

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

February 1, 1993

MEMORANDUM

TO: All Staff Members

FROM: WKU Staff Advisory Council

SUBJECT: Follow-up to January 20, 1993, 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.)

Members Present

Ms. Jane Brooks

Ms. Jane Daniel

Mr. Clay Diamond

Ms. Marjorie Dye

Mr. Jim Garner

Dr. Jim Heck

Ms. Anna Highland

Mr. Larry Holder

Ms. Marie Keown

Dr. Thomas C. Meredith

Ms. Sue Pillow

Mr. Mike Wallace

- 1.0 Ms. Brooks suggested that the Staff Advisory Council explore sponsoring a University-wide opinion survey for staff. This survey would be general in nature and would be viewed as another vehicle for staff communication. Mr. Holder mentioned that this survey could be a troubleshooting device for University leadership. The Council agreed to consider this at a later date.
- 2.0 Mr. Garner suggested that part-time staff have representation on the Staff Advisory Council. Dr. Meredith mentioned that, in fact, part-time staff do have representation because their respective areas are all represented on the Council. It was decided that from this point forward, part-time staff would receive the newsletter so that they are aware of Council activities and are also aware of their respective representatives.

- 3.0 As was requested at the Council's last meeting, Dr. Heck reported on the feasibility of installing ice machines at various locations on campus. He mentioned that no external vendors could be identified that were interested in maintaining the ice machines. Each machine would cost the University between \$3,000 and \$3,500. They would also require a great deal of maintenance. Between \$1,200 and \$1,500 per machine would be required, in order to install and to bring the plumbing up to code. The utilities for each machine would cost approximately \$17 per month. Dr. Heck also mentioned that vending machines that distribute ice with drinks were already located on campus. However, they are not used nearly as frequently as vending machines that distribute drinks in a can. After hearing this report, the Staff Advisory Council agreed unanimously that University resources could be more effectively used in other ways than installing ice machines.
- 4.0 Dr. Heck reported that, at the request of the Staff Advisory Council, a postage stamp machine was installed on the first floor of WAB and is currently in operation.
- 5.0 Dr. Heck reported that a water fountain that was removed from the first floor of WAB has been replaced and is in working order.
- 6.0 Ms. Pillow explored the possibility of having a series of staff seminars in order to assist staff in identifying areas of concern. Ms. Highland, Mr. Wallace, and Ms. Keown agreed to explore ways that the University might offer such seminars. This subcommittee agreed to contact the city of Bowling Green in order to explore how the city operates its continuing education opportunities.
- 7.0 Ms. Brooks, Mr. Garner, and Ms. Dye agreed to form a subcommittee in order to explore ways in which the University might offer assistance to staff in regard to income tax preparation.
- 8.0 The Council discussed several concerns related to University parking. Mr. Diamond and Ms. Daniel agreed to meet with the University Parking Committee in order to share these concerns.
- 9.0 The Council considered a suggestion that the University install drinking water cleaning systems. Since we receive water from the city of Bowling Green, the Council agreed that it should be the city's responsibility to ensure the safety of the water supply at the University.
- 10.0 Dr. Meredith is presently reforming the Ideas for Efficiency Committee. This University committee is charged with evaluating ideas that emanate from the staff that would improve the overall efficiency of the University. Ms. Judy Byrd has been appointed the chairperson of the committee. The Council elected Mr. Jim Garner to represent the Staff Advisory Council on the Ideas for Efficiency Committee.
- 11.0 The next meeting of the committee will be March 10, 1993, at 9 a.m. in the Regents Room.

JCH:cel

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

April 5, 1993

MEMORANDUM

TO: All Staff Members

FROM: WKU Staff Advisory Council

SUBJECT: Follow-up to March 10, 1993, 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.)

