

**WESTERN KENTUCKY UNIVERSITY**

**OFFICE OF THE PRESIDENT**

November 9, 1992

**MEMORANDUM**

**TO: All Staff Members**

**FROM: WKU Staff Advisory Council**

**SUBJECT: Follow-up to October 21, 1992, Staff Advisory Council Meeting**

(Note: Following each Staff Advisory Council meeting, all WKU staff will receive a summary of the meeting following the format of this memo. Staff should contact their respective representative if they require additional information. Also, agendas will be distributed to Council members one week prior to each meeting.)

**Present:**

Dr. Thomas C. Meredith	Mr. Jim Garner
Dr. James C. Heck	Mr. Larry Holder
Ms. Jane Brooks	Ms. Marie Keown
Mr. Clay Diamond	Ms. Sue Pillow
Ms. Libby Downs	Mr. Mike Wallace
Ms. Jane Daniel (representing Marriott staff)	

1.0 Dr. Meredith asked the newly elected members of the Advisory Council to introduce themselves and to mention the constituency that they represented. The new Staff Advisory Council members are as follows:

- Ms. Jane Brooks (Academic Affairs)
- Mr. Clay Diamond (Skilled Craft)
- Ms. Marjorie Dye (Professional Nonfaculty)
- Mr. Jim Garner (Professional Nonfaculty)
- Ms. Anna Highland (President/Student Affairs)
- Mr. Larry Holder (Skilled Craft)
- Ms. Marie Keown (Service/Maintenance)
- Ms. Sue Pillow (Administration & Technology)
- Mr. Mike Wallace (Technical/Paraprofessional)

2.0 Dr. Meredith reviewed the purpose of the Staff Advisory Council. He mentioned that the Council was formed last year in order to enhance communication between the staff and the President. He indicated that the Staff Advisory Council offers all staff members direct access to the President.

- 3.0 The meeting schedule for the Staff Advisory Council was discussed. It was agreed that the Staff Advisory Council will meet every other month on the third Wednesday at 9 a.m. in the Regents Room. The dates of these meetings are as follows: December 16, January 20, March 10, May 19, July 21, September 15, and November 17.
- 4.0 Nominations were accepted for a chairperson. Ms. Sue Pillow was unanimously elected to serve a one-year term as chairperson. Ms. Pillow will provide each Staff Advisory Council member with a Personnel Manual and a list of whom each member represents.
- 5.0 Nominations were accepted for vice chairperson. Mr. Mike Wallace was unanimously elected.
- 6.0 It was announced that Mr. Clay Diamond will serve as an additional member of the Council and represent the Physical Plant area. He will be a non-voting member.
- 7.0 Dr. Meredith asked Dr. Heck to collect past agenda items and distribute them among the present Staff Advisory Council members so that they would have a sense of what topics have been reviewed during past meetings.
- 8.0 Dr. Meredith suggested that copies of agenda be sent to Staff Advisory Council members one week prior to each meeting. Therefore, agenda items will have to be collected by Monday at 4:30 p.m. nine days prior to each meeting.
- 9.0 Ms. Libby Downs reported to the group concerning her work as a representative of the Staff Advisory Council on the University Benefits Committee. Ms. Jane Brooks volunteered to replace Ms. Downs on the University Benefits Committee and was unanimously approved by the group. A discussion followed concerning health insurance and other related matters. All staff have received information regarding medical insurance.
- 10.0 The Council discussed vacation and sick leave policies. Dr. Meredith indicated that Ms. Jane Brooks should summarize the Council's discussion for the Benefits Committee.
- 11.0 Ms. Pillow suggested that a postage machine be placed in the lobby of Wetherby Administration Building. Dr. Meredith asked Dr. Heck to follow up on this issue.
- 12.0 The meeting adjourned with Dr. Meredith thanking members of the group for their willingness to serve and mentioned how much he was looking forward to working with them on the Council.

