



Western Kentucky University Staff Council
Monthly Meeting, January 10, 2018
Jody Richards Hall – Cornelius A. Martin Regents Room

Minutes

Call to Order (Greg Hackbarth, Chair): Called to order at 9:00 A.M.

Roll Call (Jennifer Miller, Secretary)

Present: Greg Hackbarth, Mike Loftis, Matt Davis, Jennifer Miller, Kelly Scott, LR Kennon, Martha Basham, Connie Spears, Mary Nunn, Christopher Ware, Jennifer Toomey, Christy Murphy, Tomitha Blair, Tracy Harkins, Cindy Wedding, Tamela Smith (Staff Regent) (Quorum present)

Absent: Josh Marble, Julia Johnson, Phyllis Townsend, Kaliegh Averdick, Ronda Sullivan, Crystal Walker

Approval of Prior Monthly Meeting Minutes – Minutes were approved for December.

Member Reports

Officer Reports:

- Chair (Greg Hackbarth)
 - Will meet with President Caboni this month as part of a regularly scheduled meeting. Did not meet in December.
 - Was unable to attend the last meeting / forum for the strategic planning working groups. Encouraged the Council to visit the Strategic Planning web page and review each group's presentations and notes.
 - Attended the Faculty Senate meeting in December. Discussion focused on compensation and raises and how a potential 4% raise pool, if available, should be allocated. Senate seemed to favor benchmark raises before merit increases. Tamela discussed the lack of compensation studies performed at the university.
 - Discussed policies with Human Resources. The revised military leave policy is in a draft stage and was sent to General Counsel for review. There is no progress on a revised version of the family medical leave policy.
 - Greg has been asked to join the budget model redesign committee (RAMP) and work with Huron Consulting. Their first meeting is January 30th.
- Vice Chair (Mike Loftis)
 - No items to report
- Treasurer (Jenny Toomey)
 - No changes to report since December
- Technology Officer (Kaliegh Belda) (absent)
 - No items to report
- Communications Officer (Kelly Scott)
 - The Scoop will go out on the 16th of January.
 - Greg solicited ideas for The Scoop.

- Committee meeting for the board on January 26th.
- Add instructions on how to contact the Staff Council anonymously. Discussed the role of an Ombudsman for staff, possible item for the Scoop.
- Add the notification about the book scholarship for the spring semester.

Staff Regent Report (Tamela Smith)

- Attended two graduation ceremonies.
- The next Board of Regents Committee meetings are scheduled for Friday, January 26th. The committee meetings tend to have more information and more discussion than quarterly board meetings. Staff are welcome to attend. The meeting will be held in the Board of Regents room located in Jody Richards Hall.
- Reiterated the access to more information about Strategic planning and continued to encourage staff to visit the Strategic Planning web page.
- Discussed the recent forum located at the faculty house. Jennifer Miller asked if the campus community is participating in the planning process by utilizing the “submit your idea” page on the strategic planning web page.

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 (Jennifer Miller)
- Parking Appeals Committee (Connie Spears, Kaliegh Belda, Chris Ware, Josh Marble)
- Parking and Transportation Committee (Mike Loftis)
- Preston Center Advisory Board (Martha Basham)
- Staff Excellence Committee (Greg Hackbarth, Tamela Smith)
- Legislative Committee (Greg Hackbarth)
- Sustainability Champions (Tomitha Blair, LR Kennon)
- President’s Committee for Diversity and Embracement (Kelly Scott)
- University Senate (Greg Hackbarth)

Standing Committee Reports:

- Staff Leadership Committee (Martha Basham, Crystal Walker, Mary Nunn)
- Book Scholarship Committee (Kaliegh Belda, Jenny Toomey, Kelly Scott, Ronda Sullivan, LR Kennon, Tracy Harkins)
 - Need to notify staff of the book scholarship application today. Remind staff that the application is always opened. Greg will be sending the notification email today.
- Staff Satisfaction Committee (Mary Nunn, Connie Spears, Jennifer Miller, Mike Loftis, Tamela Smith, Christy Murphy, Sara Moore)

Ad-hoc Committee Reports

- Staff Tenure Recognition Committee (Mary Nunn, Josh Marble, Mike Loftis, LR Kennon, Matt Davis, Christy Murphy)

- Payroll Deduction Committee (LR Kennon, Jenny Toomey, Greg Hackbarth)
 - Medical Leave Bank Committee (Tamela Smith, Kelly Scott, Traci Harkins, Greg Hackbarth, Mary Nunn, Sara Moore)
-

Council Business

Resignation, Sara Moore: Unable to continue her service on the council. Council will continue at its current size for the remainder of the year (down one representative). Elections occur in May.

Discussion

Council Email Review

- Tobacco Free Campus, NKU
 - An email from NKU asked about our smoke-free campus policy, and cited enforcement of their smoking policy as a major problem. The same problem with enforcement has been noted at WKU. WKU's smoke free campus plan was never made into a policy. Matt suggested inquiring with SGA about their awareness of the existing plan. To date, the only smoking policy is one regarding designated smoking areas on campus (last updated 11/2012). Should a collaborative campaign be initiated to bring awareness to the plan to become a tobacco free campus?
- A member of Staff Council was made aware by other staff that there were issues with the biometric screening process during the most recent benefits open enrollment period. Staff cited issues such as lack of privacy during the process, the cold/impersonal nature of the mass screening process, inefficiencies in guiding individuals through the testing stages, and inconsistent procedures involving resting times and retesting requests for blood pressure.
- Staff Council member discussed Weight Watchers meetings being scheduled at times that may not allow certain staff to attend. WKU only has one leader from WW that comes to campus.

Acknowledgement of Guests/Open Discussion with Staff – No discussion.

Announcements

Next Meeting Date/Time/Location:

- February 7, 2018 at 9:00 AM in the Board of Regents Room located in Jody Richards Hall

Notable Events

Special Guest

Leadership and Volunteerism (Training Event) – Mindy Johnson

Adjournment

Adjourned at 9:52 A.M.

WKU Staff Council
January 2018 Committee Reports
Compiled January 8, 2018

University Committee Reports

University/Academic Calendar Committee

- No report

Benefits Committee

- No report

Budget Council Committee:

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

Campus Library Advisory Council

- No report

Campus Master Planning Committee

- No report

Parking Appeals Committee

- No report

Parking and Transportation Committee

- No report

Preston Center Advisory Board

- Next meeting will be held on February 6, 2018 at 7 a.m.

Staff Excellence Committee

- No report

Legislative Committee

- No report

Sustainability Champions

- No report

President's Committee for Diversity and Embracement

- No report

University Senate

- Greg attended the Senate meeting in December. There was discussion on the priority of different types of raises, if raises do indeed become available under the new budget. The faculty seem to support benchmark raises (make salaries comparable to benchmark institutions) before merit raises are given. They discussed how this would not be a permanent situation, once WKU is able to raise salaries to the benchmark level.

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



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

Minutes

Call to Order (Greg Hackbarth, Chair) – 9:00 A.M.

Roll Call (Jennifer Miller, Secretary)

Present: Greg Hackbarth, Kelly Scott, Tomitha Blair, LR Kennon, Julia Johnson, Martha Basham, Phyllis Townsend, Mike Loftis, Dr. Tamela Smith, Christy Murphy, Kaliagh Averdick, Josh Marble, Tracy Harkins, Chris Ware, Connie Spears, Matt Davis, Cindy Wedding (Remotely) – Quorum Present

Absent: Jennifer Miller, Mary Nunn, Ronda Sullivan, Jenny Toomey, Crystal Walker

Approval of Prior Monthly Meeting Minutes

- *January*
 - *Greg motioned approval of minutes and Josh seconded. Approved unanimously.*
-

Member Reports

Officer Reports:

- **Chair (Greg Hackbarth)**
 - Attended Senate meeting.
 - Attended Regents meeting remotely due to large number in attendance.
 - Met with President Caboni.
 - Discussion focused mainly on budget
 - Updated Dr. Caboni on Book Scholarship
 - Discussed Leave Policy
 - Asked if WKU closures could include weekend weather closures as well
 - Position approval committee discussion about approvals and denials
 - Changes in legislative committee
 - No longer exists
 - Greg will remove from staff council standing committees
 - Chair of Staff Council will be included in reporting notifications
 - WKU Alert System discussion.
 - Attended RAMP committee meeting.
 - Documents available on wku.edu/ramp
 - Greg explained the proposed budget model to Staff Council
 - Was encouraged by the discussion during the RAMP meeting
 - Updated on the military leave policy.
- **Vice Chair (Mike Loftis)**

- No Report
- Treasurer (Jenny Toomey)
 - Absent
- Technology Officer (Kaliegh Belda)
 - No report
- Communications Officer (Kelly Scott)
 - Scoop did not go out in January
 - Scoop will go out in February
 - Ombudsman information
 - Staff Council Elections in May
 - Solicited suggestions
 - Greg suggested including Open Forum for Strategic Planning Committee

Staff Regent Report (Tamela Smith)

- Attended Board of Regents Committee Meetings
 - Discussion about recruitment and retention
 - High School Graduation rate a factor, it is predicted by 2022 there will be 4% fewer high school graduates nationally
 - The Board of Regents will vote at the next Board meeting on a significant raise for the Men's Basketball Coach.
 - As noted at the BOR Committee meetings in January, private funding will cover the raise, with no money coming from the Athletics budget.
- Discussed staff turnover rate at WKU that has progressively gone up.
 - The turnover rate for 2016 was 32%, which does include the positions outsourced to Sodexo. However, removing those numbers still indicates an approximately 20% turnover rate for 2016, which was double the turnover from 2015.
- Discussed the article in the Herald about budget shortfalls
 - Early March is the timeline for the announcement of how the budget shortfall will be addressed
 - Tamela stated WKU will be a stronger, more focused university after this process
 - President Caboni remains committed to raises for faculty and staff and is working hard to find the funding.
- Spoke about upcoming notable event dates, including:
 - Board of Regents Meeting - 2/23/2018 at 9:00 a.m. CT
 - President's Investiture - 4/27/2018
- Changes to the commencement Ceremony were discussed

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 (Jennifer Miller)
- 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

Legislative Process Overview (Robbin Taylor, Jennifer Breiwa Smith)

- Gave an update on the Investiture Ceremony
- Updated on Commencement Ceremonies
- Presented on Government Relations
 - Discussed the roles in Government Relations
 - Discussed legislative priorities
 - Discussed governor's proposed budget
 - Many components will affect WKU
 - Seeking stable and predictable funding
 - Pension reform may increase WKU contribution for KERS to almost 84%
- Jennifer Smith explained her role in Government Relations
 - LRC.KY.GOV is the website for legislative information
- Tracy asked about the defense and offense of legislature and Higher Education.
 - Robin discussed the bill process
- Tamela asked about the Casino Gaming Bill.
 - Possible funding source for pension system
- LR asked about other possible avenues for revenue
- Greg commented about WKU F/S members running for public office. He asked if other universities had staff running. Other universities do have candidates but WKU has the most running for office.
 - Government relations reaches out to those candidates and reviews guidelines governing the use of public resources for campaigns.
 - Tracy asked about rules for holding events on campus.

