



Western Kentucky University Staff Council
Monthly Meeting, March 7, 2018
Jody Richards Hall – Cornelius A. Martin Regents Room

Minutes

Call to Order (Greg Hackbarth, Chair) – 9:09 A.M.

Roll Call (Secretary)

Present: Greg Hackbarth, Mike Loftis, Matt Davis, Jennifer Miller, Kelly Scott, LR Kennon, Josh Marble, Martha Basham, Connie Spears, Julia Johnson, Phyllis Townsend, Kaleigh Averdick, Mary Nunn, Christopher Ware, Jennifer Toomey, Christy Murphy, Tomitha Blair, Tracy Harkins, Cindy Wedding, Crystal Walker (Remotely), Dr. Tamela Smith – Quorum Present

Absent: Ronda Sullivan

Approval of Prior Monthly Meeting Minutes

- *February*
 - *Greg motioned approval of minutes and Mike seconded. Approved unanimously.*

Member Reports

Officer Reports:

- **Chair (Greg Hackbarth)**
 - Attended Strategic Planning Forums. Shared a PowerPoint of information from forums. If anyone has suggestions, we are encouraged to send them through the strategic planning website. Greg sent questions to the Strategic Planning group about our staff compensation analysis memo.
 - Attended Senate meeting. Discussed the Aramark contract that President Ransdell signed in June 2017. The contract has a 20-year term that includes renovation of Garrett Conference Center. New student fees and increases included also.
 - Tamela spoke about the fact that the BOR did not have to approve this contract and did not see it. They were told of the benefits of the contract but were not given the details. The Bylaws of the Board may be reviewed in the near future and one topic for discussion may be changes to how some university contracts are handled. Josh had questions about the increased dining fees regarding whether they apply to students without meal plans, which they do. Tamela spoke about research showing commuter students eating more frequently on campus may have a higher retention rate. Tracy spoke about how appreciative staff were of the once-per-week free meal staff from previous semesters, which was a morale booster. These staff meals are still available but occur once-per-month.
 - Met with President Caboni.

- Briefly discussed the Budget Council report during Greg's meeting with the President.
- Greg asked the President how we were going to help staff being affected by the budget reductions.
 - Tracy inquired further about what will be in place for employees affected by layoffs (placement and resume help, unemployment insurance, etc.)
- Greg asked about common rules or guiding principles that would be used across divisions to select position terminations. The President explained the difficulty in that due to the differences between divisions in terms of impacts to work processes.
- Discussed possibility of phase two of budget cuts following approval of the state budget.
- Discussed the current budget proposal currently being discussed in the state legislature, including new bills that have been proposed.
 - LR inquired about legislative funding cuts and the timeline of budget cuts. Tamela mentioned that legislatures were discussing pension reform today. Greg explained the different types of pension accounts being considered and different bills being considered.
- Attended RAMP committee meeting held on the 20th.
 - Shared the presentation highlights: firmed up goals for the group, discussed the metrics that may determine administrative unit funding, explained the money flow of revenue generating units and non-generating units, and departmental charging was discussed.
- Vice Chair (Mike Loftis)
 - No Report
- Treasurer (Jenny Toomey)
 - No change
- Technology Officer (Kaliegh Belda)
 - No report
- Communications Officer (Kelly Scott)
 - Chris Ware will be taking Kelly's place as the representative for the diversity committee.

Staff Regent Report (Tamela Smith)

- Discussed how HR will be handling current job openings in relation to staff being displaced by the budget reductions. Also noted that all employees affected by the current budget reduction will be notified by Friday.
 - The President is communicating with the BG Chamber of Commerce and noted that 1200 positions are available that require a 4yr degree in the BG area.
- Reviewed parts of the Budget Council report:
 - Discussed the specific recommendation related to salaries for faculty administrators returning to faculty positions and how the current practice may change in the future.
 - Discussed the effects of layoffs, both personally and professionally, for those who lost positions, as well as, for those who remain.
 - Cindy asked about regional campuses and if the services being provided to the displaced employees of main campus will be provided to them as well.
 - Tamela and Greg both have questions for HR about re-employment.
 - Phyllis had questions about how the amounts were determined for each division and how they would be implemented. Greg explained that the amounts already reported were determined by the Budget Council, and that department heads and deans were allowed input regarding some of the implementation details.
 - Tamela has been in contact with other universities that have been through downsizing.

- Reviewed the Budget Council report's recommendation for the implementation of a Staff Transitional Retirement plan. Tamela had contacted Tony Glisson for further information and he advised there are regulations from the retirement systems which may prevent the implementation of this plan. Further review will be needed

Discussion of Monthly 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 (LR Kennon)
- Parking Appeals Committee (Connie Spears, Kaliegh Belda, Chris Ware, Greg Hackbarth)
- Parking and Transportation Committee (Mike Loftis)
- Preston Center Advisory Board (Martha Basham)
- Staff Excellence Committee (Greg Hackbarth, Tamela Smith)
- 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)
- Fall Break Brunch Planning Committee (Kelly Scott, Josh Marble, Mary Nunn, Connie Spears, Ronda Sullivan, Crystal Walker, Kaliegh Belda, Cindy Wedding)

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)

Council Business

Wellness Programs Discussion (Wade Pinkard)

- All employees and anyone in their household have access to counseling through Anthem EAP
 - The benefits of workplace health programs
 - Correlations between lifestyle risks and healthcare costs, documented studies find that approximately 25% of healthcare costs are caused by 10 lifestyle risks.
 - Review of the current WKU Wellness Program

