

*PT Committee*  
*Brian*      *Amos*  
*Tony*      *Tony*  
*Dakota*      *Jim*  
*Joy*  
*Rebecca*  
*Feb 2nd*  
*WAB-*

**Subject:** January Staff Council minutes  
**Resent-From:** Staff-All@wku.edu  
**Date:** Thu, 28 Jan 1999 09:19:02 -0800  
**From:** "Linda Cantrell" <Linda.Cantrell@wku.edu> Internal  
**Organization:** Western Kentucky University  
**To:** Staff-All <Staff-All@wku.edu>, The Herald <herald@wku.edu>

The Staff Council met for it's regular monthly meeting on Wednesday, January 13, 1999 at 2:00 p.m. in the WKU Police Annex.

Council members attending: Johnny Allen, Diane Amos, Linda Cantrell, Debby Gabbard, Fred Gibson, Joy Gramling (ex-officio), Marshal Gray, LaDonna Harris, Danna Jacobson, Joe Keith, and Brian Ward.

Council members absent: Cindy Burnette (excused), Mike Cardwell (excused), Jennifer Roberts (excused), Tony Thurman (excused), and Sharon Young (excused).

The first order of business was to change the meeting times for Council meetings to accommodate everyone's schedule. Staff Council meetings will now take place on the second Thursday of each month at 2:00 p.m.

Part-time salary increases: Although the sub-committee had not met, Brian Ward submitted some information about the number of part-time positions in each budget unit for the Council to review. The sub-committee will meet in early February with representatives from Human Resources, Payroll, and the Budget office.

The Staff Council discussed goals for the remainder of the term (through June 30, 1999). The Council would like to administer another staff survey in order to receive input from our constituents, institute a quarterly newsletter, and hold a spring forum in conjunction with the election. The election has been tentatively scheduled for April 22nd with forums being held in early to mid April. More information will be forthcoming on this item as it develops.

A committee is being formed to develop policy for the use of e-mail. Representation from the Staff Council has been requested and Jennifer Roberts will serve in that capacity.

With no other business, the Staff Council meeting was adjourned. The February meeting will be on the 11th at 2:00 p.m. in the first floor conference room of Potter Hall.

*Audited Classes - send e-mail with answer from below.*

Linda Cantrell <Linda.Cantrell@wku.edu>  
Administrative Assistant  
Information Technology

*Election April 22nd Thursday*  
*Forum - April 15th*  
*11 minutes by April 2nd - 4:30 pm*  
*forum on campus March 11th*  
*10:30 Jan 27 2:00 Tues*

*and by E.M. Ward meeting*

**Subject: February Staff Council Minutes**  
**Resent-From:** Staff-All@wku.edu  
**Date:** Tue, 23 Feb 1999 16:01:54 -0600  
**From:** "Linda Cantrell" <Linda.Cantrell@wku.edu> Internal  
**Organization:** Western Kentucky University  
**To:** Staff-All <Staff-All@wku.edu>, The Herald <herald@wku.edu>

The Staff Council convened for its monthly meeting on February 11, 1999 at 2:00 p.m. in the Potter Hall 1st floor conference room.

Members present: Johnny Allen, Diane Amos, Cindy Burnette, Mike Cardwell, Debby Gabbard, Fred Gibson, Joy Gramling (ex-officio), Marshall Gray, LaDonna Harris, Danna Jacobson, Joe Keith, Jennifer Roberts, Tony Thurman, and Sharon Young.

Members absent: Linda Cantrell (excused) and Brian Ward (excused)

**Privatization of Student Health Service:** Tony Glisson, Director of Human Resources, and Ann Mead, Chief Financial Officer, presented a proposed plan to look at leasing land to a private organization for the purposes of building a medical facility. President Ransdell has created a committee to explore the idea of providing medical services with extended hours to students, faculty, and staff. The Council posed several questions for consideration:

1. How does it effect student with no insurance?
2. Where will the facility be located?
3. Will there be adequate parking?
4. What services will be provided and by who?

Of major concern was the continued employment of approximately 16 people currently employed in student health services. A survey is being conducted to see how the students would feel about this service. It was expressed that the most important element was to make sure the students have a facility. Faculty and staff would have the option to use the facility or another provider.

**Policy on payment for receipt of degrees:** Tony Glisson presented a draft policy which attempts to streamline the process to reward people obtaining degrees. The group discussed three choices:

1. Lump sump payment;
2. Add to base pay; and,
3. Lump sum in year degree is obtained and add to base pay the next fiscal year. The increase to base is over and above any merit or cost of living adjustment increase.