- Robin discussed the guidelines.

Memo Regarding Staff Recognition Program (Mike Loftis)

- Distributed a memo that the committee is constructing to send to HR.
 - Greg asked for any suggested for additions to the memo.
 - Greg asked what the committee activities have been to date.
 - Mike explained the committee met with Tony Glisson and he suggested different avenues of support for the program.
- Ad-hoc committee should be a permanent standing committee. The committee will work with the bookstore regarding anniversary gifts. Committee contacted benchmark universities to gain insight of their current programs. The memo mirrors their programs and the committee learned that WKU is the only one of the benchmark universities contacted that does not have a staff tenure program.
- A guest asked a question about Faculty recognition.
 - Josh suggested contacting Faculty Senate to see if they have a recognition program.
- Tracy suggested a 20-year HR recognition as opposed to 25.

Memo Regarding Staff Compensation Analysis (Greg Hackbarth)

- Greg discussed the need for a university-wide staff compensation analysis as a tool for managers
- Do we need a committee?
- Kari Aikins mentioned the last study was in 1996 and pay scales have not been adjusted since.
- Kari discussed common pay bands used in industry and businesses. She also discussed career paths for positions.
- Greg asked for suggestions and determined an ad-hoc committee will be created. Mike motioned for the nomination of the committee. Unanimously approved.
- Members will be Greg Hackbarth, Mike Loftis, Tomitha Blair, Martha Basham, Chris Ware, Matt Davis.

Discussion

Council Email Review

- Student email seeking “counseling” [sic]
 - Matt suggested referring student to the Admissions Office.
 - Kaliegh will respond to the student since an email address was provided.
- Email suggesting campus should be closed during Fall and Spring Break to help with budget cuts.
 - Has been discussed previously.
 - Staff schedule important work during these periods because student impact is less.
 - Events are scheduled during fall break, like the brunch.
 - Such short periods of time may not represent a significant savings.

Acknowledgement of Guests/Open Discussion with Staff

Announcements

Next Meeting Date/Time/Location

- March 7, 2018, 9:00 A.M., Regents Room, JRH

Notable Events

- Strategic Planning Open Forum, February 12th, Ogden College Hall Lecture Hall, 3:00 PM
- Strategic Planning Open Forum, February 13th, Jody Richards Hall Auditorium, 4:00 PM

Adjournment

- Greg motioned and Josh seconded to adjourn meeting at 11:15 a.m.

WKU Staff Council
February 2018 Committee Reports
Compiled February 6, 2018

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

- Master Planning Committee met on Friday January 5, and the meeting was more of introduction and basic review of committee security policies. The February meeting has been canceled. The next meeting is on March 2, 2018.

Parking Appeals Committee

- The committee has set the dates for appeal reviews for the remainder of the year. The committee is short one member, so Greg will fill in on a couple of dates.

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 the Senate meeting in January. The Senate worked primarily to revise portions of their charter. The meeting was extremely short, about 20 minutes total.

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



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, Kaliegh 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



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

Minutes

Call to Order (Greg Hackbarth, Chair) – 9:10 A.M.

Roll Call (Secretary)

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

Absent: Kaliegh Averdick, Tomitha Blair, Josh Marble

Approval of Prior Monthly Meeting Minutes

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

Member Reports

Officer Reports:

- Chair (Greg Hackbarth)
 - Chair's monthly meeting with the President was cancelled in March. Chair asked for suggestions for topics to discuss during the April meeting with President Caboni.
 - Attended Senate meeting in March. The Senate discussed and worked on a resolution regarding the current Aramark contract. The resolution encourages the President to renegotiate the contract. The act of liquidating the University College and absorbing its programs into other existing colleges was discussed in relation to the effect on tenure.
 - Attended the RAMP (Resource, Allocation, Management and Planning) team meeting. The draft budget model will not be reviewed until the next meeting.
 - The Staff Council memos regarding compensation analysis and staff tenure recognition were sent to Human Resources. Tony indicated receipt but offered no further response.
 - A member of the Staff Council, LR Kennon, held a position at the WKU Store that was eliminated. The Chair sent him a letter of appreciation on behalf of the Council. He will be missed by the Council.
 - Encouraged the Council to attend the Investiture of the President on April 27, 2018 at 2:00 PM on the Centennial Mall.
- Vice Chair (Mike Loftis)
 - No Report

- Treasurer (Jenny Toomey)
 - No change reported in the balance. The Council needs to determine if providing a summer book scholarship is a possibility. Plans will be finalized for the annual Staff Council retreat to be held the first Wednesday in June.
- Technology Officer (Kaliegh Belda)
 - No report
- Communications Officer (Kelly Scott)
 - No report

Staff Regent Report (Tamela Smith)

- Attended March meeting of the University Senate.
- Attended reception for President where he gave a brief, but concise statement on budget.
- Scheduling a statewide meeting for all Staff Regents/Staff Trustees to discuss Reduction in Force (RIF) policies and budget issues at universities in Kentucky.
- Upcoming events:
 - Provost candidates will be on campus the week of April 16th. There is a time on each of their itineraries to meet with any BOR members who are available. Tamela plans to attend each of the three meetings.
 - BOR Committee meetings are scheduled for April 27th at 8:30 a.m. in the BOR Room in Jody Richards Hall. Staff are invited to attend.
 - The Investiture of President Caboni is scheduled for April 27th at 2:00 p.m. at the Centennial Mall. Staff are invited to attend.

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

Upcoming Staff Council and Staff Regent Elections:

- The Council will proceed with 19 members until the upcoming election of new Council members that will be finalized by the June retreat date.
 - Discussed the process of the upcoming election and possible due dates for nominations, campaigning and the electing of new members.
 - Chair encourage members to review the current election process and read the Council's bylaws prior to next month's meeting.
 - Phyllis Townsend requested a list and reminder of all current members whose terms are ending in this fiscal year.
 - The Council, along with HR, will run the upcoming election for a new Staff Regent.
 - Tamela Smith discussed the process and guidelines associated with becoming a regent.
 - Greg Hackbarth commented about Tamela's excellent service as Staff Regent and expressed gratitude on behalf of the Council for her work.
 - A forum is usually held for candidates. Staff are given the opportunity to ask questions of the candidates prior to the election. Staff Council will discuss questions that could be posed to each candidate during the forum.
-

Discussion

Council Email Review

- Parking and Transportation: An anonymous email expressed concern and questioned why the "Hub" lot appears to be half empty throughout the day, but FS3 parking is difficult to find during the middle of the day. The email was forwarded to the Parking & Transportation Director for comment. Jennifer Tougas replied stating that the current designation for the "Hub" lot is to accommodate over sale rates. However, the "Lower Hub" will be changed to house more FS3 spaces in the upcoming Parking & Transportation plan.
 - Email from Andi Dahmer, SGA President: SGA recently passed a resolution endorsing a Fairness Ordinance for the city of Bowling Green. Ms. Dahmer asked whether the Staff Council and University Senate would be interested passing similar resolutions. The Council discussed the fact that weighing in on social and political issues outside of the staff community is generally not our purpose and has not been our tradition. The Senate Chair also replied to Ms. Dahmer and graciously declined due to budget matters and other issues that are currently of primary concern to faculty. He re-directed Ms. Dahmer to Patti Minter as the appropriate contact for the Senate.
-

Announcements

Next Meeting Date/Time/Location

- May 2, 2018, 9:00 A.M., Regents Room, JRH

Notable Events

- Board of Regents Committee Meetings – April 27, 2018 at 8:30 AM in JRH
- Investiture of the President – April 27, 2018 at 2:00 PM

Adjournment

- Tamela motioned and Mike seconded to adjourn meeting at 10:44 a.m.

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

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

- Greg was to fill in on this committee this month, but the meeting was cancelled for lack of appeal cases.

Parking and Transportation Committee

- No report

Preston Center Advisory Board

- University Budget Cuts (Phase I): Elimination of Intramural/Sport Club Coordinator and Assistant Director of Health Education and Promotion positions. Elimination of \$48,000 from Fitness Center Replacement Budget.
- Discussed need for more fitness and wellness activities for TopLife Pledge requirements. Card swipe at Preston front desk could be tracked for credit.
- A "Week in Review" email was suggested for Preston members that includes a listing of all activities scheduled in the facility.