Memo Regarding Staff Recognition Program (Mike Loftis)

- Discussed the memo draft regarding the staff tenure recognition program.
 - Includes data from benchmark and in-state institutions.
 - Proposing to scale-down the current 25-year recognition program to disseminate the dollars to place emphasis on earlier recognition intervals.
 - Staff Council supports the creation of a program that increases recognition frequency.
 - Voted on: as written, unanimously passes (motion by Greg, seconded by Mike)

Memo Regarding Staff Compensation Analysis (Greg Hackbarth)

- Discussed the draft memo regarding a recommendation for the university to consider a formal compensation analysis be performed to address the university pay structure, compression, etc.
- Voted on: as written (motion by Mary, seconded by Jenny), unanimously passes

Discussion

Council Email Review

- Parking and Appeal process: Parking tickets must be paid prior to the appeal process. Director of Parking and Transportation has been notified of the email.
- Email regarding workplace violence: According to the policy, workplace violence can be reported to HR and/or to the WKU Police Department. Email was sent to the Director of HR to be notified of the issue and was forwarded to General Counsel and Senior VP of Finance & Administration.

Announcements

Next Meeting Date/Time/Location

- April 11, 2018, 9:00 A.M., Regents Room, JRH

Notable Events

- None.

Adjournment

- Greg motioned and Josh seconded to adjourn meeting at 11:45 a.m.

WKU Staff Council
March 2018 Committee Reports
Compiled March 9, 2018

University Committee Reports

University/Academic Calendar Committee

- No report

Benefits Committee

- Jenny Attended the first Benefits Committee meeting for the semester on 2/21/18. John Paul Blair, Interim VP for Development and Alumni Relations, and Paula Jarboe, CFO of the WKU Foundation, were in attendance to discuss WKU's investment at the Foundation in regards to our Health Plan Reserve. They relayed that our investments have had slight returns and are hoping to keep with that trend. They will be back at a later date to discuss more thoroughly. We discussed the Health Plan financial report that showed that for the physical year ending December 31st, 2017 that we did indeed finish the plan year in the black, but with no additional funds to replenish our reserve balance. Discussions took place about how to replenish that fund, but with the unstable financial status across the university we are currently unsure how that will happen. Memos are being sent to Dr. Caboni to discuss. Our last topic was that of our Wellness program and was led by Wade Pinkard. He discussed the program to date and compared trends of both the university to that of the general population. He asked to speak to the council to relay that information.

Budget Council Committee:

- See full Budget Council Committee report submitted to the President [here](#).

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

- Two faculty positions open on the council were filled.
- Preston Center Walking Track Lighting will be completed by Friday, February 9, 2018 – D&M Electric decided to extend the lighting complete down the track versus just on the corners.

- Preston Center Floor Project was completed prior to the January 2, 2018 deadline and the floor was closed for an additional two weeks so it had ample time to cure.
- Preston Center Replacement Equipment Project – new strength and cardio equipment to be delivered and installed on Saturday, February 10, 2018 and Sunday, February 11, 2018 before and after our hours of operation to eliminate any interference with patrons; Technogym pieces (2) will be delivered on Monday, February 12, 2018.
- ACE Sports Festival to be held in the Preston Center throughout Spring Break – they will be using the hardwood gym courts (basketball and volleyball), the blue gym courts (tennis), multi-purpose room, and Preston Family Foundation Meeting Room; this group will hold educational and spiritual meetings at the DSU as well.
- Future University Budget Cuts – Currently unknown what might happen to departmental funding and won't know until the end of February concerning this year only; during the March meeting the board will discuss possibility of change in hours of operation, membership rate increase, rental rate increase, loss professional positions, loss replacement equipment funding. Note: It's been 8 years since we have had any rate increases in 2010 and prior to that the last increase was in 2002.
- Next meeting is scheduled for Tuesday, March 6, 2018 at 7 a.m.

Staff Excellence Committee

- No report

Legislative Committee

- No report

Library Advisory Council Report

- Kaliegh attended the first Library Advisory Council in February. This was the first meeting of this committee under the new Dean of the Libraries, Susann deVries. Susann talked about her vision for the LAC and increasing the involvement of the LAC with the Library's initiatives. The Library is in the middle of redesigning the website to be more student and patron friendly. They are hoping to launch the new site early this summer. The redesign will be presented to the LAC for feedback at a later date. The Library is focusing on redoing the main Library inventory along with analyzing their collections using numerous metrics to see how they can save on collections that are not used or used infrequently.

Sustainability Champions

- No report

President's Committee for Diversity and Embracement

- No report

University Senate

- Greg attended the Senate meeting in February. The Senate worked on some policy approvals, but the major discussion was on the Aramark contract and Garrett construction. The Senate discussed revisiting this contract, which was signed by President Ransdell in June. There are student fee increases in the contract along with guaranteed minimum meal plan sales, which some believed should be reviewed and approved by the Regents. The SGA mentioned they are focused on LGBTQ+ health issues. The Provost mentioned that the Provost search has around 25 apps, and the Dean of Ed search has around 15 apps. The Dean of CHHS will likely not be searched right away and will get an interim appointment.

Standing Committee Reports

Staff Leadership Committee

- No report

Book Scholarship Committee

- No report

Staff Satisfaction Committee

- No report

Fall Break Brunch Committee

- No report

Ad-hoc Committee Reports

Staff Tenure Recognition Committee

- No report

Payroll Deduction Committee

- No report

Medical Leave Bank Committee

- No report