

**WESTERN KENTUCKY UNIVERSITY
OFFICE OF THE PRESIDENT**

**745-4346 (Telephone)
745-4492 (Fax)**

January 19, 1996

MEMORANDUM

TO: All Staff Members

FROM: Staff Advisory Council
Ms. Anna Highland (Secretarial/Clerical--Student Affairs; Institutional Advancement; President's Area)
Ms. Danna Jacobson (Professional Non-Faculty)
Ms. Pat Johnson (Professional Non-Faculty)
Ms. Norma Jean Lee (Service/Maintenance)
Ms. Sue Pillow (Secretarial/Clerical--Academic Affairs)
Mr. Mike Wallace (Technical/Paraprofessional)
Mr. Robert Upchurch (Skilled Crafts)

SUBJECT: Staff Advisory Council Minutes of January 11, 1996

The Staff Advisory Council met for its regular meeting on January 11, 1996, in the Regents Room. In addition to the Committee members, Regent Joy Gramling and University Counsel Deborah Wilkins were present.

The following agenda items were discussed:

1. Tuition Waiver

The question was raised again regarding the current policy of providing a 1/2 tuition waiver for students who have both parents working at the University. Some staff had questioned whether this should mean a full waiver of tuition. The previous explanation was received and reviewed by the Council. In summary, the benefit is for the student and not for the parents. Therefore, the benefit would not be doubled because both parents work at Western. The Council recommended that an explanation regarding the waiver be considered for inclusion in the On Campus newsletter and the employee handbook.

2. Past Minutes

The committee believed that it would be helpful to have copies of past minutes available to them to answer questions such as those involving the tuition waiver. Dr. Meredith agreed to have copies of the old minutes placed in notebooks for each member. These notebooks would be maintained by each current committee member, and then passed on to new committee members.

3. Health Insurance

Dr. Meredith advised the committee that he and other University presidents had met with Governor Patton regarding a number of issues, including the proposed Health Care Alliance. Information was presented to the Governor regarding the impact the Health Alliance would have on higher education, and the fact that it was an "unfunded mandate." The Governor is concerned over this impact and indicated he would consider the issue carefully. However, at this time, there is no new information to share with the campus community. Western will not have to join the Alliance until July 1, 1997.

4. Status of the New Staff/Employee Handbook

The committee questioned the status of a new staff/employee handbook, which Tony Glisson is developing. It was agreed that clear-cut policies and guidelines were needed for staff in all departments. The handbook is still being developed.

5. Technical Training by Marriott

A question was raised regarding off-campus technical training being provided to employees. Dr. Meredith indicated that Marriott had been and would be providing training "in house," and that an inquiry would be made regarding the possibility of skilled trades obtaining additional training through the Vocational-Technical School.

6. 14th Street Alley

A committee member asked why the 14th Street Alley had not been cleared of snow by Western. Dr. Meredith explained to the committee that although Western had offered to take over the alley from the city and maintain it, at considerable expense, one of the three adjoining land owners would not consent. At this time, the alley still belongs to the City. However, Dr. Meredith indicated he would talk to Mark Struss about plowing this alley in the future.

7. Status of the Compensation Study and Recommended Salary Increases

Dr. Meredith clarified that the study is being concluded and that it is the intention of the University to make any recommended salary adjustments retroactive to January 1, 1996. The final recommendation has not been received.

8. Pictorial Directory

A question was raised regarding the purpose of the directory and whether this was a good use of University resources. Dr. Meredith explained that money was not the issue in this case, and that, in fact, the Directory had been published using I.D. photographs, which minimized expense. Dr. Meredith explained that he became concerned over the fact that some individuals who had been working on campus for many years did not know each other. In order to maintain and build a "team" or "family" atmosphere, he believes it is important for everyone at Western to know their co-workers. His overall goal is to rebuild the most important concern being the success of Western over ourselves.

9. Confusion Over Building Names

A committee member raised an issue over the confusion regarding the Science and Technology Hall and the Environmental Sciences and Technology Building. Students and visitors are apparently confused over the location of programming due to the similarity between the building names and their close proximity. Dr. Meredith indicated he would share this concern with Academic Affairs and the Dean's Council.