Staff Excellence Committee

- No report

Legislative Committee

- No report

Sustainability Champions

- No report

President's Committee for Diversity and Embracement

- No report

University Senate

- Greg attended the Senate meeting in March. The chair and Provost were absent. There was discussion over the foreign language requirement for students. Also, there was a resolution approved regarding the Aramark contract, requesting that the President renegotiate it. This paralleled an SGA resolution on the same subject. Regent noted that he was not surprised there was no vote over the Budget Council report at the BoR meeting. He spoke of changes that might be made to the bylaws at their August retreat. There was little mention of the budget reductions otherwise, except for brief mention that the elimination of the University college will affect the grad council and may cause some tenure issues.

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



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

Minutes

Call to Order (Greg Hackbarth, Chair) – 9:03 A.M.

Roll Call (Secretary)

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

Absent: Jennifer Toomey, Connie Spears, Phyllis Townsend, Matt Davis

Approval of Prior Monthly Meeting Minutes

- *April*
 - *Mike motioned approval of minutes and Josh seconded. Approved unanimously.*

Member Reports

Officer Reports:

- *Chair (Greg Hackbarth)*
 - *Monthly meeting with the president: The memos concerning compensation analysis and staff recognition that had been sent to Human Resources were shared with the President. A brief discussion about the reduction in workforce also included the determination that winter break and summer hours would not be affected for cost saving purposes. The upcoming Staff Council elections and the Staff Regent election was also discussed. The President is currently being shadowed by Dr. Norman, as an ACE fellowship participant and has been attending the meetings.*
 - *Human Resources Meeting: Met with Tony Glisson and discussed the drafted military leave policy, which remains in draft form with HR and needs to be sent to the President's Cabinet for review and approval. Tentative implementation of the policy is currently June 30, 2018; however, if Staff Council is not given a status update from HR before June 6, a memo or resolution will be drafted in relation to the military leave policy. The timeline for the staff / regent council election was established and potential dates for a Staff Regent forum were proposed.*
 - *Provost interviews: Dr. Terry Ballman was chosen as the university's next Provost. The Faculty Senate was allowed an interview with each candidate; however Staff Council was not included in that process. The Council acknowledges that the Provost primarily deals with faculty and the process was appropriately handled.*

- Investiture: Some Council members attended the event and Greg was asked to stand in recognition of his service as chair of the Council.
- Senate meeting: discussed recent legislation that had been passed (tenure specifically) WKU will follow the AAUP guidelines. Tuition waivers were discussed. SGA presentation about food anxiety and the food pantry. Introduced the new SGA president. Election for officers: new chair Kirk Atkinson
- Burch Institute opened , research is ongoing and it is working within high schools
- RAMP meeting: presentation was given at the BOR committee meetings, discussed how tuition waivers are. May 9th (10am). Jennifer and Mike will be attending and can ask questions on behalf of staff that may not be able to attend the forum.
- BOR committee meetings:
- Vice Chair (Mike Loftis)
 - Elections to be covered in agenda later in the meeting
- Treasurer (Jenny Toomey)
 - No report
- Technology Officer (Kaliegh Belda)
 - Rolling off in June (resigning from the Council)
 - Site migration of website, created a manual for the next technology officer
- Communications Officer (Kelly Scott)
 - Posted about the election on Staff Council Facebook page
 - Greg would like communications to the public about the upcoming elections to come from Kelly

Staff Regent Report (Tamela Smith)

- University Senate meeting: Tamela attended the University Senate meeting in May
- Presidential Investiture: Tamela participated in the Presidential Investiture held on April 27, 2018.
- Provost Candidates: Tamela, along with three other regents, were able to meet with all of the candidates for Provost. They then compiled their comments and submitted them to the search committee.
- BOR Committee Meetings: Tamela attended the committee meetings on 4/27/2018.
 - Presentation was given by the Huron Group on the Resource allocation, Management and Planning (RAMP) budget model. During the presentation it was frequently stated this was a “transparent and collaborative” process. However, Tamela questioned how transparent and collaborative the process actually is, since no one below upper-level administrators and those on the RAMP steering committee have any knowledge of what the new budget model looks like. Ann Mead then provided an update on several upcoming campus-wide meetings which will provide more information on the new budget model.
 - During the Committee Meeting, Robbin Taylor provided an update on the latest actions in Frankfort. She advised that tuition waivers were being eliminated which had allowed university staff to take courses at other universities in the state. Staff taking courses at WKU would still be eligible for the tuition waiver. While this does help the University budget, it was a further loss of benefits for staff – as Tamela stated in the meeting.
 - College Heights Foundation: The College Heights Foundation is working to build a new building, which will be more user-friendly and ADA compliant. Private donations are being used to pay for the construction.

- Tamela initiated a meeting of all Staff Regents/Trustees in the Commonwealth to gain a deeper perspective on how other universities were dealing with their Reduction in Force plans. Nearly every university in Kentucky is dealing with budget reductions and the layoff of staff members. It was very informative to hear how the process worked at other institutions, several of which had been through this before.

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

Upcoming Staff Council and Staff Regent Elections:

- The Staff Regent election process tentative dates as follows:
 - May 14-28 nominations
 - June 13 public forum
 - June 14 election

- Any questions for the Staff Regent forum should be discussed next month
- Staff Council
 - Nomination requests go out today and are due by May 9th
 - Election date, if enough nominees are entered: May 23rd
 - Nominations due date, if more nominees are needed: May 16th and
 - Election date: May 30th
 - Obligations expected of Council members will be provided to newly elect Council members and the elected members will be notified to plan for attending the June 6th meeting.

Ruthene Glass, staff member and office associate, attended the meeting to discuss her transparency in the pension issue for fellow office associates and the potential reorganization effects on their positions. She thanked the council for our work. Josh Marble encouraged her to get involved in something like Staff Council and thanked her for voicing her concerns to the Council. Tracy asked Ms. Glass what she needed or what the Council could do to help her get a better understanding of what is happening with KERS. Greg approached the concern by sharing his strategy to reach out to HR and to the VP of Public Affairs for clarification / updates and to request outgoing communication to the campus. Ms. Glass also had a question about the opportunity for retirees to take classes, and wanted to know what is happening to that benefit. The registration process for retirees to enroll in classes was discussed.

Discussion

Council Email Review

- None

Announcements

Next Meeting Date/Time/Location

- June 6, 2018, 10:00 A.M., Regents Room, JRH (will check on availability of Gatton room, or cupola room in Fresh) location TBD

Notable Events

- Board of Regents Meeting – May 11, 2018 at 9:00 AM in JRH
- Strategic Planning Forum – May 2, 2018 at 3:00 PM in Grise Hall
- RAMP Forum – May 9, 2018 at 10:00 AM in DSU
- Commencement – May 11-12, 2018 see <https://www.wku.edu/commencement/>

Adjournment

- At 10:57 AM



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

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 be 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

- 11:41 AM

WKU Staff Council
May 2018 Committee Reports
Compiled June 5, 2018

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



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

Minutes

Call to Order (Jennifer Miller, Chair) – 09:03 A.M.

Roll Call (Fallon Willoughby, Secretary)

Present: Jennifer Miller, Fallon Willoughby, Mike Loftis, Greg Hackbarth, Chris Ware, Rachel Cato, Jenny Toomey, Monica Hines, Karen Bridges, Andrew Myers, Desiree Blaine, Jessica Harper, Christy Murphy, Ronda Sullivan – Quorum Present

Absent: Andrew Myers, Jordan Ray, Tracy Harkins, Cindy Wedding and Crystal Walker

Approval of Prior Monthly Meeting Minutes

- *June*
 - *Greg motioned approval of minutes. Approved unanimously.*

Member Reports

Officer Reports:

- Chair (Jennifer Miller)
 - Meetings going forward will be at 9 am.
 - Monthly meeting with President: All meetings are scheduled and the first will be in August.
 - Faculty Senate Meeting: Jennifer and Greg Hackbarth met with Kirk Atkinson to discuss goals, and working together when possible. He was very receptive to this, and wants to attend staff council meetings.
 - Staff Council Goals – will discuss this more later in the meeting, look over the handout and think about anything you want to add.
 - Officers will start meeting quarterly to discuss and measure goals and look at agendas.
- Vice Chair (Mike Loftis)
 - Staff Regent Election Committee to discuss later in agenda
- Treasurer (Jenny Toomey)
 - No change in financials
 - Covered Fall 2017 Break Brunch with budget
 - Staff Council was given full budget this year.
- Technology Officer (Chris Ware)
 - Access given to shared folder
 - Set a date for website pictures and group picture
 - Send outlook invite for all meetings to all council members
- Communications Officer (Rachel Cato)
 - Staff Council logo on shared drive, and university shared drive

- Email out about military benefits change and free lunch during summer months
- Emailed reminder to staff about the Book Scholarship

Staff Regent Report (David Brinkley)

- Spoke with last two staff regents for advice
- Wishes to contribute to the health of staff, staff council and the university
- He has an open door policy as we are in the service business
- Wants to be available to help staff council and staff move forward
- Wants to focus on morale and benefits

Discussion of Monthly Committee Reports

University Committee Reports:

- **Note:** Shared Drive Folder has a place for committee reports to be typed up and posted
- University/Academic Calendar Committee (Chris Ware)
- Benefits Committee (Jenny Toomey, Cindy Wedding, Tracy Harkins))
- Budget Council Committee (Jennifer Miller)
- Campus Library Advisory Council (Fallon Willoughby)
- Campus Master Planning Committee (Jordan Ray)
- Parking Appeals Committee (Monica Hines, Karen Bridges, Andrew Myers, Chris Ware)
- Parking and Transportation Committee (Mike Loftis)
- Preston Center Advisory Board (Andrew Myers)
- Staff Excellence Committee (Jennifer Miller, David Brinkley)
- Sustainability Champions (Fallon Willoughby, Rachel Cato)
- President’s Committee for Diversity and Embracement (Monica Hines)
- University Senate (Jennifer Miller)

