

The Staff Council held its regular monthly meeting on Wednesday, January 7 at 9:00 in Jones Jagers Hall. Members present were Regina Allen, David Appleby, Patty Booth, Robert Deane, Brandi Fowler, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Heather Stubblefield, Lynne Swetmon, Laura Warden and ex-officio member Pat Jordan.

- Two staff employees of facilities management came to the Staff Council meeting to share their concerns about communication in their area. Some of the facilities management employees on the housing side feel that they are not informed of all that is going on around campus. They seem to be left out of any special classes or workshops that are taking place or are encouraged not to participate. There is also a concern that they are not receiving information on job openings on campus. Elizabeth Paris and David Appleby will set up a meeting with several facilities management managers to bring these concerns to their attention.
- Elizabeth Paris gave an update on the KTRS situation. Elizabeth Paris and Tony Glisson have a meeting scheduled with Dr. Ransdell on Monday, January 12 to discuss the proposal that is being put forth. More information on this will be forthcoming.
- Heather Stubblefield gave an update on the Staff Mentoring Program. On Friday, January 9, the first letters will go out to new staff employees informing them of this program. Heather will give an update at the next meeting as to the response from new employees. The Staff Mentoring Program is designed to connect new staff employees with another employee on campus that will be able to help answer any questions or to let them know where to get answers they may need.
- Elizabeth Paris gave an update on the Appraisal Training sessions. So far, 86 supervisors across campus have attended a training session. There are three more sessions to be held within the next few weeks. The appraisal training is to inform supervisors of how to evaluate their employees. The response we have heard has been very encouraging.
- The Smoking Committee reported that they have done some research on our benchmark institutions smoking policies. The research reveals that the majority of universities have a no-smoking policy in all buildings but have no policy in place for smoking at building entrances. A recommendation will be made to broaden the current no-smoking policy to ban smoking from building entrances. Patty Booth made the recommendation and Brandi Fowler seconded. A vote was taken and approved. More information on this matter will be forthcoming.
- David Appleby, who is on the Benefits Committee, reported that the insurance rates and plans are looking good for the coming year. Also, he stated that "wellness" will begin to enter into the insurance picture. There are different ideas that are being looked at in order to incorporate wellness and keep insurance premiums down.

- Pat Jordan, who is our Staff Regent, did not have anything major to report on but there would be a Board Meeting on January 23. No doubt, this meeting will deal mainly with the budget.
- Elizabeth Paris advised that the Budget Council has yet to meet because of the uncertainty of the State Budget. The temporary hiring freeze was discussed as well as possible budget cuts mandated by the State.

The meeting adjourned at 12:00.

The next Staff Council meeting will take place on February 4 at 9:00 in WAB conference room.

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**Subject: March Staff Council Minutes**

**Date:** Fri, 05 Mar 2004 16:17:34 -0600

**From:** Lynne Swetmon <lynne.swetmon@wku.edu>

**Organization:** Western Kentucky University

**To:** Staff-All <Staff-All@wku.edu>

The Staff Council held its regular meeting on Thursday, March 04, 2004 at 9:00 in Cravens 100. Members present were Regina Allen, David Appleby, Patty Booth, Robert Deane, Teresa Dunning, Brandi Fowler, Joy Gramling, Elizabeth Paris, Tina Sneed, Heather Stubblefield, Lynne Swetmon, Lauri Warden and ex-officio Pat Jordan. Members absent were Jeff Jones and Treva Martin.

- Joy Gramling suggested that the Appraisal Committee reconvene in order to look at privacy issues that could come up concerning bottoms-up appraisals. It seems most employees are not comfortable in completing a bottoms-up appraisal for fear of retaliation. The Appraisal Committee will also look at any problems/concerns with the current appraisal form.
- Pat Jordan gave a Staff Regent update that dealt mainly with budget issues. The Staff Council is concerned about part-time staff employees losing their tuition discount and would like to get it back as soon as the budget allows.
- Dr. Ransdell came to the Staff Council meeting, as he does annually, to answer any questions we may have and to discuss the state of the university. The main topic of conversation was the budget. Dr. Ransdell believes that even with the budget cuts, we should focus on continuing to move forward and doing what we can to increase revenue. There will be no budget decisions made for 2004-05 until the legislative session ends in April. We also discussed funding the KTRS recommendation, proposed January term, summer hours, smoking policy recommendation and recommendation concerning overtime.
- After Dr. Ransdell left, we discussed the upcoming Staff Council election that will take place on April 21. An e-mail will be sent out to staff-all on March 10, along with hard copies to facilities management employees, announcing the upcoming Staff Council election. On March 24, a call for nominations will go out. Nominations will be taken through April 7. There will be three facilities management positions, one professional non-faculty position, 1 part-time position, and two support staff positions to be filled.