10. Next meeting

February 19, 1996, at 9 a.m. in the Regents Room.

DTW:clk

cc: Dr. Thomas C. Meredith
Board of Regents
Vice Presidents
Assistant Vice Presidents
Deans
Directors

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

745-4346 (Telephone)

745-4492 (Fax)

March 11, 1996

MEMORANDUM

TO: All Staff Members

FROM: Staff Advisory Council
Ms. Anna Highland (Secretarial/Clerical--Student Affairs; Institutional Advancement; President's Area)
Ms. Danna Jacobson (Professional Non-Faculty)
Ms. Pat Johnson (Professional Non-Faculty)
Ms. Norma Jean Lee (Service/Maintenance)
Ms. Sue Pillow (Secretarial/Clerical--Academic Affairs)
Mr. Mike Wallace (Technical/Paraprofessional)
Mr. Robert Upchurch (Skilled Crafts)

SUBJECT: Meeting of February 19, 1996

The Staff Advisory Council met with Dr. Meredith on February 19, 1996, in the Regents Room. In addition to the committee members, the following persons were present: Joy Gramling, Tony Glisson, and Deborah Wilkins.

The following agenda items were discussed:

1. Emergency lights in stairwells

In response to a question by Ms. Jacobson on this item, Dr. Meredith will investigate the availability of emergency generators for emergency lighting. Also, Ms. Wilkins will identify the building coordinators for each building on campus and circulate that information.

Two other items: Dr. Meredith reported that the tornado alarm system will be in place on March 13, 1996, and Mike Wallace reported that emergency phones are now in place on all floors of the parking structure.

2. Mimosa Lot

Ms. Jacobson raised questions about the condition of the Mimosa Lot. Mike Wallace believes that this lot is on schedule to receive more gravel. Although the lot needs to be paved, the long-term plans for this lot may call for it to be reconfigured or moved. Dr. Meredith agreed to investigate the possibility of placing a crosswalk in this area for those parking in the lot and crossing Normal Drive.

3. Status of Corroon Study

Dr. Meredith announced that there were some late developments in this study which necessitated the cancellation of the Regent's meeting scheduled for Monday, February 26. Additional time is needed to make some refinements to the consultant's report. The importance of this study and recommendation requires that the information be exceptionally accurate for the Board. This is requiring additional time.

Dr. Meredith indicated that approximately 300 of the 850 employee positions in the study will receive some sort of adjustment in salary as a result of the study. The bad news is that there were 300 employees who need an adjustment in order to be comparable to market; the good news is that over 500 employees are within the market.

The implementation of the study will span several years, but all adjustments in the first year will be retroactive to January 1, 1996. Also, Dr. Meredith and Mr. Glisson emphasized again that there will be no pay cuts as a result of this study! This information has been published in the newsletter, and employees who still have questions are urged to review those newsletters.

Dr. Meredith emphasized the positive nature of this study and the fact that this is the first such study at this university. The next Board of Regent's meeting is scheduled for May 1, 1996, but if the report is ready before that date, another special meeting of the Regents may be scheduled.

4. Staff evaluation forms/personal development

Ms. Pillow suggested that the evaluation forms be modified to provide for recognition of employees who attend professional development or self-improvement seminars related to their job responsibilities. Mr. Glisson agreed that such seminars should be considered in the evaluation process but hesitated to modify the format of the evaluation form to include this. Other committee members also suggested that it would be appropriate for the employee to note this attendance in their goals and objectives.

March 11, 1996

5. Print Shop

Ms. Highland expressed a concern over the mechanical problems with the copy center equipment. Dr. Meredith advised the committee that there has been some discussion of "outsourcing" this service. Ms. Wilkins will talk with the appropriate persons to determine the nature of the problems in the copy center, and the feasibility of outsourcing this service.