Standing Committee Reports:

- Staff Leadership Committee (Crystal Walker, Desiree Blaine, Christy Murphy)
- Book Scholarship Committee (Chris Ware, Jenny Toomey, Rachel Cato, Ronda Sullivan, Tracy Harkins)
- Staff Satisfaction Committee (David Brinkley, Jennifer Miller, Mike Loftis, Christy Murphy, Fallon Willoughby, Andrew Myers)
- Fall Break Brunch Planning Committee (Jessica Harper, Greg Hackbarth, Monica Hines, Desiree Blaine, Mike Loftis, Ronda Sullivan, Crystal Walker, Cindy Wedding)

Ad-hoc Committee Reports

- Staff Tenure Recognition Committee (Mike Loftis, Christy Murphy, Karen Bridges, Monica Hines, Desiree Blaine)
- Medical Leave Bank Committee (TBD)

Council Business

Discuss creation of a standing committee: Election Committee

- Mike Loftis spoke of how the Staff Council now runs the Staff Regent elections. This year they overlapped, and as Mike was the only one officially to handle them as Vice Chair, it was overwhelming. Mike wishes to look at things the council could do differently, and to establish firm guidelines and policies to follow for the Regent election, as currently very few exist. Also

wishes to move the Staff Regent election to April, so there will be more participation. He wants to create a standing committee with the Vice Chair, Technology and Communications officers, and the Secretary, as well as who else wishes to join. Hopes in the future to share information about candidates on the website and on Facebook and to create bylaws for Staff Regent Elections in Staff Council.

- Mike made a motion to create a standing committee, and Jennifer seconded. All were in favor, none opposed.
- Standing Election Committee: Chris Ware, Mike Loftis, Rachel Cato, Fallon Willoughby, Jessica Harper
- David Brinkley mentioned it would have been nice to know who to ask questions of when running as staff regent.
- Jennifer Miller mentioned creating guidelines and helping during open forum (Time/Moderator/Tracker/Facilitator).

Discuss creation of an ad hoc committee: Staff Mentor Program Committee

- Staff Mentor Program has fallen by the wayside. The items for welcoming new employees have been moved to Fallon's office.
- Create a committee to work on new hire emails, setting up a mentor process, besides just inviting employees to it.
- Look into common hire dates for staff (1st and 15th) as previous committee looked at but follow up.
- Look at developing training as well.
- Fallon made motion to create the standing committee, Mike seconded, and all were in favor, no opposed.
- Committee is: Fallon Willoughby, Jennifer Miller, Monica Hines, Desiree Blaine, David Brinkley

Discuss creation of an ad hoc committee: Training for New Employees

- Based on the most recent staff satisfaction survey, Jennifer Miller wants to look at training for new employees and periodic training that reoccurs annually or every two years.
- Look at getting departments together to create videos or a training schedule
- Rachel Cato made motion for ad hoc committee, Fallon seconded, all in favor, none opposed
- Committee Members: Jennifer Miller, Fallon Willoughby, Jessica Harper, Monica Hines, David Brinkley

Address risks related to status change of employees that are council members or the Staff Regent

- Wanted to look into what happens if a part time staff council member becomes full time or vice versa
- Greg Hackbarth noted that he thinks it is in the bylaws that the member moves to an At Large Representative for the year and then has to get elected to a seat the next year.
- Question also asked about Staff Regent, and was suggested to look at KRS – Board Bylaws.

Discuss goals / objectives for the 2019 fiscal year

- Some of the goals were covered during the run of the meeting
- Shared Governance looks promising and Jennifer Miller hopes to meet with the SGA President when he is back on campus next month.
- We hope to increase our Facebook presence, and invited council members to share the page.
- Staff Leadership Institute: We want to understand the cost, reevaluate, and find a way to help or reduce the costs. Cindy Ehresman is in charge of it, and reorganized it when she came on board.

Tony Glisson also has say so with the costs. Karen is going to bring a detail line item list of costs and invite Cindy to give us background on the program. SLI brings people to Staff Council and help individuals to network outside of office.

- Want to look into Staff policy of only being allowed to teach two classes as an adjunct and not three. Greg Hackbarth had spoken with David Lee and he quoted academic quality as the reason, and an issue with metrics and not being able to separate out the two jobs.
- Leave Bank Policy: Greg Hackbarth presented the Council's proposed policy to Human Resources and to the President. HR had concerns about this policy. Greg hopes to keep working on the overall FMLA paid policy.
- Create Deadlines for Book Scholarship: Want to avoid employees missing the benefits because it is awarded too late.
- Networking Events: Want to do smaller events, along with Fall Break brunch for socializing. Look at off campus events outside of normal work hours. Pondered creating a committee for this. Also looked at selling T-Shirts.
- What could be other benefits for staff? Outdoor seating on top of hill, exercise, etc.
- Flex Policy was mentioned – this already exists but is up to the supervisor and this is something Staff Council can look at.
- Asked if any goals anyone wanted to add:
 - A day off or time off during spring or fall break was mentioned
 - Staff Satisfaction survey needs to be done again

Discussion

Council Email Review

- The individual expresses an issue regarding the ability to voice concerns to the Staff Ombuds officer when the named officer is married to an AVP in which the person needing to report may work. The individual is requesting that Administration consider appointing an Ombuds Officer that is not in a relationship with another WKU employee. *Jennifer Miller is going to bring this up to the president and report back on the issue, as staff council thinks it is a valid complaint.*
- The individual requested a consideration of changing daily operating hours at the Preston Center. Specifically, the request was for the Center to open at 5AM instead of 6AM. **Reply was sent back from Stephen Rey, Director of Intramural-Recreational Sports. Mr. Rey noted the following:**
 - *The Raymond B. Preston Health and Activities Center Custodial Services Staff are scheduled during the hours of 11 p.m. to 6 a.m. Monday thru Friday – to open at 5 a.m. would mean not completing all necessary cleaning requirements to meet state guidelines*
 - *The Raymond B. Preston Health and Activities Center is managed by full-time student employees – to open at 5 a.m. would mean students would have to report to work at 4:30 p.m.*
 - *Current number of patrons during the hours of 6 a.m. to 8 a.m. Monday thru Friday do not dictate consideration for expanding our hours of operation*
 - *Current number of patrons during the weekend hours of operation on Saturday and Sunday do not dictate consideration for expanding our hours of operation – the Preston Center has actually reduced their weekend hours due to the current number counts*

Updates: Policy announcements

- Military Leave – this policy went from 10 days to 15 days (7.5 * 15). Staff Council wanted to know if a count of active duty military working for the university could be found.

Acknowledgement of Guests/Open Discussion with Staff

- Suggestion of moving this section to the beginning of the agenda
 - Question about Tuition Waiver for employees enrolled in fall classes, as we have still not had any answers about this.
-

Announcements

Next Meeting Date/Time/Location

- August 1, 2018, 9:00 A.M., Regents Room, JRH

Notable Events

- Board of Regents Meeting: August 3, 2018, Regents Room, JRH
-

Adjournment

- 10:59 AM

WKU Staff Council
May 2018 Committee Reports
Compiled July 11, 2018

University Committee Reports

University/Academic Calendar Committee

- No report

Benefits Committee

- Tony Glisson emailed new members. All information this month will be given so staff know about open enrollment and rolling it out (Oct./Nov.). Kari Aikins is no longer with the university.

Budget Council Committee:

- No report

Campus Library Advisory Council

- No report

Campus Master Planning Committee

- No report

Parking Appeals Committee

- 18 tickets discussed.

Parking and Transportation Committee

- No report

Preston Center Advisory Board

- No report

Staff Excellence Committee

- Need to look at nominations and discuss with Tony Glisson

Legislative Committee

- No report

Sustainability Champions

- Christian Ryan, the director of the Office of Sustainability has left. Fallon Willoughby is the new Chair of the champions, and they will meet 7/19/2018.

President's Committee for Diversity and Embracement

- No report

University Senate

- No report

Standing Committee Reports

Staff Leadership Committee

- No report

Book Scholarship Committee

- No report

Staff Satisfaction Committee

- No report

Fall Break Brunch Committee

- We need to start planning so we have time to prepare. Desiree is chairing the committee, so needs to look at direction, find out Homecoming theme, look at asking for donations, etc. We need to speak to Aramark about Fresh Foods, get it on University Events calendar, and look at the to do list. The committee needs to start meeting now, so as to be prepared in October.

Ad-hoc Committee Reports

Staff Tenure Recognition Committee

- No Report

Medical Leave Bank Committee

- No report



Western Kentucky University Staff Council
Monthly Meeting, August 1, 2018
Jody Richards Hall – Cornelius A. Martin Regents Room

Minutes

Call to Order (Mike Loftis, Vice Chair) – 9:04 A.M.

