Minutes

Call to Order (Greg Hackbarth, Chair) – 10:03 A.M.
Roll Call (Jennifer Miller, Secretary)
Present: Greg Hackbarth, Mike Loftis, Jennifer Miller, Josh Marble, Martha Basham, Connie Spears, Kaleigh Averdick, Mary Nunn, Christopher Ware, Christy Murphy, Jennifer Toomey, Tomitha Blair, Tracy Harkins, Cindy Wedding, Ronda Sullivan, Dr. Tamela Smith – Quorum Present
Absent: Matt Davis, Kelly Scott, Julia Johnson, Crystal Walker

Approval of Prior Monthly Meeting Minutes
- May
  - Mike motioned approval of minutes. Approved unanimously.

Member Reports

Officer Reports:
- Chair (Greg Hackbarth)
  - Monthly meeting with the President: Discussed the two elections, Staff Council and Staff Regent Election, notified the President that new officers would be elected during the Council’s June meeting. The announcement to staff and the President would be sent after the conclusion of the Council meeting.
  - Phyllis Townsend was affected by the second phase of the budget reductions and will be missed by the Council. Her work with the Council was appreciated.
  - Strategic Planning meeting: Discussed the draft plan that was distributed to the campus and is available online here. During the meeting comments were made regarding the generic nature of the plan; however, the committee responded that the plan was, in fact, produced by WKU personnel.
  - College of Education and Behavioral Sciences Dean search meeting: extended the search to allow more candidates. More information about the upcoming forum can be found here.
  - University Faculty Senate meeting: Greg attended Senate meeting on 5/10. They elected a secretary, then moved on to Provost Report. It was Provost’s last meeting. There was mention of not moving the Registrar’s office out from under AA. Changes to transitional retirement and withdrawal dates were announced. Faculty losses were detailed, and a resolution was passed to support AAUP faculty reduction processes. There was a resolution supporting the President’s actions to review Title IX structure and process. Online student fee increases were also discussed as a concern. The Regent mentioned not voting on budgets and vowed to bring up the issue at the BoR meeting. Tuition increases were
discussed, including how they should be accompanied by an increase in student aid. Doctoral program fees were also discussed as a way to collect money from many students who are on tuition waivers.

- **RAMP meeting/forum:** heavily concerned about inter-departmental charges being used to increase revenue for departments providing the service/product. A discussion included the possibility of defining base services versus premium services that a Support Department can deliver (i.e. telephone charges via IT charged to departments even though the service is provided university-wide). Governance committee may be charged with deciding what is a base service vs a premium service and determining if the services meet or adhere to the strategic plan. Governance policies and procedures need to be established early in the process. Lack of transparency regarding the budget model was brought up in the forum as well.

- **Human Resources meeting:** Discussed the military leave policy, which is expected to be established by June 30, 2018. The new version of the policy will include more leave time for those employees that serve.

- **Greg** is drafting a memo outlining Staff Council initiatives that did not get finished during the 2017-2017 year, including an initiative related to a paid family leave concept.

  - **Vice Chair (Mike Loftis):**
    - Elections to be covered in agenda later in the meeting
  - **Treasurer (Jenny Toomey):**
    - No change in financials
    - Lunch is being provided by General counsel
  - **Technology Officer (Kaliegh Belda):**
    - Finalized the update for the Staff Council web site
    - Updated URL for the campus ombudsman, we do have that person in place as confirmed by Kaliegh
  - **Communications Officer (Kelly Scott):**
    - Posted about the election on Staff Council Facebook page

**Staff Regent Report (Tamela Smith)**

- A Special Called Video Teleconference meeting of the Board of Regents was held on May 23rd to review the upcoming budget, six weeks prior to voting on the budget. One regent commented the amount of time was not enough to properly review the budget; however, it was noted that previous practice was only to give the regents one week for review prior to voting. June 22nd will be the date of the next BOR meeting when the budget will be voted on.

