,

Becky Sims, Campus Recreation and Wellness

Announcements

Next Meeting May 5th, 2021 at 10:00 am

Adjourned meeting

10:48 am



STAFF SENATE
Monthly Meeting May 5th, 2021

Zoom Meeting

Minutes

Call to Order and Roll

Meeting called to order by Chair Mike Loftis on May 5th, 2021 at 10:08 a.m.

Roll was taken by Secretary Tanya Vincent

Approval of Prior Monthly Meeting Minutes

A motion was made by Senator Jordan Basham and 2nd by Senator Doug Tate. Minutes passed.

Officers and Staff Regent Reports

Chair:

Chair Mike Loftis received an e-mail about VSIP, the Budget, and the Compensation study. Final information is not quite ready to be shared. Dr. Timothy Caboni and Susan Howarth will be our guest speakers for the June meeting. They will be taking questions and providing updates about these issues. Another e-mail was received about reverse appraisals that were being sent to faculty members. There will be a survey sent out to staff from Institutional Research. This reverse appraisal will only be sent to staff members whose supervisor has 5 or more employees.

Vice-Chair:

No report

Communication Chair:

No report

Treasurer:

The balance in the WKU E & G account was \$3,668. There was a \$83.84 distribution for frames for the Staff Star Awards the new balance is \$3583.17. The book scholarship account is \$1386.40

Technology:

No report

Secretary:

No Report

Parliament Report:

The change in bylaws regarding the number of staff senate representatives passed and will be updated on the webpage.

Staff Regent Report:

David Brinkley let us know the next full regents meeting will be held on Friday, May 7th, 2021. The next Special Budget Approval and Committees meeting will be held on June 18, 2021.

Staff Senate Business

The Staff Senate election will take place on May 19th. The deadline for nominations is Friday, May 7th. The senate encourages people to submit nominations and become a part of Staff Senate. The June meeting will be held in person on June 1st and will also be available via zoom and streamed on YouTube. Senator Steve Lancaster started a discussion about the Staff Leadership Institute. He would like to propose some changes to the format and allow participants to tour various areas on campus and get a working knowledge on how other departments work on campus. The senate will work with DELO in the upcoming year to address possible changes. Chair Mike Loftis would like to compile an annual report of the accomplishments that the senate has made over FY21. He asked that senators submit write ups about their standing committees and accomplishments to the communication officers before our July meeting.

Christopher Ware Staff Star Award presentations

Tanya Vincent announced the winners of this month's Staff Star Award. Various senators read each of the award winner's nominations. Each staff member will be presented with a framed certificate and a WKU mug. Thank you to Barnes & Nobel for their kind gifts for the awards. If you have a staff member you would like to nominate please go to: <https://www.wku.edu/staffsenate/staffrecognition.php> . The senate will announce three new nominees each month.

This month's Christopher Ware Staff Star Award recipients are:

Jenny London, Division of Extended Learning and Outreach, Elizabethtown

Beth Stamps, Philanthropy and Alumni Engagement

Emily Pride, Housing and Residence Life

Announcements

Next Meeting June 1st, 2021 at 10:00 am

Adjourned meeting at 11:04



STAFF SENATE
Monthly Meeting June 1st, 2021

Minutes

Call to Order and Roll

Meeting called to order by Chair Mike Loftis on June 1st, 2021 at 10:00 a.m.

Roll was taken by Secretary Tanya Vincent

Approval of Prior Monthly Meeting Minutes. There was a change in the wording to the treasurer report. The fund listed should be ENG not foundation. This was updated.

A motion was made by Senator Robert Unseld and 2nd by Senator Jordan Basham. Minutes passed.

Officers and Staff Regent Reports

Chair: Mike thanked the senate for all the hard work the senate has accomplished this year. This was the senate's first in-person meeting this year and he was glad to be able to meet in person.

Vice-Chair:

No report

Communication officer:

No report

Treasurer:

The balance in the WKU E & G account is \$3583.17. The book scholarship account is \$1386.40, and the foundation account is \$0.00.

Technology:

No report

Secretary:

No Report

Parliament Report:

Doug Tate has been working on updating bylaws and they will be posted on the website.