Roll Call (Fallon Willoughby, Secretary)

Present: Mike Loftis, Fallon Willoughby, Greg Hackbarth, Monica Hines, Jennifer Toomey, Desiree Blaine, Rachel Cato, Andrew Myers, Jordan Ray, Tracy Harkins, Ronda Sullivan, Cindy Wedding, Crystal Walker, David Brinkley

Absent: Jessica Harper, Jennifer Miller, Christy Murphy, Karen Bridges, Christopher Ware

Approval of Prior Monthly Meeting Minutes

- *July minutes*
- *Amendment about wording in leave policy section, motion by Greg Hackbarth, seconded by Jennifer, approved*
- *Amendment to communication officer's report to include email about book scholarship, motion by Rachel Cato, seconded by Greg Hackbarth, approved.*
- *Minutes approved as amended, Greg motioned, Jennifer Toomey seconded, approved*

Acknowledgement of Guests/Open Discussion with Staff

No guests present

Acknowledgement of Attendance of Faculty Senate Chair: Dr. Kirk Atkinson

Member Reports

Officer Reports:

- Chair (Jennifer Miller via notes provided)
 - Karen Bridges has resigned from the council and from WKU due to a family situation. Jennifer shared an excerpt from an email from Karen. Speaking on behalf of the Staff Council, we would like to express our thoughts and gratitude to Karen for her willingness to serve and wish her the best. To maintain appropriate representation on the council, we will be filling the vacant seat with the next candidate in line from the most recent election. Jennifer will notify that individual upon her return.
 - Jennifer's first meeting with the President is scheduled for August 16, 2018.
- Tuition Waiver: All Kentucky public universities drafted a single proposal to cover the upcoming fall 2018 tuition for any employee currently enrolled and taking classes as of April 2018. The universities were working with a representative from the Council for Post-secondary Education on the proposal and it will be presented to the university presidents today, August 1st. It is

unknown how the tuition waiver program will be restructured for semesters that follow the fall of 2018. The president has stated that he is confident that this “important benefit” (his words) will endure, although a restructuring is likely. Vice Chair (Mike Loftis)

- No report
- Treasurer (Jenny Toomey)
 - No change, though book scholarship should be awarded before next meeting
- Technology Officer (Chris Ware)
 - Not present
- Communications Officer (Rachel Cato)
 - No report.

Staff Regent Report (David Brinkley)

- Met with Faculty Regent to discuss issues, understanding of procedures
- Board of Regents retreat August 2nd – 3rd at DSU
- Has had many reports and papers delivered to read and cover based on policies, outlines, strategic plans, etc.
- Many of the Faculty Regent’s concerns echoes those of the staff
- Invites all staff to contact him at any time
- Will be sworn in at Friday’s meeting of the Board of Regents
- 3 Way Tie for Staff Excellence Award – meeting afternoon of 8/1 to discuss

Discussion of Monthly Committee Reports

University Committee Reports:

- University/Academic Calendar Committee (Chris Ware)
- Benefits Committee (Jenny Toomey, Cindy Wedding, Tracy Harkins)
- Budget Council Committee (Jennifer Miller)
- Campus Library Advisory Council (Fallon Willoughby)
- Campus Master Planning Committee (Jordan Ray)
- Parking Appeals Committee (Monica Hines, Karen Bridges, Andrew Myers, Chris Ware)
- Parking and Transportation Committee (Mike Loftis)
- Preston Center Advisory Board (Andrew Myers)
- Staff Excellence Committee (Jennifer Miller, David Brinkley)
- Sustainability Champions (Fallon Willoughby, Rachel Cato)
- President’s Committee for Diversity and Embracement (Monica Hines)
- University Senate (Jennifer Miller)

Standing Committee Reports:

- Staff Leadership Committee (Crystal Walker, Desiree Blaine, Christy Murphy)
- Book Scholarship Committee (Chris Ware, Jenny Toomey, Rachel Cato, Ronda Sullivan, Tracy Harkins)
- Staff Satisfaction Committee (David Brinkley, Jennifer Miller, Mike Loftis, Christy Murphy, Fallon Willoughby, Andrew Myers)
- Fall Break Brunch Planning Committee (Jessica Harper, Greg Hackbarth, Monica Hines, Desiree Blaine, Mike Loftis, Ronda Sullivan, Crystal Walker, Cindy Wedding)
- Election Committee (Mike Loftis, Chris Ware, Rachel Cato, Fallon Willoughby, Jessica Harper)
- Staff Mentor Program Committee (Fallon Willoughby, Jennifer Miller, Monica Hines, Desiree Blaine, David Brinkley)

Ad-hoc Committee Reports

- Staff Tenure Recognition Committee (Mike Loftis, Christy Murphy, Karen Bridges, Monica Hines, Desiree Blaine)
 - Medical Leave Bank Committee (TBD)
 - New Employee Training Committee (Jennifer Miller, Fallon Willoughby, Jessica Harper, Monica Hines, David Brinkley)
-

Council Business

Election Committee discussion

- Presented the following proposed changes to the Council before finishing write ups:
 - Move election to April
 - Create standing staff council committee for election(task completed during July meeting of the Council)
 - Rewrite election rules to fall in line with staff council election
 - Create a Staff Regent webpage to hold bios and information
 - Update Bylaws of Staff Council to reflect this
-

Discussion

Council Email Review: Summarized

- Vending machines without card readers
 - Jennifer reached out to Marshall Gray. His reply, “We currently have more than half of our Coke vendors with card readers on them. The readers are based on sales and every vending bank of machines should have at least one machine with a card reader on it. If I knew which machines were in question, I could look at the option of adding a reader to it or having diet or low calorie drinks added to the machine that accepts credit cards.”
 - David Brinkley said the issue was in the Academic Complex where only the machine with sugary drinks had a card reader.
 - If anyone has questions or concerns about the campus’s vending, you may contact Mr. Gray directly.
- Tuition costs related to graduate hours above the dollar threshold of \$5,250 being included as employee taxable income
 - This is a Federal Regulation set by the government, so we can contact our representatives about the issue.
- Status of the WKU Tuition Waiver Program and broadening the current scope of the program to include out-of-state institutions
 - Changes being proposed to the program and vote soon on whether the program will even continue.
- Compensation benefits for employees earning degrees/certificates
 - HR have discussed this over the past years, at one point it was going to increase but this has not happened.
 - Research shows this policy is not common in higher education
 - Good idea to reward professional growth
 - Could be good incentive with workloads increasing.
- Employee wanted to teach but denied by supervisor

- WKU policy says that supervisor must approve if activities are during work hours – no approval if not during work hours (if during lunch, this still may be needed).
- HR said they did not know why the supervisor was not supportive
- Employee can appeal it, and go to HR for qualification or to the Ombudsmen
- Discussed reminding in each staff council emails that staff can email in anonymously
- Amount of emails into staff council has increased
 - David Brinkley said when talking with the Faculty Regent, they agreed that morale was low, so they are confronting the situation
 - More communication is wanted on changes across the university.

Other Business

- *Greg Hackberth was asked to present Doc Edwards petition for Staff Emeritus at the Regents Meeting for a vote*
 - *M.A.S.T.E.R. Plan needs volunteers to help with move in day on August 20th and 21st. We encourage all available staff to sign up. You can do so through the M.A.S.T.E.R. Plan website.*
-

Announcements

Next Meeting Date/Time/Location

- September 5, 2018, 9:00 A.M., Regents Room, JRH

Notable Events

- Board of Regents Meeting: August 3, 2018, Regents Room, JRH
 - Faculty & Staff Convocation: 8:00 A.M., August 24, 2018, Van Meter Hall
 - Faculty Senate Meeting: August 23rd, 3:45 A.M. Faculty House
-

Adjournment: 10:10 A.M.

WKU Staff Council
May 2018 Committee Reports
Compiled August 2, 2018

University Committee Reports

University/Academic Calendar Committee

- No report

Benefits Committee

- Meeting postponed for more data.

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

- Meeting will be before Staff Council September meeting.
- Plans to bring up issues with cost, and the push for staff and faculty to be healthier and work out.
- Mike Loftis and Fallon Willoughby requested more daily use lockers or a lower cost for rented lockers.

Staff Excellence Committee

- No Report.

Legislative Committee

- No report

Sustainability Champions

- Meetings have been moved to the second Tuesdays due to conflict with orientation days.
- We have set a new office challenge to increase awareness of what can be recycled and every office to have bins for batteries, paper and other recycles with informational signs.
- Will vote on officers in August meeting.

President's Committee for Diversity and Embracement

- First meeting was mainly introductions.

University Senate

- No report

Standing Committee Reports

Staff Leadership Committee

- No report

Book Scholarship Committee

- Sent email requesting applications (Jennifer Toomey) and select recipient within two weeks.

Staff Satisfaction Committee

- No report

Fall Break Brunch Committee

- Will meet after Staff Council meeting.

Ad-hoc Committee Reports

Staff Tenure Recognition Committee

- No Report

Medical Leave Bank Committee

- No report



Western Kentucky University Staff Council
Monthly Meeting, September 5, 2018
Jody Richards Hall – Cornelius A. Martin Regents Room

Minutes

Call to Order (Jennifer Miller, Chair) – 9:02

Roll Call (Fallon Willoughby, Secretary)

Approval of Prior Monthly Meeting Minutes

- *August minutes – Mike motions. Christy seconds. All approved. Passed.*

Acknowledgement of Guests/Open Discussion with Staff

Welcomed Dr. Kirk Atkinson, Faculty Senate Chair, to the meeting.

Member Reports

Officer Reports:

- Chair (Jennifer Miller)
 - Welcomed two new members, Melissa Hamlin and Katie Muchmore to the council.
 - Bill Edwards's nomination for the Staff Emeritus award was approved by the Board during their August session. The process of notifying recipients needs to be determined and documented in Staff Council procedures. This is part of today's agenda under "Council Business".

Meeting with the President:

- Discussed our list of goals for the year. Specific goals discussed included the status of the tuition waiver program. This program is now being restructured by a committee under the KY Council for Postsecondary Education, with committee members being designated by each institution's president. I asked about a target date for the restructure, but it's unknown at this time. I reiterated to the President that prior to the Fall 2018 announcement, many staff, including myself, were anxious and worried and that a more timely announcement would be much appreciated for the 2019 spring semester. Also, we discussed the goal to re-evaluate the Staff Leadership Institute, which lead to another meeting with the president, Cindy Ehresman (from Continuing & Professional Development), and Tony Glisson. We discussed the purpose of SLI and also the potential for a spin-off program that goes further into leadership roles and succession planning for the university. This program is to-be-determined but will start with collaboration with groups such as HR, CITL, faculty and staff.

