

Draft

**WESTERN KENTUCKY UNIVERSITY**

**OFFICE OF THE PRESIDENT**

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

January 27, 1997

**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 January 16, 1997, for its regular meeting.

1. Crosswalk and Speed Humps on the Street Between the Planetarium and ESTB

Deborah Wilkins advised the group that the matter had been forwarded to the Traffic and Parking Committee for its review and recommendation. That committee meets at the end of this month.

2. WKU Telephone Directory

Sue Pillow raised a concern that some e-mail addresses had been left out of the telephone directory and that part-time and optional retirement faculty were not included. Tony Glisson agreed to investigate the issue and report back to the group. It was agreed that some attempt should be made to at least include the regular part-time faculty for the convenience of the students.

3. Employee Sick Time (donating to other employees)

Tony Glisson advised the group that there is an informal policy in place at this time that allows one or more employees to donate sick leave to another employee. He is also in the process of reducing this to a formal written policy to be included in the Personnel Manual.

4. Payroll Deduction for Staff Taking Two Graduate Courses

Nancy Bunton inquired whether the university would consider allowing payroll deduction for payment of tuition associated with the second graduate course. Dr. Meredith agreed to explore this with Tom Harmon.

5. Shuttle Service to Institute for Economic Development

Nancy Bunton advised the group that if an employee wishes to ride the shuttle either to or from the IED, that person must either produce a parking tag or pay \$20 for a shuttle pass. This particular employee wished to ride out to the IED to attend a program during the workday and leave her car on campus. She was not permitted to do so without removing her tag and presenting it or paying the \$20.00. Deborah Wilkins will explore this problem with Facilities Management and come up with a solution.

6. Vacation Time Completion Deadline

Richard Kirby raised a concern over completion of vacation time before the end of the fiscal year and suggested that employees be allowed until the end of the calendar year to use their time. He stated that this might be a problem that is unique to the Department of Public Safety. Tony Glisson indicated that he favored a change in the policy of carrying over time but that any change would carry with it a financial obligation. There was general agreement that this was not a general problem on the campus.

7. Jobs for Those Affected by Down-Sizing or Out-Sourcing

Linda Cantrell inquired whether these types of employees were given preference when jobs became available at WKU. Tony Glisson advised the group that these employees, if qualified for a position, were promised an interview, but the University does not guarantee another position or a job. Several services are offered to these employees, however, and information is available in the Office of Human Resources. In the cutbacks Western has experienced previously, only one person has not been reassigned.

8. New Business

Some vacation and sick leave is still not appearing on paychecks. Tony Glisson agreed to investigate but also indicated that part of the problem lies with employees failing to complete and submit the monthly data reporting form.

The lack of emergency lighting in Wetherby Administration Building is still a concern. Deborah Wilkins agreed to contact Facilities Management and find out the schedule for installing this lighting.

The next meeting of the Staff Advisory Council is March 13 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  
Department Heads

**WESTERN KENTUCKY UNIVERSITY**

**OFFICE OF THE PRESIDENT**

**March 7, 1997**

**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 March 5, 1997, for its regular meeting.

**1. Service/maintenance employee representation**

Norma Lee's resignation from the University left a vacancy on the Staff Advisory Council for this group of employees. The Council discussed several alternatives to remedy this problem including electing another representative, leaving the vacancy until the next regular election, and appointing an interim representative. The Council supported the latter suggestion, and it was recommended that Judy Craft be appointed as interim representative for this group for the remainder of Ms. Lee's term. Judy has served on the Council in the past and is willing to fill out the term.

**2. Crosswalk and speed humps on Normal Drive**

Sue Pillow brought up a concern regarding the safety of this street, particularly during rainy weather. President Meredith advised the group that the University does not have ownership or control of this street, but he agreed to prepare a letter to appropriate officials with the City of Bowling Green requesting that it review the speed limit and consider the installation of speed humps and/or a caution light.

**3. Salary increase expectations for 1997-1998 budget**

Sue Pillow had requested information concerning the 1997-1998 budget process on this issue. President Meredith advised the group that the Budget Committee meets again on March 7, 1997, to consider a proposal to fund one-half of the remaining Corroon implementation and a four percent fund pool for merit increases. The President stated that if these proposals are endorsed by the Budget Committee for recommendation to the Board of Regents, it will require reallocation

within the University divisions. Some services now being provided on campus may be restricted or eliminated as a result. However, no final decision or recommendation has been approved by the Budget Committee as of yet. President Meredith noted that Danna Jacobson had been appointed to the Budget Committee as a representative for the staff and was doing "an excellent job."