Staff Regent Report:

The next Special Budget Approval and Committees meeting will be held on June 18, 2021.

Guest Speakers:

Dr. Timothy Caboni and Susan Howarth were our guest speakers for our June meeting. President Caboni led off by discussing that the Fall semester will look significantly different than last year. We are bringing back students, tearing down buildings, and trying to get back to somewhat normal after this last year during the pandemic. Dr. Caboni addressed several of the questions that were sent in prior to the meeting. Some of his key points included:

- WKU will move forward with a 2% raise pool for faculty and staff for the 2022 fiscal year. He is hoping annual raises will continue to be built into future years budgets.
- WKU graduated its largest number of students last year. Last Fall there was also an increase of 450 first year students. Enrollment seems to be holding steady for Fall 2021.
- He encourages flexibility around campus with the summer schedule. We will be keeping the summer schedule for the summer hours and will rely on deans, department heads and directors to decide what is best for all areas. It is important to still have coverage and remain open during business hours.
- The compensation study that was put on hold last will begin again. Check out the HR website for more details.
- WKU will propose a 2% increase in tuition for 2021-2022.
- We will permanently eliminate the distance learning fee for online web courses. The fee was \$150.00 per credit hour. This will cost the University. \$4.3 million in revenue.
- Starting July 1st, upper level approvals for pro-card spending will end and will return to previous spending polices. He still hopes departments will still continue to be mindful of purchases.
- Several buildings around campus are scheduled to be torn down including Garrett Conference Center, Tate Page Hall, and the College Heights Foundation Building. This will be creating more green space for students when they return in the fall.
- Masks will only be required for individuals who have not be vaccinated. WKU will not require the vaccine for returning students.
- With VSIP there was 125 people who took the retirement offer. This means less staff on campus and important duties will be redistributed to the remaining employees. He indicated it will be up to individual areas to decide how that is done.
- There has been lots of change on campus. Don't look at change as a negative, be creative and see the world as an opportunity.

President Caboni spoke to the senate for close to an hour. We appreciate his willingness to talk to the staff and address pressing issues.

Susan Howarth discussed the 2% raise pool. They are working on deciding on how to distribute the funds. They would like to distribute based on performance however this year it may not happen. They are putting the Deans and VP's in charge of their budgets and pro cards. It will be up to them to mandate the spending and budget. The CPE approved a 3% tuition increase over 2 years. WKU is proposing a 2% increase in tuition for the 2021-2022 year. A new internal auditor has been hired and will begin on July 1st. The Senate thanked Susan for attending and providing updates for the upcoming year.

Christopher Ware Staff Star Award presentations

Jennifer Wilson announced the winners of this month's Staff Star Award. Various senators read each of the award winner's nominations. Two of the three recipients were present to accept their certificates. Thank you to Barnes & Noble for their kind gifts for the awards. If you have a staff member you would like to nominate please go to: <https://www.wku.edu/staffsenate/staffrecognition.php> . The senate will announce three new recipients each month.

This month's Christopher Ware Staff Star Award recipients are:

Luke Akridge, Information Technology Services

Dr. David Oliver, Environmental Health and Safety

Tammy Spinks, College of Education and Behavioral Sciences

Announcements

Next Meeting July 7th, 2021 at 10:00 am

Adjourned meeting at 11:35 am



STAFF SENATE
Monthly Meeting, July 7, 2021

DSU

Minutes

Call to Order and Roll

Meeting called to order by Chair Jordan Basham on July 7, 2021, at 10:00 a.m.

Roll was taken by Julia Johnson.

Approval of Prior Monthly Meeting Minutes

Minutes from June meeting passed by everyone.

Officers and Staff Regent Reports

Chair:

Working on lots of moving parts and reminder that meeting our open to anyone attend.

Vice-Chair:

Work Force Committee met with Andrea Sherrill Interim Director of HR is working on initiatives with supervisory training and hope to get that going in the next couple of months. Holiday Calendar is still being worked on.

Communication Chair:

Updated website and Staff Awards have been updated also.