Attended the Faculty Senate meeting:

- I attended the senate meeting. Dr. Atkinson introduced Dr. Terry Ballman, our new Provost. She briefly discussed the upcoming academic program review. Dr. Atkinson announced that he wants to invite Huron, the consulting firm assisting with the budget model transition, to address the Senate. Faculty Regent announced that the strategic

plan had been approved by the Board of Regents; however, the criteria that will be used to measure the success of the plan have not been approved.

Other Information:

- I attended and presented Staff Excellence awards at Convocation. It was an honor to be on stage to recognize our staff award recipients. During the President's speech, he recognized that staff were here all summer working hard to keep the university running. He also gave credit to Staff Council for our recommendation to changing the university's medical leave policy. On behalf of the staff, I would like to express thanks to the President for those recognitions.
- The President and Mrs. Caboni have invited the Council to their home for a reception on September 18th. This will be the second year for the event.
- Vice Chair (Mike Loftis) – No Report
- Treasurer (Jenny Toomey) – No Report
- Technology Officer (Chris Ware) – Chris will be adding new members to the website.
- Communications Officer (Rachel Cato) --- Staff Council's Facebook page has grown from 60 followers to 135. We plan to create a Twitter account.

Staff Regent Report (David Brinkley) – No report. David was sworn in at Board of Regents in August.

Discussion of Monthly Committee Reports

University Committee Reports:

- University/Academic Calendar Committee (Chris Ware) – No Report.
- Benefits Committee (Jenny Toomey, Cindy Wedding, Tracy Harkins) – No Report.
- Budget Council Committee (Jennifer Miller) – No Report.
- Campus Library Advisory Council (Fallon Willoughby) – No Report.
- Campus Master Planning Committee (Katie Muchmore) — No Report.
- Parking Appeals Committee (Monica Hines, Melissa Hamlin, Andrew Myers, Chris Ware) – No Report.
- Parking and Transportation Committee (Mike Loftis) – No Report.
- Preston Center Advisory Board (Andrew Myers) –
 - They discussed wanting to collect outside donations in order to do several things to Preston including: add another story, open room for rent or for those without membership, build a rock wall.
 - Going to bring up locker rentals with those in charge, there is a cost because they have a \$360k shortfall they have to overcome from their funds, which is why there are fees.
 - The Preston Center has reached out to the benefits group but there is some kind of IRS tax reasons that keep it from being a free benefit.
 - Option to pay for a fitness class without membership (group x).
- Staff Excellence Committee (Jennifer Miller, David Brinkley) – No Report.
- Sustainability Champions (Fallon Willoughby, Rachel Cato) –
 - Looking to do various events across campus to increase awareness
 - Hoping to do an event for Sustainability Day in October
 - Pantry food drive
- President's Committee for Diversity and Embracement (Monica Hines) – No Report.

Standing Committee Reports:

- Staff Leadership Committee (Crystal Walker, Desiree Blaine, Christy Murphy) –
 - Applications will start coming in during mid-October through mid-November.

- Book Scholarship Committee (Chris Ware, Jenny Toomey, Rachel Cato, Ronda Sullivan, Tracy Harkins) – this has been awarded for this semester. Donations for funding the scholarship fund will be taken during Fall Break Brunch. Also, the silent auction proceeds will go to the scholarship fund
- Staff Satisfaction Committee (David Brinkley, Jennifer Miller, Mike Loftis, Christy Murphy, Fallon Willoughby, Andrew Myers) – Committee will meet after Fall Break Brunch.
- Fall Break Brunch Planning Committee (Jessica Harper, Greg Hackbarth, Monica Hines, Desiree Blaine, Mike Loftis, Ronda Sullivan, Crystal Walker, Cindy Wedding, Fallon Willoughby) –
 - Sodexo will participate and the President will be there by 9:30 for remarks. The donation request letter is on share drive. The Brunch is scheduled from 8:30 – 10:30 in Fresh at DSU.
- Election Committee (Mike Loftis, Chris Ware, Rachel Cato, Fallon Willoughby, Jessica Harper) – No Report.
- Staff Mentor Program Committee (Fallon Willoughby, Jennifer Miller, Monica Hines, Desiree Blaine, David Brinkley) – An email will go out to determine when the committee can meet.

Ad-hoc Committee Reports

- Staff Tenure Recognition Committee (Mike Loftis, Christy Murphy, Monica Hines, Desiree Blaine) – on hold until a new candidate appears.
- New Employee Training Committee (Jennifer Miller, Fallon Willoughby, Jessica Harper, Monica Hines, David Brinkley) – This committee will make changes depending on what happens with staff leadership and a possible spin off program so it will be on hold.

Council Business

Revisions to the Family and Medical Leave Policy 4.6302 –

- There is a revision out to policy that Tony Glisson is working on, which will hopefully go to the President’s Cabinet in September.

RAMP update –

- Greg Hackbarth reported that the steering committee met on Aug. 28th – the university extended the contract with the consulting firm for two additional meetings (one in Sept. one in Oct.). The new timeline shows Huron will be here through some of this fiscal year for training, meeting with department chairs, going over the governance structure for the model, etc. The governance structure includes a “bottoms up” decision-making flow starting with support unit committees making recommendations to an Executive Budget Committee who makes recommendations to the President, who makes recommendations to the Board of Regents. Many of the committees are heavily faculty orientated (for good reason – curriculum, space management of faculty units built for space), however, staff representation has not been finalized yet. Discussion topics included who was supposed to be on the committee, and the desired number of members and term length. It was proposed that the university senate chair, staff council chair and a member of SGA be placed on the committee. The rate of turnover in those positions were considered. It was changed to an appointee for each of those three bodies instead of making it by default the chair. The current budget advisory council will be dissolved. There is a PDF of the minutes from this meeting on their WKU page. Some committees will disband, some will not.

Determine the process for notifying recipients of Staff Emeritus status

- Staff Council discussed how to honor a Staff Emeritus recipient. Their name will be on the slide show at the Fall Brunch. They will receive an email and a written letter from the Staff Council as well.

Convocation announcement regarding the 4% salary pool

- There has been confusion as to the total amount that can be awarded, as well the method for determining and approving the awards. Discussion related to evaluations not being an adequate measure to determine the merit. The 2% increase across-the-board and the merit increase will be on Jan. 1st. Jennifer will be meeting with the President and Ann Mead to gain clarification about the merit increase and inquire about guidelines/methodologies being established for consistencies and assistance to those making decisions, the approaching timeline/deadlines and collect answers to other questions provided by the council members.

Discussion

Council Email Review: Summarized

- Sharing information about discounts offered to WKU employees on and off campus:
 - The Staff Council used to maintain a page of staff/faculty discounts available within the community. However it was incredibly difficult to maintain as it was constantly changing. The Council will consider sporadically posting known discounts on our social media account to inform staff.
- Boosting morale by giving staff time off during fall and/or spring break:
 - Staff Council has advocated for this in the past. Council members discussed the topic at length noting factors such as staff duties versus faculty contracts, the differences in time-off at WKU versus other community employers, etc.
- Concerns regarding insurance coverage, specifically coverage of medication costs:
 - According to Sondra Humphries in HR, there is a resource offered to WKU health plan members called Know Your Rx Coalition. They are a prescription concierge service that helps our members find coupons/discounts/copay assistance programs and/or lower cost drug alternatives for any medication our members take. Those who have used it have found them to be very helpful with reducing their out of pocket drug costs.
 - Here's a link to our Benefit Partners site (<https://www.wku.edu/hr/benefits/contacts.php>) which lists Know Your Rx
- Concerns regarding new time sheet for non-exempt employees:
 - According to Tony Glisson in HR, Payroll, HR and IT are involved in a project design and launch of a new system through Banner. There is no hard timeframe for going live with the newly developed system.

Announcements

Next Meeting Date/Time/Location

- October 11, 2018, 11:00 A.M., DSU Room 2081 (immediately following cleanup of Fall Break Brunch)

Notable Events

- 2018 Staff Fall Break Brunch: October 11, 2018, Fresh in DSU, 8:30AM-10:30AM
- Board of Regents Committee Meetings: October 26, 2018, Regents Room, JRH
- WKU Homecoming: October 27, 2018

Adjournment – 11:14



Western Kentucky University Staff Council
Monthly Meeting, October 11, 2018
Downing Student Union – Room 2081

Minutes

Call to Order (Jennifer Miller, Chair) – 11:05

Roll Call (Fallon Willoughby, Secretary) – Absent: Tracy Harkins

Approval of Prior Monthly Meeting Minutes

- *September minutes – approved*

Acknowledgement of Guests/Open Discussion with Staff

None present at the beginning of the meeting. Colette Chelf joined and raised her concern about representation of all staff, and especially certain departments that feel uncertain about their place within the budget. Emilee England also joined the meeting to discuss her hopes and concerns for the university and the new budget.

Member Reports

Officer Reports & Staff Regent Report:

- Will follow up with these reports during the November meeting

Discussion of Monthly Committee Reports

University Committee Reports:

- Will follow up with these reports during the November meeting

Standing Committee Reports:

- Will follow up with these reports during the November meeting

Council Business

Nominate, discuss and vote on the staff representation for the committees being developed to govern the new budget model: Executive Budget Committee and the Auxiliary/Support Unit Allocation Committee.

- Prior to the meeting, Jennifer Miller had asked Council members to provide names of nominees, only if the nomination had been accepted by the person being nominated, to include in the meeting discussion.

