



Western Kentucky University Staff Council
Monthly Meeting, April 3, 2019 (9:00 AM)
Jody Richards Hall – Cornelius A. Martin Regents Room

Minutes

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

Roll Call (Fallon Willoughby, Secretary) – Absent: Mike Loftis, Jessica Chaney Harper, Desiree Blaine, Rachel Cato, Crystal Walker, and David Brinkley

Approval of Prior Monthly Meeting Minutes

- *March minutes – revisions to be made, vote will take place via email*
 - *UPDATE: Minutes were unanimously approved, time stamped approvals have been saved on the Staff Council shared drive*

Acknowledgement of Guests/Open Discussion with Staff

Member Reports

Officer Reports:

- Chair (Jennifer Miller) –
 - **Meeting with President:** Discussed the request from HR for Staff Council members to be part of a focus group for the Sibson Consulting firm. The project is directly related to a compensation study being conducted by the firm. Discussed different options for summer hours, upcoming finalization of the re-vamped tuition waiver program and the latest update on KERS status. Summer hours will be discussed by the members of the Cabinet. The tuition waiver policy was still being drafted. The status of KERS was still not final, but a tiered system had been proposed.
- Vice Chair (Mike Loftis) – No report
- Treasurer (Jenny Toomey) – No report
- Technology Officer (Chris Ware) – No report
- Communications Officer (Rachel Cato) – absent

Staff Regent Report

Board of Regents will have a full agenda for the April committee meetings (4/12/2019). Thursday (4/4), David will have a call with Dr. Caboni & Provost Ballman updating him on the CAPE process. All Regents will be contacted on Thursday. If any member of the Staff Council has input for the Academic Affairs committee of the BOR, feel free to email or call David.

Discussion of Monthly Committee Reports

University Committee Reports:

- University/Academic Calendar Committee - none
- Benefits Committee – Weight Watchers will be reinstated as a benefit but the methodology will change. Participants will have the option to use the mobile app or go to the Campbell Lane location for meetings. No on-campus meetings will take place.
- Campus Library Advisory Council - none
- Campus Master Planning Committee – The committee viewed the latest schematics for the WKU Commons project, specifically in regard to accessibility, pedestrian traffic flow, and parking. Additional changes may occur to ensure the project is in line with the Hilltop Study. Demolition activities should begin in June, with much of the construction work beginning in September 2019. Project completion is scheduled for spring 2021. The committee briefly discussed WKU’s (CEC/KAP) anticipated partnership with LifeWorks, which is a non-profit entity that received grant and donor funds to establish a post-college residential experience.
- Parking Appeals Committee – none
- Parking and Transportation Committee – Tougas presented new plan to the committee. Voted on permits to increase \$5 across all categories.
- Preston Center Advisory Board – changing weekend hours, possibly.
- Staff Excellence Committee - none
- Sustainability Champions – none
- President’s Committee for Diversity and Embracement – no meeting.
- University Senate – Voted in favor of an Administrator salary policy change. Discussed a budget change of \$50,000 approved for Senate – may consider paying officers \$1800 to serve (not approved as of now). May use funds for professional development. Wrapping up Title IX committee investigation/recommendations.
- Strategic Plan Implementation Committee – A Kickoff meeting with the President took place. Members were charged with interviewing individuals in leadership roles on campus, which will drive how the committee goes forward. Everyone was assigned areas to interview – President’s Cabinet members, Provost, Deans, etc. The committee was asked to rank the three main areas of focus in the current strategic plan: the students, the hill, and the community – while the students were the obvious choice as first place, there is also the idea of the hill coming first so that it can better take care of the students. Slow progress but good things are coming from this committee.
- Executive Budget Committee – no report.

Standing Committee Reports:

- Staff Leadership Committee - none
- Book Scholarship Committee – Council voted in favor of offering 1 summer scholarship.
- Staff Satisfaction Committee – Final survey results are posted on the Staff Council website and will be provided to the Board of Regents. Question raised of having graphs on future survey results.
- Fall Break Brunch Planning Committee – Discussed moving Brunch to Lunch, as well as seeing what options could be available. Staff Council plans to begin gathering donations earlier, and to change how donations are handled at the function.
- Election Committee – Working on the details of the Staff Regent process.
- Staff Mentor Program Committee – working on training guidelines, mentor/mentee information, and possibly “Speed-Dating” type sessions for introductions.

Ad-hoc Committee Reports

- Staff Tenure Recognition Committee - none

- New Employee Training Committee – on hold
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Council Business

Greg Hackbarth will be resigning from his seat on the Staff Council as of June 30th.

Sibson Consulting focus group meeting – The purpose of our focus group meeting is to gather information from key stakeholders who will be impacted by a compensation study. They want us to nominate two council members to the staff compensation committee, which will focus on the development of the compensation structure. Focus groups are one-hour, one-time sessions. Our meeting is April 11th at 9:15. Questions we have include what is the overall objective of this exercise, how will all of the objectives be carried out / funded and funded and what are the long-term goals?

Council for Postsecondary Education President will be visiting campus on April 18th and has invited Staff Council to lunch.

Reminder for all Staff Council members to RSVP for the function at the President's House.

Discussion

Tracy shared her thoughts related to the removal of Dr. Snyder from the Dean position in regard to the negative impact it had on those directly working for/with him (her husband is a professor in the history department). Tracy discussed the need for WKU to set a better example of how to treat employees and she hopes that WKU can do a better job in the future.

Council Email Review

Concern about the perception of shifting to part time employees based on an email from the Provost regarding a recently vacated full-time position – Staff are receiving messages about multiple VP positions at high salaries, and are then emailed about cost saving measures being taken by switching a full-time staff position to part-time, which is a key driver in the assumption that this cost saving measure would become a common method. Staff Council discussed that we are not aware of any shift related to going from full-time to more part-time employees. We understand that there are multiple issues related to job titles and job descriptions not matching across campus, which may be a driving factor for misconceptions about job duties. However, it is key for leadership to be aware of certain perceptions related to the changes occurring within the organization and how those messages are communicated.

Asking if Staff Council can have a petition to reinstate Dr. Snyder as Dean: Staff Council cannot back a petition because the appointing of Deans is ultimately the Provost's decision, but we can have discussions. Staff Council understands that staff are afraid to speak up. We appreciate that President Caboni spoke with the Potter College staff/faculty about the issue.

Announcements

Next Meeting Date/Time/Location

- May 1, 2019, Regents Room JRH – 9:00 am

Notable Events

- Board of Regents Committee Meetings: April 12, 2019, Regents Room, JRH
- Commencement Ceremonies: May 10, 2019, Houchens Industries-L.T. Smith Stadium
- Special Recognition Ceremonies by college: May 11, 2019, E.A. Diddle Arena

Adjournment – 11:10