Treasurer:

AS OF 6/30/2021, FY21 year-end:

E&G Index – 100600

- Starting Balance = \$3,583.17
- Additions = \$0.00
- Disbursements = 3,250.00 [Upgrade remote/virtual technology in DSU 2081]
- Ending Balance = \$333.17

WKUF Account (Staff Senate Excellence Fund) – 110860

- Starting Balance = \$0.00
- Additions = \$1,025.00 [3/31 - \$1,000.00 from President Caboni & Amanda Trabue; 4/16 - \$25.00 from donor during Day of Caring]
- Disbursements = \$0.00
- Ending Balance = \$1,025.00

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,386.40
- Additions = \$0.00
- Disbursements = \$0.00
- Ending Balance = \$1,386.40

To note for FY22:

E&G Index – 100600

- Budget amount = \$3,668.00

Budget & Finance Committee:

- No report.

Employee Benefits Committee:

- The recommendation put forward to administration by the committee is for the employee health insurance plan and dental/vision plan for plan year 2022 to remain unchanged. There will be no rate increases.

FYI, but not for full Senate reading:

- *Presentation to entire Staff Senate once HR gets approval. Followed up with Sondra on 6/10/2021 – Andrea is still waiting on final approval from Susan.*
- *Presentation to Staff Senate Executive Committee on 4/19/2021.*
- *Professional Development Work Group met with HR on 4/15/2021.*
- *Professional Development Work Group met with HR on 3/31/2021.*

Technology:

No report

Secretary:

No Report

Parliament Report:

No Report

Staff Regent Report:

There have been two appointments to the Board of Regents by Governor Andy Beshear:

Dr. Phillip Bale (re-appointment until 2027)
-elected as incoming Chair to replace Freddie Higdon

Doris Thomas (appointed to first term ending 2027)

Kentucky Gov. Andy Beshear has appointed Doris C. Thomas and Phillip W. Bale to the Western Kentucky University Board of Regents.

Thomas, of Smiths Grove, replaces Frederick Higdon of Lebanon and will serve through June 30, 2027. Bale, of Glasgow, will serve through June 30, 2027.

Thomas, a WKU alumna, retired earlier this year from Med Center Health and most recently served as Vice President of Development and Community Outreach. She is a Fellow in the American College of Healthcare Executives. She has served on a number of WKU boards and committees, including WKU's Alumni Board of Directors, the President's Circle Advisory Committee, and the Hilltopper Athletic Foundation Board of Directors. She has also served on various community boards, including the Bowling Green Area Chamber of Commerce Board of Directors.

The Board approved a \$375,677,370 budget for FY 2022.

https://www.wku.edu/regents/2021/6-18-21specialbudgetmeeting/fy22wkuoperatingbudget_v2.pdf

This represents a reduction of \$12,084,630. It is worth noting that the E&G portion was only reduced by 1% from the previous FY (\$4,969,475).

We raised tuition by 2% (no increase from previous year).

We eliminated the DELO per credit hour fee on the recommendation that volume of use would replace that lost fee revenue.

Guest Speakers

Staff Senate Business

Recognized Mike Loftis for his been Staff Senate Chair and all his hard work.

Staff Star Award given out to Sandra Hughey, Ryanne Gregory and Patti Whitehead

Deborah Wilkins asked about the Compensation Study, Susan Howarth was in attendance and mentioned the study is still ongoing. Link to [Compensation Study](#). Susan also mentioned the 2% raise to come.

Staff Senate Email Review

Announcements

Next Meeting August 4th, 2021, at 10:00 am

Link to recorded meeting: <https://www.youtube.com/watch?v=Dwuth4se3fw>



STAFF SENATE

Monthly Meeting, August 4, 2021 (10:00 AM)