After much discussion, it was decided to table the recommendation until the next meeting so the Council members would have a chance to think about it.

**Update of part-time salary increase issue:** Danna Jacobson, Tony Thurman, Debby Gabbard, and Bryan Ward met with Jim Cummings (Payroll), Ann Mead (Budget), and Tony Glisson (Human Resources) to try and identify the part-time employees as to start dates and the number of hours worked per year. It is too late to include in the budget process for this year but Ms. Jacobson strongly encouraged the Budget Council members to ensure that they take care of salary increases for part-time employees in their budgets.

4. **Parking and Traffic Committee update:** Cindy Burnette requested the Parking and Traffic Committee to make their 5 year plan available to the Council. Bob Cobb, co-chair of the Parking and Traffic Committee, will attend a Council meeting in the near future when visual aids are completed and explain the 5 year plan to the Council.
5. **Staff regent update:** Ms. Gramling presented the Council with a few highlights of the last Board of Regents' meeting. The new faculty regent, Mary Ellen Miller, was sworn in, the College of Education has added 2 new programs, the Board approved a student fee hike of \$85 for housing (sprinklers) and \$15 for student centers. An inflationary percentage raise was also approved. The University has purchased property for a facility in Glasgow and a post tenure review policy was approved. The Board agenda is now sent out via e-mail. If you have any questions or comments, please contact Joy.
6. **Staff Council election:** The nomination forms for the Staff Council election will be sent out on March 19, 1999.
7. **Other business:** Danna Jacobson is working with the Faculty Senate to get auditing of classes back into the policy. Tony Thurman suggested that the Council should consider drafting a statement on how the Staff Council stands on privatization.

The next meeting will be hosted by Cindy Burnette on March 11, 1999 at 2:00 p.m. in the first floor conference room of Potter Hall.

With no other business, the meeting was adjourned.

**Subject: Staff Council minutes**  
**Resent-From: Staff-All@wku.edu**  
**Date: Mon, 22 Mar 1999 16:04:25 -0600**  
**From: "Linda Cantrell" <Linda.Cantrell@wku.edu> Internal**  
**Organization: Western Kentucky University**  
**To: Staff-All <Staff-All@wku.edu>**

The Staff Council met for it's monthly meeting on Thursday, March 11, 1999 at 2:00 p.m. in the Potter Hall first floor conference room.

Council Members present: Johnny Allen, Diane Amos, Cindy Burnette, Linda Cantrell, Mike Cardwell, Debby Gabbard, Fred Gibson, Joy Gramling (ex-officio), Marshall Gray, LaDonna Harris, Danna Jacobson, Joe Keith, Tony thurman, Brian Ward, and Sharon Young.

Council Members absent: Jennifer Roberts (excused)

Chair Jacobson opened the meeting by introducing Bob Cobb and Aaron Hughey, co-chairs of the Parking and Traffic Committee. Mr. Cobb and Dr. Hughey made a presentation about the proposed 5 year plan for parking and traffic at WKU. A copy of the plan can be reviewed on the Web at <http://www.wku.edu/Dept/Support/Parking>. At the request of the Staff Council, a special meeting will be held on Wednesday, March 24 at 9:00 a.m. in the Grise Hall Auditorium for the purpose of presenting the proposed plan to the campus.

The Staff Council election will be held on April 22nd. Nomination form will go out the week of March 22nd and nominations are due back into Human Resources by April 2nd. Election forums will be held on April 13th and 14th. The nomination form will be posted on the Staff Council web page (<http://www.wku.edu/Dept/Org/Faculty/SAC/>).

The issue of compensation for receipt of a degree was discussed. Tony Glisson had presented a proposal at the last council meeting on how degree attainees should be compensated. After discussion of the matter, the council agreed that all attainees should receive a lump sum payment upon receipt of degree and that amount should be added to their base salary the next fiscal year. The Council official endorsement will be forwarded to Tony Glisson.

The Council discussed privatization in general and decided that we would go back individually and come up with some questions/issues that we would like to discuss with Dr. Ransdell regarding privatization on Western's campus. Those questions/issues will be be discussed in a meeting with Dr. Ransdell at some date in the future.

With no other business, the Council adjourned.

The Staff Council held its monthly meeting on Thursday, April 8, 1999 at 2:00 p.m. in the Preston Center conference room.

Council Members present: Linda Cantrell, Fred Gibson, Danna Jacobson, Joe Keith, and Jennifer Roberts.

Council Members Excused: Diane Amos, Cindy Burnette, Mike Cardwell, Debby Gabbard, Marshall Gray, LaDonna Harris, Brian Ward and Sharon Young.

Council Members Absent: Johnny Allen and Tony Thurman.