- **RAMP forum:** Transparency discussed but also that it may be too early in the process to be open

- **Share Medical Leave Bank:** A Shared Medical Leave Bank policy exists to aid employees who have exhausted all of their sick/vacation time with an extended illness or injury. H.R. runs the bank and have not recently asked for donations because there is plenty of time accumulated. The criteria to meet eligibility is very rigid (you have to be out for at least 30 consecutive days, it has to be the employee-does not apply to family members). Two policies from other universities (UofL and Central Michigan) were provided by Tamela for the council to review and determine if either one might better our needs. One policy included a committee to review eligibility applications for shared leave time and to be the determining body of who is eligible and who receives the benefit. Jennifer Miller suggested having the determining body be the currently established Benefits committee because it has representation from all campus constituents and the bank is a benefit to the staff. Kaleigh discussed that one concern, besides the financial impact, is the management of the bank itself. Tamela requested the council make
a motion to accept one of the policies presented. Josh Marble made a motion the Staff Council to approve the Central Michigan University policy as an example to model a revised WKU policy on. Motion Seconded by Christy Cunningham and passed unanimously. Greg, as Chair of the Staff Council, will send it to the administration.

- Tamela announced her retirement on September 30th and graciously thanked the Staff Council for their hard work on behalf of the WKU Staff.

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 Averdick)
- Campus Master Planning Committee
- Parking Appeals Committee (Connie Spears, Kaliegh Averdick, 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)
- 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 Averdick, Jenny Toomey, Kelly Scott, Ronda Sullivan, 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 Averdick, Cindy Wedding)

Ad-hoc Committee Reports

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

Council Business

Council Election Results Certification:

- The Staff Council certifies the results of the last election. Mike motioned and Kaleigh seconded the motion to certify the results. The motion passed unanimously.
- Josh Marble suggested providing all staff an opportunity to submit questions through the Staff Council Vice Chair prior to the upcoming Regent Forum. The Council discussed the process and will involve the Staff Council Communications Officer to assist with the soliciting of questions.
All three candidates will be at the same forum. Mike is serving as the moderator. The forum will be held at Gary Ransdell Hall on June 13, 2018 at 2:00pm. It will be live streamed but not recorded for viewing later. Staff Council is unaware of the reasoning behind the objection to recording the forum. Josh explained that IT has the ability to place the recorded forum behind a Netid required wall so it will not available for the public and it could be taken down after the election. Fallon Willoughby provided information regarding transcription of the forum if recording was not an option. Mike will discuss the option to record the forum with Human Resources and also request that HR send out an email to encourage supervisors to allow their employees to attend the forum.

Emeritus Nomination Review (Greg Hackbarth/Mike Loftis)

- Letter about Bill Edwards was read aloud by Greg for the council. Discussion took place about Mr. Edwards’s accomplishments during his 40 years of service at the university. Kaleigh and Connie offered their experience working with Mr. Edwards. Mike motioned to accept the nomination and Connie seconded. The nomination and award of emeritus status passed unanimously.

New Council Memo (Greg Hackbarth)

- Outlines unfinished initiatives started by the council during the most recent year. Kaleigh motioned that Staff Council support that this memo be passed onto the new Staff Council Chair and to HR. Josh seconded and it passed unanimously.

Email Regarding Tuition Waivers at Kentucky Educational Institutions (Tamela Smith)

- Discussed the new legislation related to tuition waivers. Tracy asked about the option of foundation money being used to scholarship for staff. Josh asked about statistics on the number of employees that would be impacted. Discussion revolved round the lack of communication to staff about the new regulation. HR has not been responsive to a staff member regarding questions about the waiver. Discussed the impact on people obtaining degrees that are not provided here or staff that may have a conflict of interest. Tamela offered to gather more information about this topic.

Discussion

Council Email Review

- Email from John S. vacation time question (not confidential because sent to the staff council list email). Email was forwarded to HR by Mike. And was discussed with the CFO, Jim Cummings. Mike responded to John directly.

Acknowledgement of Guests/Open Discussion with Staff

Announcements

Next Meeting Date/Time/Location

- July 11, 2018, 10:00 A.M., Regents Room, JRH

Notable Events
• Board of Regents Special Meeting, June 22, 2018, Regents Room, JRH
• Staff Regent Candidate Forum, June 13, 2018, 2:00 P.M., Gary Ransdell Hall auditorium

Adjournment
  o 11:41 AM
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

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 Senate meeting on 5/10. They elected a secretary, then moved on to Provost Report. It was Provost’s last meeting. There was mention of not moving the Registrar’s office out from under AA. Changes to transitional retirement and withdrawal dates were announced. Faculty losses were detailed, and a resolution was passed to support AAUP faculty reduction processes. There was a resolution supporting the President’s actions to review Title IX structure and process. Online student fee increases were also discussed as a concern. The Regent mentioned not voting on budgets and vowed to bring up the issue at the BoR meeting. Tuition increases were discussed, including how they should be accompanied by an increase in student aid. Doctoral program fees were also discussed as a way to collect money from many students who are on tuition waivers.

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