4. Recycling

Sue Pillow had expressed some concern over the apparent refusal of the recycling company to accept shredded paper. Several departments on campus handle sensitive confidential information that necessitates such documents be shredded upon their disposal. Deborah Wilkins agreed to investigate this and report back to the Council.

5. Day classes through the Community College upon move to IED

Danna Jacobson raised the issue of how employees will attend day classes at the Community College once it moves to the IED. President Meredith advised the group that the expected completion date of the Community College facilities at the IED had been pushed back to the Spring of 1998. There is time, therefore, to investigate this concern and arrive at a possible solution. He will forward this concern to Vice President Barbara Burch for her consideration and response.

6. Employee Sick Time (donating to other employees)

Tony Glisson advised the group that since the minutes from the January 16 meeting were circulated, numerous inquires have been made regarding an interest in donating sick time to other employees. It is quite obvious by the response that there is a great deal of interest in this issue. Since the last meeting there have been some concerns expressed about the consistency and fairness of this practice. In addition, the Internal Auditor raised some issues that are of concern. Because of this, employees will not be allowed to donate time to other employees until such time as an official policy is approved.

7. Vacation time on pay checks

Some vacation and sick leave is still not appearing on paychecks. Tony Glisson advised the group that the practice of including vacation and sick leave on paychecks will be temporarily suspended until Human Resources, working in conjunction with the departments, can resolve some computer "glitches" in the system. It appears that some departmental systems of recording vacation/sick leave may differ from that used by the payroll system. He will attempt to clear up the problem. In the interim, employees may contact the Office of Human Resources for information on their available leave.

The next meeting of the Staff Advisory Council is Tuesday, April 22 at 2 p.m.

DTW: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)**

**May 19, 1997**

**MEMORANDUM**

**TO: WKU Staff**

**FROM: Staff Advisory Council**  
**Ms. Nancy Bunton (Secretarial/Clerical--Student Affairs)**  
**Ms. Linda Cantrell (Secretarial/Clerical--Finance and Administration)**  
**Ms. Judy Craft (Service/Maintenance)**  
**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 Tuesday, April 22, 1997, for its regular meeting. Cheryl Smith was also introduced to the group. Ms. Smith recently joined the University as the Compensation Coordinator in the Office of Human Resources.

The following items were discussed at the meeting:

1. Classes (Upchurch)

Robert Upchurch asked for clarification on the type of classes that employees were permitted to take under the University policy. Tony Glisson advised the group that although there was no requirement that the class specifically relate to the employee's job duties or area of expertise, the supervisor of the employee still has the authority to approve or disapprove a request for leave to take a class during working hours if the request will cause a hardship on the division or the other staff or if it affects the level of service of the department.

2. 25-Year Service Awards (Kirby)

Richard Kirby requested that the University consider recognizing 25 years of service, as this is the retirement term for public safety officers. As such, they tend to miss the retirement recognition now in place for University employees. Tony Glisson advised the group that he is in the process of considering several additional service recognitions, such as 10, 15, etc., years, and will consider this as well.

3. WKU Police Officers Retirement (Kirby)

Richard Kirby requested that the University consider recognition of periods of employment at the University which are less than 25 years. For example, he pointed out that the Public Safety Officers are eligible to retire at 20 years due to their hazardous duty and, as such, they do not receive recognition at 25 years. Tony Glisson advised the committee that Human Resources was in the process of developing recognition awards for different terms of employment, including 5, 10, 15 and 20 years and that he felt this would address part of this concern.

4. Internet Access for Faculty/Staff who live outside Bowling Green

Danna Jacobson shared with the Committee a concern raised by a staff employee who lives in Scottsville. This employee had been advised that MCI could provide her access to the internet services provided to the University, but she would have to pay for the long distance telephone call to access the service, as MCI has no local Scottsville access number. Linda Cantrell explained that the University cannot reimburse an employee for long distance charges. She further indicated that both faculty and staff living outside of Bowling Green are treated the same. The University pays one flat fee for the access, regardless of the number of accounts established by faculty and staff.

5. Checklist for Employees Leaving the University (Cantrell)

On a related note, Linda Cantrell indicated that a number of employees who leave the University employment continue to utilize their internet account after the date they leave, and they are able to do so because there is no notification to her division of who is leaving. Tony Glisson indicated that Human Resources is developing an exit "checklist" that should address this issue and others.

6. Dr. Meredith provided the group with a brief overview of Governor Patton's reform package, including an explanation of the new system for Community Colleges. He advised the group that the University had mailed a letter to the University alumni indicating the University's support of the plan.