6. Orientation for new employees

Ms. Highland said that concern was expressed over a lack of information provided to an employee who recently transferred from the auxiliary services to the University. All employees, whether they are employed under a grant, auxiliary, or university, receive the same orientation upon being hired. However, it was agreed that the orientation process could be improved. Tony has been investigating ways to improve this process.

7. Collecting old phone books

Ms. Highland made a suggestion that these books be recycled. Mr. Upchurch indicated his belief that this type of paper could not be recycled. There was a committee appointed to investigate recycling as a whole, and Dr. Meredith agreed to revive that committee and present this issue to them for consideration.

8. Parking

Ms. Highland stated that parking continues to be a problem in the Tate Page Hall area. It is estimated that two-thirds of the lot is reserved parking. In response to a question regarding a new parking garage, Dr. Meredith stated that it now costs approximately \$9,000.00 per space to construct a parking structure, and our present structure would cost \$9 million to build today.

A question was also raised regarding the loss of parking spaces on Big Red Way, behind WAB. Mike Wallace stated that these spaces were lost and the curb painted yellow in order to improve visibility of the crosswalk. There have been two injury accidents and two near misses in this crosswalk area.

9. Work hours for inclement weather

Ms. Highland made a suggestion that the opening of the University in inclement weather be delayed one-two hours, like the schools and other small businesses. Dr. Meredith indicated that this might cause a problem with scheduled classes but agreed to forward this to the Inclement Weather Committee for consideration.

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

745-4346 (Telephone)

745-4492 (Fax)

April 17, 1996

MEMORANDUM

TO: All Staff Members

FROM: Staff Advisory Council
Ms. Anna Highland (Secretarial/Clerical--Student Affairs; Institutional Advancement;
President's Area)
Ms. Danna Jacobson (Professional Non-Faculty)
Ms. Pat Johnson (Professional Non-Faculty)
Ms. Norma Jean Lee (Service/Maintenance)
Ms. Sue Pillow (Secretarial/Clerical--Academic Affairs)
Mr. Mike Wallace (Technical/Paraprofessional)
Mr. Robert Upchurch (Skilled Crafts)

SUBJECT: Staff Advisory Council Minutes of April 4, 1996

The Staff Advisory Council met with President Meredith, Staff Regent Joy Gramling, and Director of Human Resources Tony Glisson to discuss the following items.

1. Staff Advisory Council Election. Mr. Glisson reported that four positions were up for re-election. They are Pat Johnson, Anna Highland, Robert Upchurch, and Mike Wallace. The election schedule was approved. Nomination forms will be distributed according to schedule.
2. Promoting from Within. Mr. Glisson is proposing a policy dealing with promoting from within which was shared with the Staff Advisory Council.
3. Maintenance Forms. It was noted that the forms for reporting maintenance items for Facilities Management have been changed without notifying the campus. There is some confusion which needs to be cleared up by Facilities Management.
4. Diddle Dorm Lot. A question was raised regarding the future plans of this lot. President Meredith outlined what the lot will look like and related that the function will be a gathering place for individuals on campus to meet and have lunch together, as well as be entertained in that particular setting. Private funds have been raised to pay for the development of the lot. Plans are in place to have the lot completed by the time the 1996-97 academic year begins. A groundbreaking will occur on the new Diddle Park on April 26 at 1:30 p.m.
5. Snow Clearance. A concern was raised over the lack of snow clearance on top of the Hill during spring break. It was explained that all available hands were working hard to clear the Diddle Lot area for the Sweet 16 tournament.

6. Tornado Warning System. Concern was expressed over not being able to hear the tornado warning system in a few buildings on campus. After checking into the matter, it was explained that the system only operated at 20 percent capacity on the first test. The next test is scheduled to be at 100 percent capacity.
7. Staff Regent Election. The Staff Advisory Council agreed that a clearer definition needs to be made well in advance of the next staff regent election concerning who is eligible to vote.
8. University Sign. President Meredith explained that the sign at 31-W By Pass and University Boulevard is being built with donations from Lee Masonry, Scotty's Contracting, and the State Vocational School. It will be an entrance sign for Western which says "Western Kentucky University. Founded 1906."
9. Corroon Study. The results of the Corroon Study will be presented at the May 1 meeting of the Board of Regents. Information regarding this study has been distributed by Mr. Glisson in another newsletter.
10. Parking Stickers. It was reported that there will be no increase in parking stickers for 1996-97.
11. Computer Loans. Concern was expressed over the fact that the amount available for loans for computer purchases has temporarily run out, and there is a waiting list. It was explained that a number of people took out these loans at the same time, and the loans will be paid off in the very near future. This should make money available.
12. Next Meeting. The next meeting of the Staff Advisory Council will be on May 16, 1996, at 9 a.m. in the Board of Regents Room.