Members Present

Ms. Jane Brooks

Mr. Mike Dale

Ms. Jane Daniel

Mr. Clay Diamond

Ms. Marjorie Dye

Dr. Jim Heck

Mr. Jim Garner

Ms. Anna Highland

Ms. Sue Pillow

Mr. Mike Wallace

- 1.0 Dr. Heck distributed a list of accomplishments that grew out of the work of last year's Staff Advisory Council. This list was compiled by the former chairperson of the Staff Advisory Council, Mr. Jim Schaeffer, and the current chairperson, Ms. Sue Pillow.
- 2.0 Ms. Brooks discussed the need for paper products to be supplied to appropriate restrooms. Dr. Heck indicated that he would follow up on this issue.
- 3.0 Ms. Brooks discussed the process for position upgrading. Mr. Dale explained this process and informed the group that he did, in fact, have a back log of requests and that the process was quite time consuming.
- 4.0 Dr. Heck distributed a memo for staff members offering free financial planning sponsored by the Department of Finance and CIS. At a previous Staff Advisory Council meeting, the Council suggested that this opportunity would provide a great service to the staff.

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- 5.0 The summer work schedule for hourly employees was discussed. Dr. Heck indicated he would clarify this issue and report back to the group.
- 6.0 Ms. Dye and Ms. Pillow summarized feedback that they had received from staff members regarding the salary study guidelines. Mr. Dale explained the process for awarding salary increases to the staff as discussed in meetings Dr. Ramsey held for all staff members.

JCH:cel

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

May 25, 1993

MEMORANDUM

TO: All Staff Members

FROM: WKU Staff Advisory Council

SUBJECT: Follow-up to May 19, 1993, 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.)

Members Present

Ms. Jane Daniel

Mr. Clay Diamond

Ms. Marjorie Dye

Dr. Jim Heck

Ms. Anna Highland

Dr. Thomas C. Meredith

Ms. Sue Pillow

Mr. Mike Wallace

- 1.0 As a member of the Wellness Committee, Ms. Dye reported on the Wellness Fair scheduled for September 13-17, 1993. This fair will be available to all faculty and staff. Ms. Dye distributed literature outlining the program. She indicated that Ms. Nancy Givens is the contact person for this event.
- 2.0 Ms. Dye raised the issue of staff/professional evaluation of supervisors. Dr. Heck indicated that he will explore this issue with Mr. Dale.
- 3.0 Ms. Pillow suggested that the Staff Advisory Council encourage staff members to lobby the Governor to provide appropriate funding for higher education in Kentucky. Dr. Meredith indicated that appropriate timing for such activities would probably be in the fall. This will be discussed during the fall Staff Advisory Council meeting.

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- 4.0 Ms. Dye indicated that with the large number of visitors traveling through Wetherby Administration Building additional directories are needed. Dr. Heck indicated that he will explore the possibilities of placing additional directories in Wetherby Administration Building.
- 5.0 Ms. Dye indicated that she continues to hear concerns voiced regarding the lack of paper towels in restrooms. Dr. Heck indicated that he will pass this information along to the Office of Finance and Administration.
- 6.0 The next meeting is scheduled for July 21, 1993. This will be the last meeting of the present representatives. A newly-elected group will meet on September 15, 1993. Elections will be held in the early fall.

TCM:cel

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

July 21, 1993

MEMORANDUM

TO: All Staff Members

FROM: WKU Staff Advisory Council

SUBJECT: Follow-up to July 21, 1993, 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.)

Members Present

Ms. Jane Brooks
Ms. Anna Highland
Ms. Jane Daniel
Mr. Clay Diamond
Ms. Marjorie Dye

Mr. Jim Garner
Dr. Jim Heck
Ms. Sue Pillow
Mr. Mike Wallace

- 1.0 Dr. Heck thanked the Council for its excellent service over the past year. He announced that Mr. Mike Dale will be organizing elections in late August for the 1993-94 Staff Advisory Council. The bylaws read that an individual may be re-elected for one term.
- 2.0 Ms. Brooks asked Ms. Debby Cherwak to report on fees for the Preston Center for part-time faculty/staff. Ms. Cherwak reported that the fees for part-time faculty/staff have been set at \$60 per semester with a \$25 fee for the summer. Ms. Brooks raised a question concerning an individual whose status changes from full-time status to part-time status. Ms. Cherwak offered to review this on a case-by-case basis.