7. Dr. Meredith also advised the committee that based upon a recommendation of Accounts and Fiscal Services, the Staff Computer Loan program is going to be suspended temporarily. A number of loans have not been repaid as agreed upon and there appears to have been some abuse of the system by persons who borrowed the funds to purchase a computer, and then do not do so. The program is being suspended until new guidelines can be developed and implemented. It is hoped that these guidelines can be in place by the fall of this year.

DTW: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)**

**July 19, 1997**

**MEMORANDUM**

**TO: WKU Staff**

**FROM: Staff Advisory Council**  
Ms. Nancy Bunton (Secretarial/Clerical)  
Ms. Cindy Burnette (Professional-Service/Support)  
Ms. Linda Cantrell (Secretarial/Clerical)  
—Mr. Clay Diamond (Technical/Skilled/Service/Maintenance)  
Mr. Fred Gibson (Professional-Service/Support)  
Ms. Danna Jacobson (At-Large Member)  
Ms. Jennifer Roberts (Secretarial/Clerical)  
—Mr. Robert Upchurch (Technical/Skilled/Service Maintenance)  
Ms. Sharon Young (Professional-Service/Support)

The Staff Advisory Council met with Interim President Barbara Burch, Staff Regent Joy Gramling, University Counsel Deborah Wilkins, and Compensation Coordinator Cheryl Smith on Thursday, July 3, 1997, for its regular meeting.

The following items were discussed at the meeting:

1. Staff Regent Election (Cantrell)

Ms. Cheryl Smith reported that 330 of approximately 900 staff employees voted in the Staff Regent Election. Ms. Linda Cantrell presented proposed guidelines for future Staff Regent elections, which were endorsed by Regent Gramling and unanimously approved by the Committee. Ms. Cantrell and other Committee members will meet again and draft guidelines for staff forums as well. These guidelines will be presented at the next SAC meeting.

2. Staff Computer Loans (Cantrell)

Deborah Wilkins advised the Committee that the University was in the process of reviewing and modifying the staff computer loan program. Concerns had been raised by the Office of Accounts and Fiscal Services regarding the program, specifically, the problems associated with staff who obtain a loan and then leave their employment with the University. Several loans appear to be uncollectible, and this, together with the fact that the loan funds are State funds, is of particular concern. The new guidelines should be ready for implementation by August, and Ms. Wilkins indicated they would be presented to the Committee at the next meeting. Ms. Wilkins stressed that the program is not being withdrawn or terminated but that only the guidelines for obtaining a loan will be modified.

3/4. Payroll Deduction for Staff Taking Classes and "Munch Money" (Cantrell)

Ms. Cantrell had suggested the possibility of payroll deduction be explored to assist staff in paying for classes and eating on campus. Danna Jacobson agreed to explore this with Payroll and report back to the Committee at the next meeting.

5. Employees Not Putting Sick/Vacation Days on Time Sheets (Jacobson)

Ms. Jacobson reported that she had received complaints from other staff on campus that there are employees who are not reporting accurate information or the correct number of sick/vacation days on their time sheets. Ms. Smith indicated that this practice, if occurring, is a violation of University policy and that the accurate reporting of sick and vacation time is a joint responsibility of the employee and the employee's supervisor. Ms. Smith stated that she would forward this concern to Mr. Tony Glisson for further investigation and urged those employees who were aware of the practice to report it to their supervisors.

6. Retirement System (Jacobson)

Ms. Jacobson reported that she had received a concern from an employee who questioned how employees were being credited differently towards retirement for unused sick leave. This issue has been brought forward by the Committee in the past, and the University has previously provided an explanation, citing the fact that State law controls the credit toward retirement, not University policy. Ms. Jacobson indicated this was explained to the employee, who, in turn, asked that the University pursue this issue with the State. Dr. Burch requested that Ms. Jacobson have the employee put his/her concerns in writing, detailing the action which he/she desired the State take, and forward it to Mr. Glisson.

7. Staff Advisory Council Election (Upchurch)

Mr. Upchurch raised a concern regarding voting eligibility. It seems that a staff member was not allowed to vote in the recent Staff Advisory Council election. Ms. Smith stated that she will review the matter and report back to the Council.

8. 37-1/2 Hour Work Week (Upchurch)

Robert Upchurch brought forward a concern expressed by some of the supervisors in Facilities Management. According to Mr. Upchurch, Zone Maintenance Supervisors are required to work a 40-hour week. They receive overtime for any time worked over 40 hours. The other supervisors, however, are required to work a 37-1/2 hour week, and if called in or kept over beyond 37-1/2 hours, are not paid overtime for the first 2 1/2 hours. Ms. Smith explained that a University employee is not entitled to overtime pay until the hours worked exceed 40 hours. The only adjustment that could be made would be to modify the other supervisors required work hours up from 37-1/2 hours to 40 hours per week. Ms. Smith recommended that the concerned supervisors explore the possibility of modifying their required hours with Mark Struss in Facilities Management.