- Explanation pertaining to the committees being developed was provided by Greg Hackbarth who sits on the current RAMP Steering Committee. Specific information about staff representation and the committees included the following:
 - The representatives chosen by Staff Council (one for each committee) do not have to be members of Staff Council. Discussion followed about procedure and what both committees will represent.
 - Initially, committees will be convened and provided direction from the third party consulting group, Huron. It is expected that after the first initial meetings, the committees may convene beginning October through January. Each would vary in need, and number of meetings/committed time.
 - Staff Council voted in favor of a two year term for both of their representatives on the two committees, all in attendance were in favor.
 - Nominations were discussed with overarching guidelines for the chosen representatives to have an understanding of the university's financial situation and a passion for the university's success.
 - Staff Council voted and elected the following representatives:
 - Jessica Chaney Harper was elected for Executive Budget Committee,
 - Emilee England was elected to the Auxiliary/Support Unit Allocation Committee.
 - In preparation for either representative potentially stepping down from the elected position, alternates for both representatives were also elected.
 - The 1st Alternate is Christy Murphy
 - The 2nd Alternate is Colette Chelf
-

Discussion

Council Email Review

- None to report to-date, follow up at November Meeting.
-

Announcements

Next Meeting Date/Time/Location

- November 7, 2018, 9:00 A.M., Regents Room, JRH

Notable Events

- Survey: Fall Break Brunch 2018
 - Board of Regents Committee Meetings: October 26, 2018, Regents Room, JRH
 - WKU Homecoming: October 27, 2018
-

Adjournment – 12:32



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

Minutes

Call to Order (Jennifer Miller, Chair) – 9:00 am

Roll Call (Fallon Willoughby, Secretary) – Absent: Ronda Sullivan.

Approval of Prior Monthly Meeting Minutes

- *October minutes – approved*

Acknowledgement of Guests/Open Discussion with Staff

- Welcome Mr. Steven Ray, Director of Intramural-Recreational Sports, to speak with us about the planned expansion of Preston, the name-change, and answer any questions.
 - Mr. Ray mentioned the article in the Herald about the Phase 3 Expansion of the project, and stressed that the project would be 100% donor funded, and no ground would be broken until the money was in hand. It will cost \$18.7 million for everything.
 - The Membership and Rental fees have only increased once since 1992, not including the 6% sales tax that must now be added onto those costs.
 - Mr. Ray has been meeting with HR to see if there is a way to provide free memberships to faculty/staff – however the issue has no solid solution as there is a set amount that needs to be raised by memberships/rentals to cover certain operating costs at Preston.
 - It was mentioned that other universities do provide this, however they are older facilities that do not operate as long during the day, or may have no workers on site, and they use old equipment. F/S must pay fees at these locations to use the newer buildings/equipment.
 - Their name will change from Intramural Recreational Sports to Campus Recreation Wellness to reflect the many thing that they encompass within their department.
 - There are certain things they cannot offer (like daycare) because they are not certified, and to be 24/7 they would have to ask student workers to work 3rd shift.
 - The question was posed on whether there would be another smaller fitness space at the top of the hill, and there has been some discussion for this.
 - The question was posed on if the operating costs of the facility will go up because of a larger space and more equipment, even if the building costs were donor funded. The answer is possibly, and they are evaluating that at the moment. The operating costs Mr. Ray mentioned covers things like free services, towels, soap, etc., whereas the student employees are covered by the university, so it is possible that the cost will increase for the university, including a small increase in student fees or other membership fees.
 - Acknowledge and welcome Dr. Kirk Atkinson, Faculty Senate Chair, to the meeting.
-

Member Reports

Officer Reports:

- Chair (Jennifer Miller) –
 - Meeting with the President: Discussed the following topics: tuition waiver program, FMLA policy, merit process, leadership development program, next goals.
 - Tuition waiver program: Ann Mead provided a draft policy update, which was shared with the council members. Members were able to provide feedback and ask questions regarding the potential changes to the policy. WKU is working with other state institutions to determine what the reciprocal agreements will entail.
 - FMLA Leave policy: has still not gone in front of cabinet – they are waiting on the piece that is relevant to the faculty.
 - Merit process – We discussed the process of awarding merit and disseminating information to employees receiving merit pay. The president’s expectation is that individuals supervising others will conduct face-to-face conversations with each person and talk about the outcomes. We discussed the need for overall improvement of the process going forward. ***Discussion among the council was as follows:***
 - David Binkley described the process that his division adopted and other members discussed the approaches that were taken in their respective areas. All agreed that the process lacked consistency.
 - We discussed the need for guidance and accountability. The council agreed to compile process improvements/methodology/ideas. Dr. Atkinson explained that faculty had similar concerns and would like to work with the council.
 - Other business:
 - Staff Satisfaction Survey – needs to be reviewed and conducted for this fiscal year. Mike Loftis was selected to chair the committee.
 - Staff Leadership Institute – DELO and HR will solicit applications. Our committee will score applicants and determine the participants. The council may want to create (as funding allows) a scholarship opportunity for the Institute next year.
- Vice Chair (Mike Loftis) – No report.
- Treasurer (Jenny Toomey) – Staff Council was charged approximately \$2300 for the Fall Break Brunch food. All regional campus events equaled about \$600 total for their staff brunches. The council’s budget remains at approximately \$670 as of this month. During the brunch, the council raised almost \$600 from donations/auction items which went into the staff book scholarship fund.
- Technology Officer (Chris Ware) – No report.
- Communications Officer (Rachel Cato) – Our Twitter is up and running. Rachel will be working with others to post more often on there. All of staff council will work together to find WKU discounts to share sporadically on social media.

Staff Regent Report:

David reported that there is information on CAPE being reported, it is just being slow to trickle down to others.

David posed questions to HR and to Finance & Administration regarding recent personnel actions taken in front of the Board of Regents committees. He is concerned that the Board of Regents is handed a blanket 41 double sided page document of appointments/transfers/raises/etc. The only area that requires an explanation is a general salary increase of \$5,000 or more. A written justification is not required for each employee who gets transferred or reclassified that also results in an increase in salary of \$5,000 or more. Thousands of dollars have gone through for this. David is questioning this process.

The student first year village was presented to the board (a graph represented the cost of housing for students and we are 2nd lowest in state, and a comparison was made to the new hall and the revenue that could be made, as well as the waitlist for the area) – the housing fee will go up but not in totality. David has concern with the thought process which centers around that “because we compare well in these areas, we can charge more.”

Discussion of Monthly Committee Reports

University Committee Reports:

- University/Academic Calendar Committee (Chris Ware)
- Benefits Committee (Jenny Toomey, Cindy Wedding, Tracy Harkins)
- Budget Council Committee (Jennifer Miller)
- Campus Library Advisory Council (Fallon Willoughby)
- Campus Master Planning Committee (Jordan Ray)
- Parking Appeals Committee (Monica Hines, Melissa Hamlin, Andrew Myers, Chris Ware)
- Parking and Transportation Committee (Mike Loftis)
- Preston Center Advisory Board (Andrew Myers)
- Staff Excellence Committee (Jennifer Miller, David Brinkley)
- Sustainability Champions (Fallon Willoughby, Rachel Cato) – The Sustainability Champions helped put together events for the Sustainability Day on Oct. 24th. There will also be events on Wed. 14th to highlight the new building (and a raffle).
- President’s Committee for Diversity and Embracement (Monica Hines)
- University Senate (Jennifer Miller) – Greg Hackbarth attended this meeting. The senate discussed CAPE, Huron, etc. DELO operates with millions of dollars of carry forward every year, and there is discussion on how this will be affected by the new budget model.

Standing Committee Reports:

- Staff Leadership Committee (Crystal Walker, Desiree Blaine, Christy Murphy)
- Book Scholarship Committee (Chris Ware, Jenny Toomey, Rachel Cato, Ronda Sullivan, Tracy Harkins)
- Staff Satisfaction Committee (David Brinkley, Jennifer Miller, Mike Loftis, Christy Murphy, Fallon Willoughby, Andrew Myers)
- Fall Break Brunch Planning Committee (Jessica Harper, Greg Hackbarth, Monica Hines, Desiree Blaine, Mike Loftis, Ronda Sullivan, Crystal Walker, Cindy Wedding)
- Election Committee (Mike Loftis, Chris Ware, Rachel Cato, Fallon Willoughby, Jessica Harper)
- Staff Mentor Program Committee (Fallon Willoughby, Jennifer Miller, Monica Hines, Desiree Blaine, David Brinkley) – meeting next Wednesday, Nov. 14th @ 9:30

Ad-hoc Committee Reports

- Staff Tenure Recognition Committee (Mike Loftis, Christy Murphy, Karen Bridges, Monica Hines, Desiree Blaine)

- Medical Leave Bank Committee (TBD)
 - New Employee Training Committee (Jennifer Miller, Fallon Willoughby, Jessica Harper, Monica Hines, David Brinkley)
-

Council Business

Fall Break Brunch Survey- discussed survey results. One highlighted issue was the need to balance between announcements and music, as well as speaker volume across Fresh. We recognize that part of the issue may be the room design. The survey will be used to consider changes/improvements for next year's event. There was an overwhelming response to not move Fall Break Brunch to the spring semester.

Update on Goals we want to accomplish – Next goal is the Staff Satisfaction Survey, Mike Loftis will chair that committee and work on compiling and issuing it to staff.