- 3.0 Mr. Wallace explored the feasibility of the Employee Dependent Child Grant program being cross-referenced so that married employees might offer their dependent a full tuition waiver. He also suggested that employees with seniority be given increased grant benefits. Dr. Heck said that he will share these suggestions with the Benefits Committee.
- 4.0 Mr. Rick Shreve reported on the Family Leave Act. He reviewed a handout outlining the basic tenets of the Act. Essentially, the Act establishes that eligible employees are entitled to up to 12 weeks of unpaid leave during a 12-month period for the birth, adoption, or foster care of a child and the care of a family member with a serious health condition. This benefit would also be extended to an employee if the employee's health condition prevents the employee from performing his or her job. This law becomes effective August 5, 1993.
- 5.0 Mr. John Osborne reported on the status of feminine hygiene product vending machines. These machines were previously maintained by the now defunct Western Food Services Office. He reported his unsuccessful efforts to locate a vendor that would be willing to maintain this program. The Staff Advisory Council recommended that all such vending machines be removed and that the fact that the products are available in the Bookstore be advertised.
- 6.0 Ms. Jane Brooks reported on recommendations coming forth from the Benefits Committee. She indicated that the committee had explored the following issues: medical insurance, sick leave, vacation leave, parking, retirement, tuition waiver and grants, service awards, and safety.
- 7.0 Ms. Sue Pillow discussed the personal computer loan program. She recommended that the University explore extending this benefit to classified staff.

JCH:cel

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

October 28, 1993

MEMORANDUM

TO: All Staff Members

FROM: WKU Staff Advisory Council

SUBJECT: Follow-up to October 28, 1993, 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.)

Members Present

Ms. Judy Craft

Mr. Robert Upchurch

Dr. Jim Heck

Mr. Mike Wallace

Ms. Anna Highland

Ms. Pat Widmann

Ms. Denise Huffman

Ms. Sharon Young

Dr. Thomas C. Meredith

1. The first meeting of the newly-elected Staff Advisory Council was held on October 28, 1993, at 9 a.m. The meeting began by all members introducing themselves and discussing the areas that they represent.
2. Following introductions, Dr. Heck reviewed the bylaws and asked if there were any questions. As outlined in the bylaws, the Staff Advisory Council is an advisory body to the University President. The Council representatives will advise the President on all matters of concern to staff employees.
3. Dr. Heck opened the floor to nominations for chairperson and vice chairperson. Mr. Mike Wallace was unanimously elected chairperson and Ms. Anna Highland was unanimously elected vice chairperson. It was determined that the Staff Advisory Council would meet at least every other month on the third Thursday of the month at 9 a.m. in the Regents Room. The next meeting is scheduled for December 16.
4. Dr. Heck discussed the Staff Advisory Council newsletter. He indicated that a summary of each meeting will be forwarded from the Staff Advisory Council to all staff members throughout the University.
5. Ms. Highland addressed the issue of parking for spouses of employees who wish to use the Preston Center. Dr. Heck indicated that the Parking Committee had approved a Diddle lot parking permit for spouses of employees who are members of the Preston Center for Monday through Friday from 12-2 p.m. This will be available on a semester-to-semester basis free of charge. He also indicated that the Department of Public Safety will issue a visitor's permit to

any spouse of an employee who is a member of the Preston Center and wishes to visit the Center.