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**WESTERN KENTUCKY UNIVERSITY**

**OFFICE OF THE PRESIDENT**

January 6, 1993

**MEMORANDUM**

**TO: All Staff Members**

**FROM: WKU Staff Advisory Council**

**SUBJECT: Follow-up to December 16, 1992, Staff Advisory Council Meeting**

(Note: Following each Staff Advisory Council meeting, all WKU staff will receive a summary of the meeting following the format of this memo. Staff should contact their respective representative if they require additional information. Also, agendas will be distributed to Council members one week prior to each meeting.)

**Present:**

**Dr. Thomas C. Meredith  
Dr. James C. Heck  
Ms. Jane Brooks  
Mr. Mike Dale  
Mr. Clay Diamond**

**Ms. Marjorie Dye  
Mr. Jim Garner  
Ms. Anna Highland  
Ms. Sue Pillow  
Mr. Mike Wallace**

- 1.0 Dr. Meredith suggested that a summary of last year's accomplishments by the Staff Advisory Council be compiled. Last year's chairperson, Mr. Jim Schaeffer, and present chairperson, Ms. Sue Pillow, are in the process of compiling that list, and it will be included in a future newsletter.
- 2.0 The Council members reported that they received very positive feedback from other staff members on the first newsletter that was distributed. Council members indicated that staff members felt that it was very useful to receive this follow-up to all staff advisory council meetings.
- 3.0 Ms. Jane Brooks relayed a suggestion that the feasibility of installing ice machines be explored. These ice machines would be available to the faculty and staff for drinking glasses. Dr. Meredith asked Dr. Heck to investigate the possible cost factors and possible locations.

- 4.0 Ms. Jane Brooks discussed section 4.6 of the Leaves and Absences policy in the Personnel Policies and Procedures Manual. This paragraph, in part, states that "Absences necessitated by emergency or serious illness of an immediate member of the family may be applied against the accumulated sick leave credits to a maximum of four working days for any one period of sickness or illness." Ms. Brooks suggested that staff members need more flexibility with use of sick leave with regard to sickness of a family member. Mr. Mike Dale explained that the Benefits Committee was looking at all policies relating to benefits, including leave. The Council voted unanimously to recommend consideration of expansion of sick leave that can be used in the case of family members' sickness. Mr. Dale and Ms. Brooks were instructed to carry this message to the Benefits Committee. The Council also unanimously approved a recommendation that the University consider the purchasing of accrued sick leave time for retirement credit under the Kentucky Teachers Retirement System. Again, Mr. Dale and Ms. Brooks were asked to report this recommendation to the University Benefits Committee
- 5.0 Ms. Brooks reviewed the overall progress of the University Benefits Committee. She reported on a meeting held on December 9 in which the possibility of combining the eight state regional universities in order to be self insured was discussed. She also mentioned that, considering the impact of budget cuts on the University, the University has been most fortunate with insurance rates for 1993. Other than the addition of the human organ transplant rider (65¢ per person per month) for medical insurance coverage, our 1993 rates for medical, life, and long-term disability insurance have been renewed at 1992 rates.
- 6.0 Ms. Anna Highland reported on the progress of the Salary Committee. She mentioned that at the first meeting on November 20, 1992, Dr. Ramsey, the chairperson of the Special Committee to Study Wages and Salaries at Western, decided that it would be more constructive to divide the committee into four subcommittees. These subcommittees are as follows: steering, faculty, classified, and professional/administrative. Ms. Highland was placed on the classified subcommittee, along with Dr. David Lee, Dr. Charles Hays, and Dr. John Long. Recommendations will be forthcoming.
- 7.0 Mr. Jim Garner discussed the possibility for a waiver of the graduation fee for Western staff who are about to graduate. The Council unanimously approved this recommendation. Ms. Brooks was to carry that recommendation forward to the University Benefits Committee.
- 8.0 The next meeting of the Staff Advisory Council is January 20, 1993, at 9 a.m. in the Regents Room.

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