Discussion

Council Email Review

- Hyatt Place and their 2017 donation to the Fall Break Brunch was not honored – lots of turn over since then, Monica Hines has a contact at the location and will reach out to them about the discrepancy. The organization was not called on for a donation for the 2018 event.
 - Limited locations on campus where monthly free meal can be used. – The meal allowance original location was only for Fresh. Since the dining location, known as Hilltop Hub, in the new residence hall has opened, this location is included as well. The Council theorizes that these two locations, are the most practical, cost-effective locations to offer this benefit. The council does not know what the contract/agreement between WKU and Aramark states in regards to this meal allowance; however, the inclusion of the Hilltop Hub allows for those employees closer to the top of “the Hill” to enjoy the benefit without the need to walk to DSU and Fresh.
 - Inaccurate statement regarding the staff discount page located on the benefits web page - will need to ask HR to remove that statement.
 - Tuition benefit update – see earlier in the minutes
 - Live stream meetings – The council had discussed this option at the beginning of the fiscal year. According to IT, there would be an issue with lack of licensing for adobe connect for everyone. We feel there is value to actually coming to the meeting – or at least at the beginning. The Senate does not broadcast their meetings.
 - HR mailing postcards about the benefits fair – Excerpt from Tony Glisson email response:
 - Honestly, we don't like mailers; however, we still have some employees who claim, “I never saw any email about Open Enrollment”. So we are trying to address this as one more touch point. We also want to reach spouses who most likely don't see our email.
 - Anthem provides us a \$3,500 allowance each year to support Open Enrollment and our marketing/communication efforts. So, “outside” funds support what we are doing.
-

Announcements

Next Meeting Date/Time/Location

- December 5, 2018, 9:00 A.M., Fresh Food Company, DSU

Notable Events

- Board of Regents Meetings: December 14, 2018, Regents Room, JRH
-

Adjournment – 11:28 am



Western Kentucky University Staff Council
Monthly Meeting, December 5, 2018
Jody Richards Hall – Cornelius A. Martin Regents Room

Follow the WKU Staff Council on Facebook and Twitter for the latest information about the university, the staff and the council meetings.

Minutes

Call to Order (Jennifer Miller, Chair) – 9:03 am

Roll Call (Fallon Willoughby, Secretary) – Absent: Greg Hackbarth, Christy Murphy, Desiree Blaine, and Ronda Sullivan.

Approval of Prior Monthly Meeting Minutes

- *November minutes – approved*

Acknowledgement of Guests/Open Discussion with Staff

Member Reports

Officer Reports:

- Chair (Jennifer Miller) –
 - Meeting with President: Discussed the following topics: tuition waiver program, FMLA policy, merit process, staff satisfaction survey, Staff Leadership Institute, staff mentor program.
 - Tuition waiver program: Spring 2019 semester will follow the original program and the state institutions continue to work through the process. Jennifer will confirm that a timely notification can be sent out our social media accounts regarding this topic.
 - FMLA Policy: the faculty has added their part, and will go to the President's Cabinet on Dec. 10th, hopefully will be in place for January.
 - Merit Process: Continued discussion concerning expectations of supervisors and the process of disseminating merit information to employees. Faculty Senate Chair, Dr. Atkinson, shared the same concern. The President received emails from both chairs and proceeded to notify his cabinet of the concerns and his expectations. The Faculty Senate's Finance and Budget committee met with Jennifer and two other staff members to talk about the merit process, concerns and recommendations.
 - Staff Satisfaction Survey: The President is eager to hear our voice, and he wants to know what we think and what areas need improvement.
 - Staff Leadership Institute: Several applications were received. DELO will notify the participants of their acceptance.

- Mentor Program: The committee has met once, and Jennifer and Fallon met as well. The framework for the program is being compiled and drafted. Jennifer received positive feedback about this program from the President.
- Vice Chair (Mike Loftis) – Staff Satisfaction Survey – the committee reviewed the most recent survey to determine appropriateness of each statement and to make any necessary changes. Mike met with Dr. Shoenfelt in Psychological Sciences to assist in the development and implementation of the survey. The survey will be accessible by all staff January 3rd through 11th, and we expect to have results in February.
- Treasurer (Jenny Toomey) – No report.
- Technology Officer (Chris Ware) – No report.
- Communications Officer (Rachel Cato) – Staff Council does plan to start posting the monthly meeting’s agenda on the website and sending a link via email to staff-all before the meetings.

Staff Regent Report: David has been trying to follow up with concerns about mold, staff raises, and the merit process. David believes that the President was clear on how he wanted the merit process handled and does not believe that this vision trickled down to everyone. The faculty have also had concerns with the process as well. David is working towards a goal of creating similar processes for all departments across campus in order to effectively administer any future merit increases.

David also expressed concerns that in the October Regents meeting, the Regents were not made aware of the mold issue before or during a discussion about the new resident hall village, and then proceeded to vote on a land transfer.

David is prepared to vote No on the personnel actions that were passed in Regent Committee meetings. The actions will be in front of the full board for a vote during the December 14th meeting. David is in favor of many of these actions; however, the lack of documented justification for all changes greater than or equal to \$5,000 impedes transparency in the process. There should be an explanation for everyone, regardless what type of action. David asked for Council guidance on this matter and his vote, because he wishes to be a representative of staff. The Staff Council supported David in his wish to vote No, with the clarification that while he and others may support the majority of the actions, there are issues with the process and certain use of funds. The Council requested that during the vote, David explain his stance on the topic prior to recording his vote. David is in favor of policy changes, where the board could disagree with and vote against certain actions – as it stands it is all in favor, or all against.

Discussion of Monthly Committee Reports

University Committee Reports:

- University/Academic Calendar Committee (Chris Ware)
- Benefits Committee (Jenny Toomey, Tracy Harkins)
- Budget Council Committee (Jennifer Miller) – may be dissolved due to new model.
- Campus Library Advisory Council (Fallon Willoughby)
- Campus Master Planning Committee (Katie Muchmore) – architects spoke and were getting information for the new planned WKU Commons project.
- Parking Appeals Committee (Monica Hines, Melissa Hamlin, Andrew Myers, Chris Ware)
- Parking and Transportation Committee (Mike Loftis) -- the dorm parking for students will go away in the spring, and the gated regents lot will lose spaces (down to 8 or 10), for the new Village. The people in the gated lot may lose three months of their pre-paid service – following

the meeting, Jennifer Tougas stated that during the month of January they are going to determine the best solution. Mike plans to follow up.

- Preston Center Advisory Board (Andrew Myers) – They have tabled Phase 3 renovations.
- Staff Excellence Committee (Jennifer Miller, David Brinkley)
- Sustainability Champions (Fallon Willoughby, Rachel Cato) – The Sustainability Celebration raised \$875 that will be donated to The Butterfly House at Lost River Cave, Hotel Inc. and The Inn. Big Red Bikes is also now running through another company, VeoRide Bike Share, and is up and working on campus and already being used by students.
- President’s Committee for Diversity and Embracement (Monica Hines)
- University Senate (Jennifer Miller)

Standing Committee Reports:

- Staff Leadership Committee (Crystal Walker, Desiree Blaine, Christy Murphy)
- Book Scholarship Committee (Chris Ware, Jenny Toomey, Rachel Cato, Ronda Sullivan, Tracy Harkins)
- Staff Satisfaction Committee (David Brinkley, Jennifer Miller, Mike Loftis, Christy Murphy, Fallon Willoughby, Andrew Myers)
- Fall Break Brunch Planning Committee (Jessica Harper, Greg Hackbarth, Monica Hines, Desiree Blaine, Mike Loftis, Ronda Sullivan, Crystal Walker)
- Election Committee (Mike Loftis, Chris Ware, Rachel Cato, Fallon Willoughby, Jessica Harper)
- Staff Mentor Program Committee (Chair: Fallon Willoughby, Jennifer Miller, Monica Hines, Desiree Blaine, David Brinkley) – We will be shifting to where all those who have been employed two years or less can participate, instead of just new hires. Mentors will be recruited from around campus, and trained in July or August, and then we will bring Mentors and their Mentees together for a mixer and to pick each other in August or September. Depending on numbers, we may also do a similar event in the spring. We are working on videos, training materials and the details.

Ad-hoc Committee Reports

- Staff Tenure Recognition Committee (Mike Loftis, Christy Murphy, Monica Hines, Desiree Blaine)
- New Employee Training Committee (Jennifer Miller, Fallon Willoughby, Jessica Harper, Monica Hines, David Brinkley)
- Executive and Budget Auxiliary Committee: All committees met together, and will have separate meetings the week of finals. Dr. Caboni said it is a budget model, but it is not the *end* budget. It is a tool to use in budgeting – it is to provide guidance and knowledge about what is going on in the units and how funds should be allocated. The President is going to work on education/communication to the campus. The President said that members of the committee must look at the whole picture – we all wear our hats in our own roles, but must remember that we look at the benefit for the whole campus.

Council Business

Guest speaker – Dr. David Oliver, Director Environment Health & Safety

- Indoor Air Quality: EH&S maintains a log of every concern raised. Noted that this summer Bowling Green experienced the highest dew point in the past 7 years, which has led to some of our current issues. Over 80 air tests were done in just Minton Hall– mold was in pockets throughout the building, it was not everywhere. It is not black mold. It was a common moisture mold that is in the air all the time.

- 280 labs across the university: Lab safety goals included all labs audited in 2017-2018, validation of equipment, reduction of chemical inventories, etc. Hazardous waste management has changed its process since 2013 which saves the campus money when disposing of waste.
- Active Shooter Safety: All team members have tactical gear so they can help if needed. They are fully integrating the command system and the groups of people during an active shooting. There is a lot going on for prevention, but also for reaction and control. We were the fourth university in the world to get the Safe Community designation in 2014.
- White Squirrel Weather App: Field office for weather service. Mobile Classroom and lab – 6 weather stations across WKU which are all tied in to their system. Student workers are used in emergency preparedness. Two weather students are at every game learning emergency management.

Discussion

Council Email Review

Methods Used to Eliminate Employees (RIF): Decisions were made from recommendations from budget council in the initial round, which was then passed to specific areas, and those decisions were made in department/division areas. Staff Council cannot speak to how all of these decision were made.

Announcements

Next Meeting Date/Time/Location

- January 9, 2019, 9:00 A.M., TBD (President will be at February Meeting).

Notable Events

- Board of Regents Meetings: Noon, December 14, 2018, Regents Room, JRH
- Fall 2018 Special Recognition ceremonies: Saturday, December 15, 2018 (check online for time schedule)

Jennifer thanked everyone for their service and how they represented the staff and shared ideas and information. We look forward to the rest of the year & completing our goals.

Adjournment: 11:21