DSU 2081 - Senate Chambers

Agenda

Call to Order and Roll

Approval of Prior Monthly Meeting Minutes

Officer, Standing Committees, and Staff Regent Reports

Jordan Basham, Chair

Tanya Vincent, Vice-Chair - Workforce Committee Co-Chair

Emilee England, Treasurer - Budget & Finance Committee Co-Chair

Rachel Cato - Communications Officer, Communication & Technology Co-Chair

Anthony Gilbert, Technology Officer

Julia Johnson, Secretary, University Committee Co-Chair

David Brinkley, Staff Regent

Guest Speakers

Benefits Update: Erin Heil, Benefits Specialist – WKU Human Resources

Staff Senate Business

Staff Star Award

Christopher Don Ware Resolution Sr. Presentation

Other Business



STAFF SENATE

Monthly Meeting, September 1, 2021

Zoom Meeting

Minutes

Call to Order and Roll 10:00

Meeting called to order by Jordan Basham

Approval of Prior Monthly Meeting Minutes: Approved with updated changes

Officers and Staff Regent Reports

Chair: Attended BOR meeting and, Topper Feast. The topic of the raise pool and of the status of the planning process was a discussion point at our monthly meeting with President Caboni. That discussion and the role we play in shaping and contributing to the process and decisions yet to be made, are the basis for me saying that the flat statement is not accurate.

Vice-Chair: Continue to work on HR onboarding process and setup a channel of support for Office Associates and Office Assistants. Two winners for the book's scholarship information was mentioned. Mentorship program has been paired with 8 matches.

Communication Chair: Rachel mentioned that only nominations for the Chris Ware Award we only be accepted from WKU Staff and Faculty. Nominations from family or spouse outside WKU will not be accepted.

Treasurer: Two book scholarships have been awarded.

As of 7/31/2021

E&G Index – 100600

- Starting Balance = \$3,668.00
- Additions = \$0.00
- Disbursements = \$0.00
- Ending Balance = \$3,668.00

WKUF Account (Staff Senate Excellence Fund) – 110860

- Starting Balance = \$1,025.00
- Additions = \$110.00
- Disbursements = \$0.00
- Ending Balance = \$1,135.00

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,386.40
- Additions = \$0.00
- Disbursements = \$0.00
- Ending Balance = \$1,386.40

Technology: None

Secretary: None

Parliament Report: None

Staff Regent Report: None

Guest Speakers: Andrea Sherrill and Mindy Hutchins. They answered a wild variety of questions submit prior to our meeting. A list of the questions is included with our meeting minutes. For answer related to those questions please visit our YouTube Channel: September 4, 2021 monthly meeting.

Christopher Ware Staff Star Award Presentation

Awards were given to:

Judy Rouse

Dr. Ambree Scott

Cierra walker

Staff Senate Business

Open enrollment starts October 18-29th

Staff Senate Email Review

Announcements

Next meeting October 13, at 10:00 am

Adjourned meeting at 11:35 am

Link to recorded meeting: <https://www.youtube.com/watch?v=YCOCcaLdIws>



STAFF SENATE

Staff Senate Meeting October 13th, 2021

Hybrid Session

Meeting was called to order at 10:02 am, by the Chair Jordan Basham

No roll was taken.

Guest Speakers:

Dr. Jennifer Tougas – Interim Assistant Vice President for Business Services

Dennis Cain- Parking Manager

Marci Morehead -Purchasing Manager

Pam Davidson – Purchasing Buyer/Pro Card Administrator

Dr. Tougas gave an overview of the Business Services, which includes Printing Services, Vending Services, Postal Services, Procurement Services, Materials Management (Shipping and Receiving), Inventory Control, Surplus, Parking and Transportation and The WKU Store.

Procurement spending is within the state and federal guidelines, and if you have any questions, please reach out to Marci or Pam.

There is a parking study, that is ongoing, regarding fees. Looking to provide “pay as you go” options, such as daily, weekly, monthly or semester, in addition to the discounted annual permits. Explanation of Park Mobile places on campus was provided. For those coming to campus once a week, it is more economical to reserve parking for the day instead of purchasing annual permit.