9. Campus Cleanup Day (Cantrell)

This item has been submitted to the Student Government Association and more information will be forthcoming.

10. Casual Dress Days (Cantrell)

Ms. Cantrell requested that the University explore and consider a policy allowing employees to dress casually on certain days. Ms. Smith agreed to bring this issue to the attention of Mr. Glisson and present a recommendation at the next meeting.

11. Richard Kirby's Vacancy (Cantrell)

Richard Kirby (Technical/Paraprofessional) retired from the University in May of 1997. The Committee agreed to bring forward nominations to Dr. Burch for a replacement member.

12. Designation of Chairperson (Cantrell)

The Committee unanimously recommended Ms. Danna Jacobson to act as Chair of the Committee.

The next meeting of the Staff Advisory Council will be at 9 a.m. on Thursday, August 21.

DTW:clk

cc: Dr. Barbara Burch  
Board of Regents  
Vice Presidents  
Assistant Vice Presidents  
Deans  
Directors  
Department Heads

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

October 23, 1997

MEMORANDUM

TO: WKU Staff

FROM: Staff Advisory Council  
Ms. Nancy Bunton, Department of Music  
Ms. Cindy Burnette, Student Financial Assistance  
Ms. Linda Cantrell, Information Technology  
Mr. Clay Diamond, Facilities Management  
Mr. Fred Gibson, Intramural-Recreational Sports  
Ms. Danna Jacobson, Accounts & Fiscal Services  
Ms. Jennifer Roberts, Office of Development  
Mr. Robert Upchurch, Facilities Management  
Ms. Sharon Young, Accounts & Fiscal Services

The Staff Advisory Council met with Interim President Burch, Staff Regent Joy Gramling, University Council Deborah Wilkins, and Ms. Cheryl Smith of Human Resources on August 21, 1997, for its regular meeting.

1. Staff Regent Election/Forum Guidelines. There was to be a correction on time and place for the forum. Dr. Burch and Tony Glisson approved the guidelines. Copies of the guidelines will be available in the Human Resources office.
2. Air Conditioning at EST Building. Portable air conditioners have been brought in to help out the situation. Request to Frankfort has been sent for an emergency repair. The situation will be taken care of as soon as possible.
3. Payroll Deduction for Munch Money. Gary Meszaros forwarded the request to Bob August in Administrative Computing for consideration. Administrative Computing will consider the feasibility of the proposal but is short handed and in the process of upgrading the Student Information System.

John Osborne of Auxiliary Services said money could be put towards the Big Red Card and then taken out of that fund. Also, some information will be published in the Human Resources issue of Connections.

4. Casual Dress. Currently there is no set code for the University. Uniforms were being discussed for Facilities Management, taking into consideration safety, accommodations according to temperature, and the nature of the job itself.

Dr. Burch suggested that perhaps a Facilities Management Advisory Committee be established to help suggest an appropriate dress. Cheryl Smith, acting as HR representative, also indicated that HR would like the opportunity to explore this issue with Facilities Management.

5. Sick Days/ Vacation Days. The supervisor who signs the time sheets is responsible for making sure that the time sheets are correct. A suggestion was made to have a training session on how to fill out the time sheets. A policy revision is being made for sick and vacation days.

6. WAB Renovation. The plans have been submitted to Frankfort for assignment of an architect. Other renovations and “moves” in progress:

Painting on 2nd Floor- OAR has moved to Potter Hall.

Postal Room- being repainted, carpeted.

Conference Room being made on the 2nd floor WAB.

Deborah Wilkins will provide more information at the next SAC meeting.

7. Bulletin Boards in Buildings. Building Coordinators are supposed to clean the bulletin boards once a month or as needed.

Some suggestions were made to have the following rules:

Every 2nd Monday strip clean

Only one flyer per billboard per person

First-come-first-serve basis

Dr. Burch will research and get back with the Council.

8. Smoking Areas. Ashtrays should be placed in appropriate areas not where high traffic areas are entered.

A suggestion was made to encourage smoking areas in the rear of the buildings, rather than the front or other primary entrances.

JR:clk

cc: Board of Regents  
Dr. Barbara Burch  
Vice Presidents  
Deans  
Directors  
Department Heads

The Staff Advisory Council met with University Counsel Deborah Wilkins on December 17, 1997, for a called meeting. After meeting with President Ransdell to get acquainted in November, he empowered us to move to a higher level. We are excited about the future of the Staff Advisory Council and hope to prove to you that we can accomplish things if we work together as a team. Please take the time to read your SAC minutes and keep us informed of your needs. We can only accomplish those tasks or issues we are aware of.