TCM:clk

cc: Dr. Thomas C. Meredith
Board of Regents
Vice Presidents
Assistant Vice Presidents
Deans
Directors
Department Heads

NOTE:

These minutes and all future minutes of the Staff Advisory Council meetings will be stored in "Western OnLine." Please access "Western OnLine" to review. Future copies of minutes will be mailed to staff members in Facilities Management only.

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

745-4493 (Telephone)

745-4492 (Fax)

May 30, 1996

MEMORANDUM

TO: All Staff Members

FROM: Staff Advisory Council
Ms. Anna Highland (Secretarial/Clerical--Student Affairs, Institutional Advancement, President's Area)
Ms. Danna Jacobson (Professional Non-Faculty)
Ms. Pat Johnson ((Professional Non-Faculty)
Ms. Norma Jean Lee (Service/Maintenance)
Ms. Sue Pillow (Secretarial/Clerical--Academic Affairs)
Mr. Robert Upchurch (Skilled Crafts)
Mr. Mike Wallace (Technical/Paraprofessional)

SUBJECT: May 28, 1996 Staff Advisory Council Meeting

The Staff Advisory Council met with President Meredith in the Regents Room on May 28, 1996.

A question was raised concerning the possibility of asking the telephone company to treat surrounding counties as a local call. Dr. Meredith will ask Dr. Charles Anderson to investigate this possibility. In addition, a question was raised regarding the problems we are experiencing by students, faculty, and staff accidentally dialing 911 on our phone service. This will also be explored.

The Corroon Study was discussed in detail. The Staff Advisory Council recommended that President Meredith inform staff about the next phase of the study. Dr. Meredith told the Staff Advisory Council that the immediate goal of phase two of the Corroon Study will be to bring the average salary of staff members in each group to the median salary of each group as outlined in the Corroon Study. At the current time, the average salary of Western employees in all of the groups combined is over 90 percent of the median. It was stated that Mr. Glisson would continue to send out information to all staff members through his compensation newsletter.

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May 30, 1996

A request was made that lights be provided on the Smith Stadium track for people to walk at night during the times when the Preston Center is closed. This will be investigated.

President Meredith raised a question regarding the lack of nominations for Staff Advisory Council positions up for election. He asked the Staff Advisory Council to reflect on whether this means there is a lack of interest or general satisfaction with the Staff Advisory Council.

The next meeting of the Staff Advisory Council will be held on July 9, 1996, in the Regents Room.

TCM:lf

cc: Board of Regents

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

745-4346 (Telephone)

745-4492 (Fax)

July 9, 1996

MEMORANDUM

TO: WKU Staff

FROM: Staff Advisory Council
Ms. Nancy Bunton (Secretarial/Clerical--Student Affairs)
Ms. Linda Cantrell (Secretarial/Clerical--Finance and Administration)
Ms. Dana Jacobson (Professional Non-Faculty)
Mr. Richard Kirby (Technical/Paraprofessional)
Ms. Norma Jean Lee (Service/Maintenance)
Ms. Sue Pillow (Secretarial/Clerical--Academic Affairs)
Ms. Jennifer Roberts (Secretarial/Clerical--Institutional Advancement,
President's Office)
Mr. Robert Upchurch (Skilled Crafts)

The Staff Advisory Council met with President Meredith, Staff Regent Joy Gramling, University Counsel Deborah Wilkins, and Director of Human Resources Tony Glisson on July 9, 1996, for its regular meeting.