The meeting adjourned at 11:15. The next regularly scheduled meeting will take place on Wednesday, April 7.

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**Subject: April Staff Council Minutes**

**Date:** Mon, 12 Apr 2004 11:19:08 -0500

**From:** Lynne Swetmon <lynne.swetmon@wku.edu>

**Organization:** Western Kentucky University

**To:** Staff-All <Staff-All@wku.edu>

The Staff Council held its regular monthly meeting on Wednesday, April 7, at 9:00 in MMTH 352. Members present were Regina Allen, David Appleby, Patty Booth, Robert Deane, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Heather Stubblefield, Lynne Swetmon, and Lauri Warden. Ex-officio member Pat Jordan was absent.

- Staff Council members will man a computer on Staff Council election day, April 21 at Facilities Management from 4:00 a.m. until 4:30 p.m. in order to accommodate anyone who made need access to a computer. The online election will begin at 12:01 a.m. and go through 11:59 p.m. Absentee ballots will be available the week prior to the election at Wetherby Administration Building , Human Resources.
- There was a brief discussion concerning a draft of a letter that will be forwarded to Dr. Ransdell concerning a recommendation to count vacation time as time worked when calculating overtime pay.
- Tina Sneed was asked by fellow workers to find out if it was possible to receive overtime pay on a separate paycheck in order to avoid having such a large amount deducted for taxes. Patty Booth explained that another check distribution could not be done in order to avoid higher taxes.
- Joy Gramling reported that the task force that is researching the possibility of a January term will meet again on Monday, April 12. More information on this on this matter will be forthcoming.
- Patty Booth reported that the Safety Task Force had an organizational meeting and will begin regular meetings once a month for the first quarter. Patty will keep us informed of what is going on with this committee.

The meeting adjourned at 11:30. The next regular monthly meeting will be held May 5, 2004 in MMTH.

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**Subject: June Staff Council Minutes**

**Date:** Wed, 09 Jun 2004 08:45:21 -0500

**From:** Lynne Swetmon <lynne.swetmon@wku.edu>

**Organization:** Western Kentucky University

**To:** Staff-All <Staff-All@wku.edu>

The Staff Council held its annual retreat on Wednesday, June 2 in room 131 of the Ag. Center. Members present were Regina Allen, David Appleby, Patty Booth, Robert Deane, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, James McCaslin, Chester McNulty, Elizabeth Paris, Tina Sneed Heather Stubblefield, Lynne Swetmon, Lauri Warden, Bob Zoellner, and ex officio member Pat Jordan. Members absent were Teresa Dunning and Charles McCoy.

- Elizabeth Paris welcomed the new members and gave a brief description of what the Staff Council's job is and what to expect at the monthly meetings.
- The Staff Council took a few moments to discuss the accomplishments made during the 03 - 04 academic year. Those accomplishments include: exit interviews, improving staff salary and benefits, annual raise pool for permanent part-time staff, improving the annual performance appraisal system, staff mentoring program, KTRS funding, AED's in police cars, smoking policy, fall break brunch, on-line election, and represented staff in the American Heart Walk.
- After some concerns were brought to the attention of the Staff Council, we felt it necessary to revise the nomination process in the Staff Council bylaws. Therefore, after discussion and voting the bylaws now state "WKU staff employees may nominate themselves or any other WKU staff employee to be placed on the ballot in their respective EEO group/category." We believe that this will increase the number of interested staff members who wish to run for Staff Council. The new changes in the bylaws will be available on the Staff Council Website soon.
- David Appleby, who is our benefits representative, will be leaving the Staff Council because his term has expired. However, we believe that given the importance of this position and the knowledge and experience that is a must, we have asked David to continue attending the benefits meetings and begin training his replacement for this position. Sharon Hartz and Bill Basham will also continue representing staff on the benefits committee.
- The Staff Council had been working on the issue of counting pre approved vacation time as time worked when calculating overtime. Although no WKU Policy has been changed, we have been assured that the two departments who have the most recorded overtime, Facilities Management and WKU Police, will work with their employees on a case by case basis to determine time worked when calculating overtime.
- Dr. Gene Tice and Tony Glisson joined the Staff Council for lunch and then were open for any discussions. Our first concern was the proposed January term. Dr. Tice informed us that he has not had any feedback from the January Term Task Force since they met. However, he agreed that he will contact the Administrative Council and also speak with Freida Eggleton who is the Chair of the January Task Force. More information on this matter will be forthcoming.
- Heather Stubblefield wanted to know if it would be possible to allow employees who need to take

off work under the FMLA (Family Medical Leave Act) the option to take days off without pay instead of using up all their sick and vacation time. Tony Glisson agreed that it is possible and asked that the Staff Council write up a recommendation.