6. Ms. Highland raised the issue regarding the extension of Spring Break compensation beyond June 30. Mr. Dale will address this issue with the Personnel Committee.
7. Two individuals were nominated to represent the Staff Advisory Council on the Western XXI Review Committee. They were Denise Huffman and Sharon Young.
8. Dr. Meredith discussed the Western XXI review process. He indicated that the Review Committee will assess the progress that the University has made in following the guidelines set forth in Western XXI and the Committee will then report its findings back to the University community.
9. Dr. Heck reported that the President had appointed four Affirmative Action coordinators representing the four divisions of the University. They are Mr. Howard Bailey, Student Life; Dr. Carol Crowe-Carraco, Academic Affairs; Ms. Kit Tolbert, Finance and Administration; and Dr. Sandra Webb, Institutional Advancement.
10. Mr. Wallace inquired whether Marriott would be represented on the Staff Advisory Council. Dr. Heck agreed to contact the Marriott Corp. to see if they wish to send a non-voting representative.
11. Dr. Meredith discussed the implementation of the campus Master Plan. Dr. Meredith specifically reviewed the plans to demolish three very old buildings on 14th Street and create additional parking and additional green area in that vicinity.
12. Ms. Highland inquired about the vending of feminine hygiene products. Dr. Heck reported that Mr. Osborne has coordinated the removal of non-functioning machines. Dr. Heck also reported that it was the unanimous consent of individuals who have explored this issue that:
 1. Vending machines were not needed in the residence halls.
 2. The old non-functioning vending machines have been removed.
 3. Functioning machines are being placed in several locations, including Downing University Center, Helm Library, Garrett Conference, and Cravens Graduate Center.
 4. The product will be vended at 25¢ each. The product is also available at the Bookstore.
13. Dr. Meredith discussed the status of funding for higher education in Kentucky. He also briefly reviewed the process that Western has experienced over the past two years in order to meet the state mandated budget cutbacks.
14. Dr. Meredith once again thanked the members of the Staff Advisory Council for their willingness to participate, and he urged the representatives to be open in their communication.

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

January 4, 1994

MEMORANDUM

TO: All Staff Members
FROM: Staff Advisory Council
SUBJECT: Minutes from Meeting of December 16, 1993

Members Present:

Ms. Cathie Bryant	Ms. Denise Huffman
Ms. Judy Craft	Mr. Mike Wallace
Mr. Mike Dale	Ms. Pat Widmann
Dr. Jim Heck	Ms. Sharon Young
Ms. Anna Highland	

Also present:

Stephanie Broadbent, College Heights Herald

1. Dr. Heck discussed proposed changes to the Council's by-laws. He indicated that there have been recommendations that the terms of representatives should be changed from one year to two years and that the date of the elections be changed from the fall semester to the spring semester. The change in the length of terms is intended to increase the continuity of the Council. It was suggested that the change in the date of elections might focus more interest in the elections. The group agreed to consider these changes at the next meeting. The entire staff is asked to contact their representative if they see any problems with the proposed changes. If there are no problems, the group will vote on these changes at the next meeting on February 17.
2. Ms. Craft raised the question about compensation at the University Pharmacy for workers who have job-related injuries. Mr. Dale said he would pursue this issue.
3. Mr. Dale discussed additions to the HealthWise prescription drug network. He distributed a form outlining these additions.
4. Ms. Bryant raised the question about position upgrades. Mr. Dale indicated that he is down 60 percent of his

professional staff in the Department of Human Resources. Therefore, the upgrade audits have not been processed as quickly as they should have been. Mr. Dale will continue to attempt to move these audits along.

5. Ms. Bryant inquired about the progress of the Salary Committee reviewing classified positions. Mr. Dale reported that the committee has asked for assistance from faculty who have expertise in the compensation area. It expects a report in January of 1994.
6. The Council voted unanimously to elect Ms. Bryant as its representative to the Benefits Committee.
7. The Council voted unanimously to elect Ms. Widmann as its representative on the Ideas for Efficiency Committee.
8. The Council voted unanimously to have Ms. Young on the Wellness Committee.
9. Ms. Highland raised the issue of adding an additional feminine hygiene vending machine in the Fine Arts Center. Dr. Heck indicated that vending machines are now located in DUC, Cravens, Helm, and Garrett. He said he would explore this matter with Mr. Osborne.
10. Ms. Bryant inquired about the status of recommended additional staff benefits. Mr. Dale indicated that the Benefits Committee has been focusing on medical insurance and was not able as yet to address those issues. In the spring semester, the Benefits Committee will meet again and those issues will be on the agenda.
11. Ms. Huffman suggested that programs similar to the "Leadership for the '90s" series be expanded to include staff. Dr. Heck indicated that he has been discussing this with the Leadership for the '90s Task Force and feels that it's an excellent idea. He will report back to the group at the next meeting.
12. Ms. Craft and Ms. Widmann inquired about the status of including a staff representative on the Board of Regents. Dr. Heck indicated that the University has not addressed this issue.

JCH:clk