1. Sue Pillow was selected as the new Chair of the Staff Advisory Council.
2. The Staff Advisory Council discussed the elections for its membership at some length. Several options were discussed for restructuring the Staff Advisory Council. Mr. Glisson received everyone's ideas and will use them to formulate a proposal at the next meeting of the Council.
3. The Staff Advisory Council minutes were discussed. There was general agreement that the minutes are very helpful and well read across campus. It was also agreed that the minutes will continue to be distributed in paper form to all staff members at this time. At a later date, those with accessibility to computers on their desks will receive the minutes via e-mail while paper copies will be distributed to all others.

4. The question was raised again about Western's relationship to the State Health Insurance Alliance. President Meredith confirmed that Western will continue to operate independently until further notice. There is no relationship with the State Health Insurance Alliance. Western was successful in its request that Western's status be one of having the option of joining the alliance if Western chooses to do so. There are no plans to do so at the current time.
5. Staff development plans will be revived. The departure of the Director of Continuing Education had put these plans on hold.
6. A question was raised regarding having more access to computer training for Western employees without incurring full cost of the Continuing Education courses. The University will explore additional possibilities for course offerings for staff.
7. It was reported that training is now under way in Facilities Management. This had been discussed previously in Council meetings. Marriott had stated early on that it would begin providing professional training at a later date and that is now under way.
8. The next meeting of the Council will be on August 27, 1996, at 9 a.m. in the Regents Room of Wetherby Administration Building.

TCM:clk

cc: Dr. Thomas C. Meredith
Board of Regents
Vice Presidents
Assistant Vice Presidents
Deans
Directors
Department Heads

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

745-4346 (Telephone)

745-4492 (Fax)

September 9, 1996

MEMORANDUM

TO: WKU Staff

FROM: Staff Advisory Council

Ms. Nancy Bunton (Secretarial/Clerical--Student Affairs)

Ms. Linda Cantrell (Secretarial/Clerical--Finance and Administration)

Ms. Danna Jacobson (Professional Non-Faculty)

Mr. Richard Kirby (Technical/Paraprofessional)

Ms. Norma Jean Lee (Service/Maintenance)

Ms. Sue Pillow (Secretarial/Clerical--Academic Affairs)

Ms. Jennifer Roberts (Secretarial/Clerical--Institutional Advancement,
President's Office)

Mr. Robert Upchurch (Skilled Crafts)

The Staff Advisory Council met with President Meredith, Staff Regent Joy Gramling, University Counsel Deborah Wilkins, and Director of Human Resources Tony Glisson on August 30, 1996, for its regular meeting.

1. Staff Advisory Council Staffing Options. (copy enclosed) Mr. Glisson recommended option #1, the Unit Representation Approach. Ms. Pillow stated that she did not believe that Athletics and Extended Campus representatives were necessary in that she communicates with these employees. Richard Kirby said option #2 might be best as a whole and expressed his agreement that the athletics representative is not necessary. Joy Gramling said that option #1 runs the risk of not getting a secretarial/clerkal worker as representative, and option #2 would not have this same problem. Linda Cantrell said she rarely hears from someone simply because they are in the "secretarial/clerkal" job group, and that job position is not as important as the area where they are employed. She likes #3.

The committee agreed to put the options in the minutes and distribute to staff for feedback.

2. Pay Above Band Maximum. Mr. Glisson advised the group that there would be no lump sum bonuses this year because the process is just starting. It appears there will be only 12-15 employees in this category. Also, the current pay schedule is not "set in

stone." The pay bands should be adjusted depending on economic factors:

--Growth in job market in terms of wages, for example.

--Probably will not change every year.

In year two, in theory, the maximum pay will grow. Human Resources will probably make recommendations as we get to the close of budget year.

If you have experience, the department will have flexibility to hire above minimum pay based on that experience.

Mr. Glisson is urging unit heads to consider any equity problems in their department/office before they hire a new employee at a salary over entry pay. If special circumstances warrant something different or an adjustment, Mr. Glisson will consider and listen to this. Also, the University typically does not offer to pay more to keep someone from leaving for another job. The issue is that an employer will pay an employee for the "value" of the job. To compare, consider that you would not pay \$30,000 for a \$20,000 car. Certain jobs simply have a finite value and worth.