- The increase in Preston Center membership fees was brought up for discussion. Dr. Tice informed us that the fees have not increased in years and are needed in order to offset budget cuts. Although some employees may feel that the increase was extreme, it would be difficult to find cheaper rates at any of the health club facilities in Bowling Green. Dr. Tice also informed us that there is a plan to expand the size of the Preston Center in the future in order to accommodate members.
- The discussion of Paid Days Off as opposed to the traditional vacation days and sick days was brought to the table. Tony Glisson said the main advantage of the PDO system is simplicity. At the present, employees fill out a sheet showing time they took off and list it either under vacation time or sick time. However, many employees put the time under the wrong column and then can't understand why they were deducted for sick time instead of vacation time and vice versa. With the PDO system, it wouldn't matter why you took the time off. A committee will look into this system and decide if it is something that would benefit staff employees. More information on this will be forthcoming.
- Tony Glisson was happy to announce that due to the passing of House Bill 434, employees who are in the ORP retirement system have been granted a one time chance to move from ORP to KTRS retirement system. Some employees felt they had signed up for this retirement system without being properly informed of all the benefits or lack there of. Tony is planning to have some informational meetings for OPR retirement employees who are interested in switching retirement systems.

After Dr. Tice and Tony Glisson left the meeting, the Staff Council continued with the agenda.

- Elizabeth Paris gave an update on the meeting with Doug Ault and Judy Blankenship concerning shift changes for some BSA's. David Appleby, Joy Gramling, and Tony Glisson also attended this meeting. Doug and Judy explained what had been done to make sure the BSA's involved in the pilot program were given every opportunity to voice their opinion. Management at Facilities will assess the pilot program at the end of the summer.
- Elizabeth Paris reported that she is waiting for a list of names of people that should be included in determining proper designated smoking areas on campus. The smoking committee will continue to work on this matter and more information will be forthcoming.
- Patty Booth reported on the Safety Task Force which had the student representatives survey other students on campus. By in large students feel safe. However, the students would like to see more lighting on campus. This committee has been meeting monthly and hopes to have some

recommendations in a couple of months.

- Pat Jordan wanted to discuss the part-time staff tuition benefit that was lost during the recent budget cuts. In order for the University to achieve Strategic Goal #3, we feel that it is necessary to return this benefit to our part-time staff employees and have listed this as one of the Staff Council's goals for the 04-05 academic year.
- The last item on the agenda was the election of officers for the new year. Jeff Jones was nominated for the position of Web Master. Lynne Swetmon was nominated for Secretary/Treasurer and Elizabeth Paris was nominated for President. No other nominations were brought forward and the nominees were voted in as officers for the 04-05 academic year.

The meeting adjourned at 3:45.

The next Staff Council monthly meeting will take place on Wednesday, July 14 at 9:00 in TCCW 368.

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**Subject:** July Staff Council Minutes

**From:** lynne swetmon <lynne.swetmon@wku.edu>

**Date:** Tue, 20 Jul 2004 12:15:00 -0500

**To:** Staff-All <Staff-All@wku.edu>

The Staff Council held its regular monthly meeting on Wednesday, July 14 in TCCW 368. Members present were Patty Booth, Robert Deane, Teresa Dunning, James McCaslin, Charles McCoy, Chester McNulty, Elizabeth Paris, Lynne Swetmon, and Lauri Warden. Members absent were Joy Gramling, Jeff Jones, Tina Sneed, Heather Stubblefield, Bob Zoellner, and ex-officio Pat Jordan.

Brian Ward who serves on the Shared Medical Leave Committee, gave us a report on how this service is going. Brian stated that there are about ten people a year who have received sick days from the bank. He also reports that the committee has not seen any abuse of this system and is pleased that we are all able to contribute to others. Although an e-mail is sent out once a year reminding the staff they can contribute, you may contribute at anytime throughout the year.

Committee's for the new years were set up as follows:

Staff Leadership - Lynne Swetmon, Lauri Warden, and Bob Deane is an alternate.