Questions were answered about Mimosa parking issues. Dennis Cain gave examples on studies that had been conducted regarding parking issues in the Mimosa lot. Dennis also explained the number of citations given in this lot since July. Dennis explained the process of reserved parking permits and how those are determined. For questions about reserved parking, contact Dennis Cain at dennis.cain@wku.edu

Senator Sheryl Hagan-Booth, asked a question about visitor passes being electronic and requesting more than 10 at a time. Jennifer explained that they prefer to only give 10 visitor passes out a time because if a large group is coming to campus, P& T needs to be notified. Electronic visitor passes can be given when appropriate. Advice: keep a handful of scratch-offs

on hand for unexpected guests. Coordinate with PTS for events. The larger the event, the more advanced coordination is needed. Contact Debbie Dismon for visitor parking pass information.

Changes that are coming; Tate Page Hall area will be green space and eventually will become the new College of Business building once funding has been secured. Garrett/ Hilltop is having a circulation study conducted and green space will be added along with changes in traffic direction at the top of hill. Construction will start next summer on that phase. Normal North Lot expansion is coming along. Also exploring expansion along KissMeQuick Alley and Park Street Lot for students.

For more information, please visit their website at https://www.wku.edu/strategyopfin/business_services/.

Officers and Staff Regent Reports

Staff Regent Report : No report

Chair Report:

Busy last five weeks. Chair Jordan Basham had brief meeting with President with the only topic of discussion being staff morale. This was clarified after Senator Deborah Wilkins asked twice what discussion the chair had with the President during their meeting. Staff Senate Executive Meeting will be held Oct 20, 2021 at 10:00 am.

Vice-Chair: No report

Secretary: No report

Treasurer: No report

Parliamentarian Report :

Lauran Ossello resigned as the Parliamentarian; Chair Jordan Basham read the description of the Parliamentarian. Senator Jennifer Wilson nominated Senator Sheryl Hagan-Booth and Senator Sheryl Hagan-Booth accepted. A vote was taken (15 I's) and she was elected as Parliamentarian.

Communication Officer: No report

Technology Officer: No report

Committee Reports:

Workforce Committee: No Report

Budget & Finance: No Report

Communication & Technology Report: No Report

University Committee: Senator Jarrod Smith mentioned that our committees are just now starting to meet and in November our Committee would have more to share from meetings attended.

Other business:

Senator Deborah Wilkins asked when the Senate would be asked to vote on a member of the Staff Senate to be added to the Budget Executive Committee (BEC). The Chair explained that the Senate does not vote on this. The person is recommended by the budget and finance committee and the executive committee, and then appointment by the Chair Basham. Senator Brian Campbell is on in the BEC and Senator Todd Sequin was added to Operating Allocation Committee (OAC).

Further clarification was asked about the Chair Basham's meeting with President and what was discussed. As noted above, that Chair Basham had a brief meeting because no agenda was set and the only item discussed was staff morale.

September Minutes approved after revisions were made. (Rachel, Peggy and Deborah had edits and revisions that were added)

Susan Howarth attended Staff Senate Meeting and stated that Staff and Faculty would be receiving communication later this week from the President about the 2% raise and how it will be distributed. In January, there will be a 1.5%, cost of living raises to all Staff and Faculty hired on or before August 1. In March, .5% will distributed based on the most egregious compression issues, for both staff and faculty, once we get compensation study from the staff.

Christopher Ware Staff Star Award was given to:

Audra Coil, Office Coordinator - Doctor of Physical Therapy

James Kennedy, Manager, Endpoint Support - Tech Support Serv-Endpoint Services

Catherine Malin, Project Director - South Central AHEC

Announcements:

Next meeting: November, 3, 2021 at 10am in Jody Richards Hall - Cornelius A. Martin Regents Room and WKU Staff Senate YouTube

Motion to adjourn made by Chair Basham, first by Senator Brian Campbell and seconded by Senator Peggy Crowe and Senator Jennifer Wilson

Meeting adjourn at 10:57 AM

Link to meeting on YouTube: <https://www.youtube.com/watch?v=3tTKEPRGj9w>



STAFF SENATE

Staff Senate Meeting November 3rd, 2021

Hybrid Session

Meeting was called to order at 10:00 am, by the Chair Jordan Basham

Roll Taken

Guest Speakers: None

Officers and Staff Regent Reports

Staff Regent Report : The Board of Regents had committee meetings on October 22, 2021.