Consideration for experience is for new hires. Transfer experience is considered but depends on pay band.

Robert Upchurch asked why the payment is made in a lump sum, and wondered why the University could not have it added to the employee's check each pay period? Tony indicated that this would be a wage and hour law problem, and that we must carefully account for all payments in a pay period. The "bonus" does not fit with wages and salary and needs to be treated differently. All pay during a pay period must relate to hours worked.

Richard Kirby said he couldn't see what the complaint is on the payment. He stated that "there are worse things than being at the top end of the scale; would these folks switch with someone at the bottom?"

There will be no adverse impact on retirement either. The bonus is included. There is a loss from the loss of compounding.

3. Written Bereavement Policy. This policy is not specifically addressed in our personnel policy. Richard Kirby suggested that the policy might need to be rewritten and that an employee should be able to use sick leave for this. Mr. Glisson said, to his knowledge, there is not a problem with supervisors allowing employees to use sick leave as "emergency." Ms. Pillow asked if we could expand it to five days. Mr. Glisson said supervisor should be flexible to give time as needed. Human Resources is focusing on all policies this year. Focus groups will look at all policies starting September 12, and Mr. Glisson would prefer not to piecemeal the review.

September 9, 1996

- 4/5. Parking. Sue Pillow brought the concerns of those working in Thompson Complex to this committee. Dr. Meredith suggested that this concern should be addressed to the University's Parking and Traffic Committee.
6. Recycling. Dr. Meredith will refer to Marriott. We are exploring the option of privatizing garbage collection. We may consider rolling this into the Marriott agreement, if possible. Building coordinators should encourage each department to at least collect cans.
7. Flex time. Employees have this option if the offices are covered and supervisors agree. We may write a policy later, but there is nothing to prevent it now.
8. Teamwork. Training sessions on planned on this topic. We need to reinforce that an office always needs to be covered. A brochure will be distributed on Monday for two development seminars. Dr. Meredith has indicated that we will satisfy the demand for those who want to attend.
9. Recognition of All Facilities Management Staff. Dr. Meredith agreed that these employees make an important contribution and that the University will be more aware of this in the future.
10. Notification of Not Getting Job. Human Resources is responsible for this task, and several options to get notification out to unsuccessful applicants faster are being examined. Those making the hiring decision, however, are not prohibited from telling applicants of the final decision.

DTW:clk

cc: Dr. Thomas C Meredith
Board of Regents
Vice Presidents
Assistant Vice Presidents
Deans
Directors
Department Heads

Staff Advisory Council Representation Options

1. Unit Representation Approach	#
At-large representatives	3
Library representative	1
Grant unit representative	1
Facilities Management representatives	2
Auxiliary unit representative	1
Extended campus representative	1
Athletics representative	1

Draws together individuals based on units or areas of work. This model assumes that issues and decisions affect units differently because of their function.

2. Job Category Representation Approach	#
Professional-Service/Support representatives	3
Secretarial/clerical representatives	3
Technical/Skilled/Maintenance representatives	3
At-large representative	1

Draws together individuals based on the general nature of work. This model assumes that issues and decisions typically affect broad categories of employees to a greater extent than the effect on units or university divisions.

3. Division Representation Approach	#
Academic Affairs representatives	3
Finance and Administration representatives	3
Student Affairs representatives	2
Information Technology representative	1
Institutional Advancement/President representative	1

Draws together individuals based on the university organizational chart. This model assumes that differences across campus are generally a function of organizational division as opposed to job categories, pay levels, funding source, or unit functions.