Staff Excellence - Charles McCoy and Lauri Warden

Transportation - Bob Zoellner

Diversity Committee - Bob Deane

Designated Smoking Policy - Patty Booth, Lauri Warden, and Tina Sneed

Benefits - James McCaslin

Budget Committee - Elizabeth Paris

Lauri Warden reported that the Designated Smoking Policy Committee will meet later in July with a HVAC employee to survey possible designated areas. The committee plans to have a policy recommendation ready in the fall.

Elizabeth Paris reported that the Fall Break Brunch will take place on October 7 in the Garrett Ballroom. Preparations are now underway to make this a successful brunch.

The meeting adjourned at 11:10.

The next regular monthly meeting will take place on August 4 at 9:00 a.m.

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**Subject:** Minutes of August Staff Council Meeting  
**From:** lynne swetmon <lynne.swetmon@wku.edu>  
**Date:** Tue, 10 Aug 2004 09:19:20 -0500  
**To:** Staff-All <Staff-All@wku.edu>

The Staff Council held its regular monthly meeting on Wednesday, August 4 in the Service Supply Building conference room. Members present were Patty Booth, Joy Gramling, Jeff Jones, James McCaslin, Charles McCoy, Chester McNulty, Elizabeth Paris, Tina Sneed, Heather Stubblefield, Lynne Swetmon, Lauri Warden, Bob Zoellner and Ex-Officio Pat Jordan. Members absent were Robert Deane and Teresa Dunning.

\* The meeting began by making goals for the 2004-05 year. Those goals are as follows:

- \* Improve staff salaries and benefits
- \* Achieve full funding for KTRS sick leave benefit which would achieve parity with KERS and KTRS (KERS employees may use 1 year of sick leave to enhance their retirement benefit while KTRS employees are limited to 6 months)
- \* University funding for Staff Leadership Institute
- \* Central funding for tuition for part-time staff (this central funding was taken away as part of the budget cut in early 2004)
- \* Look into options for one-time use of medical reserve fund

\* A lengthy discussion of the Fall Break Brunch took place. Preparations are well underway to make this one of the best brunches we have had thus far. The date for the brunch is October 7.

\* Joy Gramling reported that the Performance Appraisal Committee is tying up loose ends concerning the new form that was used last year. However, there have been some concerns about the new appeals process. It seems that people are appealing their evaluation even though it may not have been an unsatisfactory evaluation. The Staff Council believes that staff should have the right to appeal their evaluation when they believe they were given an unfair evaluation, regardless of whether their evaluation was deemed unsatisfactory by their supervisor. Therefore, Joy Gramling motioned that we recommend that the appeals process remain as is and there was a vote taken which was unanimous. Elizabeth Paris will pass this recommendation on to Tony Glisson.

\* Joy Gramling reported that the January Taskforce has been disbanded. January term classes will begin in 2006. Dr. Burch will attend the September Staff Council meeting to answer our concerns about the implementation of a January term.

\* A concern was brought to the Staff Council that a division of the University has implemented its own version of the University wide vacation/sick leave policy. The Staff Council is very concerned that a division is being allowed to circumvent the University policy and will be investigating further.

\* Lauri Warden gave an update on the Designated Smoking Committee. This committee consisting of members of the Staff Council, Environmental Health and Safety, HVAC, and the Wellness Program

have been hard at work walking the campus to decide where the designated smoking areas should be. They will meet one more time and then present their recommendations at the September Staff Council meeting.

- \* Pat Jordan reported that she continues to represent the staff to the best of her ability as a member of the Board of Regents.

The meeting adjourned at noon.

The next regular monthly meeting will take place at the Glasgow Campus on Wednesday, September 1.

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**Subject:** November Staff Council Minutes

**From:** lynne swetmon <lynne.swetmon@wku.edu>

**Date:** Thu, 11 Nov 2004 12:06:53 -0600

**To:** Staff-All <Staff-All@wku.edu>

The Staff Council held its regular monthly meeting in room 279 of MMTH. Members present were Patty Booth, Robert Deane, Joy Gramling, James McCaslin, Charles McCoy, Chester McNulty, Elizabeth Paris, Tina Sneed, Heather Stubblefield, Lynne Swetmon, Lauri Warden, Bob Zoellner, and ex-officio Pat Jordan. Members absent were Teresa Dunning and Jeff Jones.