The Academic Affairs Committee approved Faculty Emeritus Status for the following:

CEBS – 6
CHHS – 4
GFCB – 4
OCSI – 17
PCAL – 23
Libraries - 3

The Finance and Budget Committee approved four action items for full BOR consideration in December:

- 1) Personnel actions (Staff Regent David Brinkley abstained)
- 2) Budget vs Actual Report (190 days of cash on hand, \$139M in bank)
- 3) Reapproved a \$10M line of credit as a best practice
- 4) Approved plan for Internal Audit based on report

The Student Affairs Committee had no action items for review/approval

The Executive Committee approved one action item and discussed one information item.

The action item approved was a contract extension for an athletic coach. The committee formally discussed the evaluations and process for President Caboni.

The quarterly BOR meeting is December 10th, 2021.

Chair Report: Chair Jordan Basham meeting with President Caboni was cancelled. Reminder about the Roberts Rules 1-hour training that was sent to Senators through email.

Senator Brian Campbell will serve on the search committee for the Director of Admissions and Senator Angie Link will serve on the search committee for the Director of Human Resources.

Next meeting with President Caboni will be November 16, 2021.

Staff Senate elections will be in the Spring.

Vice-Chair: No Report

Secretary: No Report

Treasure: AS OF 10/31/2021, FY22:

E&G Index – 100600

- Starting Balance = \$3,238.01
- Additions = \$0.00
- Disbursements = \$147.04 [\$147.04 – Aramark] (Approved \$25.00 expense for minutes training)
- Ending Balance = \$3,090.97

WKUF Account (Staff Senate Excellence Fund) – 110860

- Starting Balance = \$1,196.70
- Additions = \$0.00
- Disbursements = \$0.00
- Ending Balance = \$1,196.70

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,386.40
- Additions = \$104.80
- Disbursements = \$0.00 [have authorized two Fall 2021 Book Scholarships]
- Ending Balance = \$1,491.20

Parliamentarian Report : No Report

Communications Officer: No Report

Technology Officer: No Report

Committee Reports:

Workforce Committee: Two new members have been added to the Benefits Committee, Senator Tanya Vincent and Senator Angie Link.

14 mentors have been paired with 14 mentees. We are still looking for three more mentors. If interested, contact Senator Tanya Vincent at tanya.vincent@wku.edu.

Budget & Finance: Senator Emilee England reported that no committee reports from Budget Executive Committee (BEC), Operating Allocation Committee (OAC), or Capital Allocation Committee (CAC). As they had any meetings yet.

Employee Benefits Committee:

- November meeting on 11/17/2021 @ 3:00pm.

Communication & Technology Report: No Report

University Committee: Senator Jarrod Smith remind Senators that WKU will be hosting the 2021 Higher EDquity Symposium, sponsored by the Council on Post-secondary Education: Monday and Tuesday, November 15-16, 2021

Senator Smith asked about forming an Ad-Hoc Committee for DEI initiative within Staff Senate. Motion by Senator Jarrod Smith for an Ad-Hoc Committee was made and second by Emilee England. The motion was voted on and passed. Chair Jordan Basham appointment Senator Jarrod Smith as Chair of the Ad-Hoc Committee and Senator Smith will contact others to be on the committee.

Senator Jarrod Smith would like to use fund for professional development with DEI for staff senate. Further clarification was asked by Senator Peggy Crowe and what type of training and requested that it be something to help staff gain skills to be core culturally aware and knowledgably. Senator Smith is still working on ideas. If any one has idea, send those to Senator Jarrod Smith at jarrod.smith@wku.edu.

Other business:

Senator Peggy Crowe mentioned she had received an email asking about staff being included in the Fall Break for a day or both off like faculty receive. Senator Crowe wanted to know when or how this type of business should be brought up. Chair Jordan Basham will do some research to see why staff are not included and mentioned this type of business could be taken to the Workforce Committee for comments and research.