During the meeting with Ms. Wilkins the following topics were discussed:

1. Retirement System - There is concern as to why unused sick time is credited differently for the two retirement systems. After a discussion with Tony Glisson, we wanted to let you know the criteria that needs to be met in order to change the current data of unused sick time.
  - a. Faculty and staff must be uniform in how they accumulate sick time.
  - b. It would cost approximately \$200,000.00 to implement.
2. Baby Changing Tables - baby changing tables will be installed in restrooms in Smith Stadium before the beginning of the 1998 football season and in the men's room at Diddle Arena (no time given).
3. Bulletin Boards - A letter will be sent to the Building Coordinators asking that they appoint someone in their building to see that bulleting boards are cleaned as needed.
4. Vacant Staff Advisory Council seat - The Council has agreed not to fill the seat left vacant by Richard Kirby's retirement due to the time it would take to have a special election. This vacant seat will be filled by a regular election in the spring and be effective July 1, 1998.
5. Web Page - a subcommittee has been named to begin work on a Web page for the Staff Advisory Council. This Web page will be used to post the minutes from meetings and other items of interest to staff members. More details will be forthcoming.
6. Van Meter Speed Humps - The money has been approved for the installation of the speed humps in front of Van Meter and Wetherby. Installation will begin as soon as weather permits. Many thanks to the Traffic and Parking committee for pursuing this initiative.
7. Shuttle Service to the Institute - The shuttle service will be expanded in the Spring semester of 1998 to accomodate the needs of students and/or employees going to the Community College for classes. Details are forthcoming.
8. Classes taken during work hours - The current university policy is silent as to how employees are to count class time. The Council feels that there should be a more uniform policy. Tony Glisson has asked that the Council provide him with ideas as to how a more uniform policy that is fair to all employees can be written.
9. Staff Open Forum - An open forum with the Staff Advisory

Council and all staff members has been set for February 4, 1998. There will be a morning session in DUC 307 and an afternoon session in ~~Garrett Auditorium~~. Details of each session will be sent in a letter to all staff members and all supervisors and directors will be encouraged to allow employee participation. This will be your opportunity to let us know what your concerns are and to voice your opinions. Please take advantage of this opportunity to assist us in getting the true needs of this campus voiced.

*June  
and 9 AM*

10. Institutional Review - Interested employees may find the details of the institutional review on the web at Western Online ([www.wku.edu](http://www.wku.edu)) under News and Announcements.
11. Checklist for employees leaving Western's employments - Human Resources is working on a checklist that all exiting employees would need to complete. This checklist will contain items such as keys, Preston Center Pass, computer loans, campusMCI accounts, etc. Until the project is complete, Linda Cantrell will receive an e-mail from Human Resources letting her know those persons leaving Western's employ so that their campusMCI accounts (if they have one) can be terminated.
12. Self Insurance - This is a topic of great concern to everyone on campus. After a lengthy discussion with Tony Glisson in Human Resources, we agreed that the best way to keep the campus informed was for the Staff Advisory Council to fully understand where we stand. The Staff Council will meet with Tony early in January to discuss plan design and coverage. This is your opportunity to voice your concerns. Let us be your voice.
13. Sick Bank - We have requested that Human Resources write a policy that would allow employees to donate sick time to other employees who have exhausted all of their leave. At this time this is being done on a case-by-case basis. - *Stopped by audit. would need to draft a policy* *until policy written*
14. Graduate Class Tax - It was requested that Payroll look into taking graduate taxes out of paychecks 3 times a year rather than twice a year. Jim Cummings has indicated that this has already been implemented for 1998. The taxes will be taken out in May, August, and December.
15. Campus Clean-Up - There was a proposal that we have another campus clean-up. The Council has decided to look into having an "Adopt An Area" program, much like the Adopt a Highway program administered by the Department of Transportation. Robert Upchurch will provide a copy of the campus zone areas and we will continue to work on the details of this project. The Staff Council would like to see departments, buildings, organizations, or individuals adopt an area to improve on campus. We are hoping to provide incentive rewards for high performance. More details will be forthcoming.
16. Staff Service Recognition Awards - The Staff Council met with Ivy Roberson in Human Resources to discuss ideas that they had concerning awards. This will be discussed further with President Ransdell at our next meeting.
17. Efficiency Ideas - The Staff Council would like to revive the efficiency ideas program. Ideas would be submitted to the Council members and then evaluated. Watch for more details.