- \* Elizabeth Paris reported on the approval of the Designated Smoking Areas Policy by the Administrative Council and President Ransdell, who requested that the committee continue working to implement this policy. Building coordinators will be contacted with information on designated smoking areas for each building in the near future and will be responsible for forwarding this information to building occupants.
- \* James McCaslin reported that the benefits committee worked hard in order to keep the insurance premiums down this year. There is a slight increase for employees in the couple's category. James also reported on the January term implementation committee. This committee is continuing to ask and answer questions so that every aspect of the university is looked at and addressed.
- \* Joy Gramling reported that the Appraisal Committee met with Tony Glisson to address issues with the new performance appraisal form that were reported last year.
- \* Patty Booth reported on the Campus Safety Advisory Committee. This committee has met with several fraternity presidents to discuss ideas that could make the campus safer, especially on Thursday nights. They presented a list of Risk Management Rights and Regulations which define parameters for safe social affairs and penalties for non-compliance. More information on this matter will be forthcoming.
- \* Elizabeth Paris reported that the Management Contract for Facilities Management is up in June. A committee is being set up to write a Request for Proposal and review bids. Elizabeth Paris will serve on this committee as a representative of the staff.
- \* Elizabeth Paris announced that we would begin to look at staffing levels on campus and how they have increased or decreased. There is a consensus that with the increase in enrollment and hiring of new faculty, there has not been an adequate amount of hiring in staffing positions. Reports have been requested from Human Resources and will be compiled to document the recent hiring trends.
- \* The Staff Council will also begin to look at the dependent child scholarship. This benefit allows an employee's dependent child a scholarship for half-tuition. However, if that child is academically or athletically inclined and receives tuition scholarship money from other sources, the employee may not receive this benefit. As the policy stands now, the dependent child scholarship does not kick in until all other scholarships have been applied. We believe that this punishes the good students and since those are exactly the type of students Western wishes to attract, it doesn't make sense that the student wouldn't be allowed this dependent child scholarship to help with other

expenses. There are many expenses besides tuition that a student uses scholarship money to help pay for such as food, books, housing, etc. More information on this matter will be forthcoming.

The meeting adjourned at 11:45. The next Staff Council meeting will take place on Wednesday, December 1 at 9:00 in the HAF boardroom in Diddle Arena.

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**Subject:** December Staff Council Meeting Minutes

**From:** lynne swetmon <lynne.swetmon@wku.edu>

**Date:** Thu, 09 Dec 2004 13:43:56 -0600

**To:** Staff-All <Staff-All@wku.edu>

The Staff Council held its regular monthly meeting on Wednesday, December 1 in room 2015 of Diddle Arena. Members present were Patty Booth, Robert Deane, Teresa Dunning, Joy Gramling, Jeff Jones, James McCaslin, Charles McCoy, Chester McNulty, Elizabeth Paris, Tina Sneed, Heather Stubblefield, Lynne Swetmon, Lauri Warden, Bob Zoellner, and ex-officio member Pat Jordan.

- Bob Zoellner began the meeting with presenting each member a copy of his resignation letter and he left the meeting. His replacement will be the next highest vote getter from the last election in the Service/Maintenance/Technical/Skilled Category. Patty Booth will take Bob's place on the transportation committee.
- Tony Glisson and Maribeth McBride attended the Staff Council meeting to update us on changes that will be made in the Worker's Compensation program. WKU is making plans to terminate Worker's Compensation coverage with the state. The University has engaged Neace Lukens, Inc. for consulting assistance to help evaluate alternatives and select coverage. If successful in making a switch to a different plan, the change would be effective on July 1, 2005. This change would not change any benefits to the employee but should save the University money.
- The topic of non-exempt staff not reporting overtime was brought up for discussion. Patty Booth, who is on Staff Council and works in Human Resources, was able to give us the facts regarding the labor laws governing payment of overtime. All non-exempt employees MUST report time worked beyond the normal 37 ½ hours. Hours worked between 37.5 and 40 is called "straight time" and is paid at the employee's regular hourly rate. Anything hours worked over 40 hours is considered overtime and is paid at 1.5 times the employee's regular hourly rate.
- James McCaslin reported that an employee wanting to know how decisions were made for closing during inclement weather had approached him. Bob Deane, who is on Staff Council and is on the committee that helps make that decision, informed us of the process. There is a committee of about 5 people who are in contact with the State Police in order to give their recommendation to Dr. Ransdell and Dr. Burch, who make the final decision. Decisions for daytime classes are to be made by 6 a.m. and by 1 p.m. for night classes. However, everyone is advised to use his or her own discretion.
- Lauri Warden reported that the Designated Smoking Committee met last week in order to begin the implementation process. The committee is currently seeking estimates on the costs of signage across the university. More information on this matter will be forthcoming.
- Elizabeth Paris reported that the Facilities Management contract review committee will meet weekly until the RFP process is complete.

The meeting adjourned at 11:45. The next Staff Council meeting will take place on Wednesday, January 5 in the Human Resources Conference Room.

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