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

November 27, 1996

MEMORANDUM

TO: WKU Staff

FROM: Staff Advisory Council

Ms. Nancy Bunton (Secretarial/Clerical--Student Affairs)
Ms. Linda Cantrell (Secretarial/Clerical--Finance and Administration)
Ms. Danna Jacobson (Professional Non-Faculty)
Mr. Richard Kirby (Technical/Paraprofessional)
Ms. Sue Pillow (Secretarial/Clerical--Academic Affairs)
Ms. Jennifer Roberts (Secretarial/Clerical--Institutional Advancement,
President's Office)
Mr. Robert Upchurch (Skilled Crafts)

The Staff Advisory Council met with President Meredith, Staff Regent Joy Gramling, University Counsel Deborah Wilkins, and Director of Human Resources Tony Glisson on November 21, 1996, for its regular meeting.

1. Staff Advisory Council Staffing Options.

Tony Glisson reported the following responses to the options stated in the minutes of the last meeting:

Option I - 13 votes

Option II - 5 votes

Option III - 3 votes

The majority of the votes for Option I were from library employees. Option I is similar to the grouping used by Human Resources for focus groups. Option II is similar to the current staffing of the Council.

After much discussion, the Council agreed to approve the use of staffing Option II, with ten members on the Council, as follows:

Job Category Representation Approach	#
Professional-Service/Support representatives	3
Secretarial/clerical representatives	3
Technical/Skilled/Maintenance representatives	3
At-large representative	1

This option draws together individuals based on the general nature of work. This model assumes that issues and decisions typically affect broad categories of employees to a greater extent than the effect on units or university divisions.

The Council also agreed that in future elections, separate letters will be sent to each area voting for a representative, rather than a generic letter to all employees.

Tony Glisson also advised the group that Human Resources will be starting a staff newsletter in January. Pictures of representatives will be included in this newsletter for better identification.

2. Zone Maintenance.

The Council reported that everyone is very satisfied with the zone maintenance program. Zone Maintenance is more of a "family atmosphere" because the employees in the particular buildings know the employees working their "zone" and see them regularly. Maintenance takes place without a request being necessary.

3. Corroon Study

Tony Glisson gave a status report on the Corroon Study. He is in the process of preparing a report addressing phase II. The Board of Regents has four budget priorities and faculty/staff salaries are one of the group, although the four items are not in any particular order of priority. President Meredith also cautioned the Council to remember that the University will have available only a limited amount of "new" money from the state. This will affect how much can be done. President Meredith stated that the University will know more after the special legislative session.

Tony Glisson also reminded the Council that the increased expense related to insurance (the University's contribution to this expense) has also increased from \$135.23 to \$155.00.

Sue Pillow stated that Tony Glisson, Rick Shreve and Human Resources did a great job getting insurance information out and assisting in selections.

4. Sick/Vacation Days

Tony Glisson advised the group that the computer left this information off once or twice, but it has now been corrected. Sick/Vacation time will continue to be reflected on each pay check.

5. Traffic

The Council suggested that the President explore installing speed humps in the parking lot area in front of Van Meter and beside Potter Hall and also on the street between EST Building and the Planetarium. President Meredith agreed to forward this to the Parking and Traffic Committee. The Council felt that the current speed humps were very effective.

6. Training

The Council was very complimentary of the employee training arranged by Human Resources and conducted by Lorinda Lewis, a trainer with the American Management Association. The training, which focused on "Customer Service," drew 155 attendees. Tony advised the group that he would explore bringing her back and that he is in the process of developing more training.

7. Voice Mail

The Council discussed some complaints about voice mail, specifically that people are using voice mail as an excuse not to answer the telephone and instead letting voice mail pick up. The group agreed that we need to maintain "human contact."

Dr. Meredith asked that Linda Cantrell consult with Rae Stevens to establish some guidelines for use. In addition, Dr. Meredith advised that there would be random auditing of areas and departments to monitor use and misuse of voice mail. The Council also felt that training was not as helpful as it should have been. Given the current problems, it is expected that more training will be scheduled.

8. SGA Trash Pick Up Day

Linda Cantrell thought this project was very beneficial to the University and urged the Council to encourage everyone to participate.

DTW:clk

cc: Dr Thomas C. Meredith
Board of Regents
Vice Presidents
Assistant Vice Presidents
Deans
Directors
Department Heads