October Minutes Approved by all Staff Senators

Chris Ware Award was given to:

- Amy Jewell
 - Jenna Aikins
 - Stephanie Prichard
-

Announcements:

Next meeting: December,1, 2021 at 10am in DSU SGA Room and WKU Staff Senate YouTube

Motion to adjourn made by Senator Brian Campbell

Second by Senator Emilee England

Meeting adjourned at: 10:37 AM, CST

Link to meeting on YouTube: <https://www.youtube.com/watch?v=vVP5GUec5Wk>



STAFF SENATE

Staff Senate Meeting

Hybrid Session

Meeting was called to order at 10:01 am, by the Chair Jordan Basham

Roll taken 16 senators

Guest Speakers: None

Officers and Staff Regent Reports

Staff Regent Report :

Last week I met with the Faculty Senate Secretary for about 90 minutes around working together to find solution-based resolutions to common issues. I also reiterated that Regent Spiller (Faculty) have discussions several times a week to work on joint problem solving. We are happy to work with Faculty Senate to solve issues as well.

There is a Board of Regents meeting on December 10th at 9:00am in Jody Richards Hall. Most likely the agenda will contain items for final approval from the October 22, 2021 BOR committee meetings.

I had a brief meeting with President Caboni yesterday to present comments related to concerns voiced by some facilities employees.

Chair Report:

I met with the President on Tuesday November 17th, 2021 and we discussed our tentative priorities for the next quarter. He was supportive of all of the items.

We also talked about academic breaks and our interest in engaging in conversations on how those are experienced by staff currently and how they might be modified or enhanced. Specifically about Fall Break, he didn't know the background or history of any conversations about how fall break was established, but again was supportive of starting up conversations to visit the topic.

With regards to the upcoming winter break and if there were plans to extend it, there are not. He did provide some background about decisions to modify winter break in recent years and those actions were taken to bring the break in compliance with the holiday policy. The winter break for 22-23 is expected to span additional days to adjust for how the calendar falls.

I also explained the need for and start up of the process to develop an onboarding procedure for senators, the creation of our ad-hoc committee to explore future support opportunities for our excellence fund as it relates to DEI initiatives.

Vice-Chair:

Secretary:

Treasurer:

E&G Index – 100600

- Starting Balance = \$3,238.01
- Additions = \$0.00
- Disbursements = \$147.04 [\$147.04 – Aramark] (Approved \$25.00 expense for minutes training)
- Ending Balance = \$3,090.97

WKUF Account (Staff Senate Excellence Fund) – 110860

- Starting Balance = \$1,196.70
- Additions = \$30.85
- Disbursements = \$0.00
- Ending Balance = \$1227.55

CHF Account (Book Scholarship) – 800139

- Starting Balance = \$1,386.40
- Additions = \$104.80
- Disbursements = \$0.00 [have authorized two Fall 2021 Book Scholarships]
- Ending Balance = \$1,491.20

Parliamentarian Report : None

Communications Officer:

Technology Officer: A meeting to discuss updating and changes to be made to the Staff Senate page webpage will be scheduled.

Committee Reports:**Workforce Committee:**

Invited HR to provide feedback on the compensation study and that Staff Senate has idea they would like to share.

Budget & Finance:**Communication & Technology Report:**

University Committee: DEI Ad hoc committee members will be meeting and members include, Jarrod Smith, Dr. Peggy, Crowe, Cierra Waller, Todd Seguin, and Jordan Basham.

Other business:

Senator Rachel Cato purposed that senators meet once a month for lunch to get to know each other better. Each senator that attending would be responsible for paying for there own lunch. A motion was made by Chair Jordan Basham and second by Senator Emilee England.

Senator Tanya Vincent asked about anonymous email responds and how those are answered. What happens to questions that are checked “no response”. Discussion on how to handle those and more information will come.

November Minutes

Chris Ware Award was given to:

Nicola Sparks, Gordon Ford College of Business

Karen Gogel, Economics

Katie Corbin, House and Residential Life

Announcements:

Next meeting: January 5, 2022 at 10am in DSU SGA Room and WKU Staff Senate YouTube

Motion to adjourn made by Sheryl Hagan-Booth, second by Emilee England

Meeting adjourn at 10:44 am

Link to meeting on YouTube: <https://www.youtube.com/watch?v=VFYBrVxWdfk>