Chair Jacobson opened the discussion concerning the upcoming Staff Council election. The ten council members who's terms are expiring as of June 30, 1999 are as follows:

Johnny Allen, Diane Amos, Mike Cardwell, Cindy Burnette, Fred Gibson, Marshall Gray, Danna Jacobson, Jennifer Roberts, Brian Ward, and Sharon Young.

Seven nominations were received by the deadline to fill the ten vacancies. It was decided that no election would be held since we had nominees to fill each of the four categories. However, this will leave the Staff Council with 12 members rather than 15 members. The election forums scheduled for April 13th and 14th will be cancelled. The seven Staff Council members that will come on the council in July 1999 are as follows:

Secretarial/Clerical: Larissa Young

Professional-Service/Support: Marilyn Anderson and Marshall Gray

Technical/Skilled/Maintenance: Johnny Allen and Mike Cardwell

At-Large: Larry Holder

Part-time: Kathryn Jimerson

Chair Jacobson handed out copies of the memo that council members signed concerning the Attorney General Opinion 99-ORD-39. It read:

We the Staff Council agree that Western Kentucky University needs to appeal the Open Records Opinion by the Attorney General. We feel that the disclosure of both Jones' letter of resignation and his settlement agreement, in which findings of misconduct are substantiated, serves the public interest and right to know. Public interest is not served by lurid details.

The Staff Council members listed agree that Western Kentucky University needs to protect any and all parties involved in the grievance and investigative process in order to preserve confidentiality for any future complaints. Members not present were Cindy Burnette and Joe Keith.

The following council members signed the memo sent to President Ransdell.

Danna Jacobson, Chair

Johnny Allen

Diane Amos

Linda Cantrell

Mike Cardwell

Debby Gabbard

Fred Gibson

Marshall Gray

LaDonna Harris

Jennifer Roberts

Tony Thurman

Brian Ward

**Sharon Young**

**With no other business, the Council adjourned.**

**Subject: May Staff Council Minutes**

**Resent-From:** Staff-All@wku.edu

**Date:** Thu, 27 May 1999 14:29:39 -0500

**From:** "Linda Cantrell" <Linda.Cantrell@wku.edu> Internal

**Organization:** Western Kentucky University

**To:** Staff-All <Staff-All@wku.edu>

The Staff Council convened for it's regular monthly meeting on Thursday, May 13 at 2:00 p.m. in the Craig Alumni Center.

Staff Council Members present: Johnny Allen, Diane Amos, Cindy Burnette, Linda Cantrell, Mike Cardwell, Debby Gabbard, Fred Gibson, Joy Gramling (ex-officio), Marshall Gray, LaDonna Harris, Danna Jacobson, Joe Keith, Jennifer Roberts, Tony Thurman, Brian Ward, and Sharon Young.

**1. Compensation for Receipt of Degrees:** Jim Cummings and Denise Huffinan were present to discuss the cost analysis and tracking difficulty of the payment of receipt of degrees that the Staff Council had previously approved and forwarded to Human Resources. The Staff Council had originally recommended that an employee who had received a degree be paid the lump sum immediately upon receipt of the degree and then that amount also be added to their base salary for the next year's salary recommendations. Ms. Huffinan and Mr. Cummings explained to the group that this recommended method of award is very difficult to track and also causes budgeting problems. The Staff Council was asked to reconsider it's previous proposal of reward of degrees. After some discussion, it was decided that each individual employee who receives a degree will be able to choose the method in which they are compensated. Employees will be able to choose whether to receive compensation in a lump sum OR whether the amount of the compensation is added to their base salary. The compensation of degrees will be awarded on January 1st for degrees received in December, June 1st for degrees received in May, and September 1st for degrees received in August. The Human Resources Policy will be edited to reflect these changes.

**2. Carry Over of Vacation Days:** The issue of inability to use accrued vacation time by June 30th was brought before the Staff Council. This issue is discussed every year around May and June. The Council will discuss options of dealing with this issue at it's June retreat. Tony Glisson will be invited to the discussion. It is hoped that an alternate plan arranged for use in the future.

**4. Recognition of Outstanding Staff:** The Council had discussed the possibility of a Staff Recognition Awards program. All WKU staff were surveyed and the responses received indicated that an award program for longevity of service was preferred to outstanding service awards. The Staff Council worked on a recognition of service program for quite some time but in the end, it was not funded. The Council will revisit the possibility of an outstanding staff recognition program at the June retreat. Several council members are going to contact other Universities as well as businesses such as BGMU, WRECC, the City of Bowling Green, the Medical Center, etc. to see how their outstanding employees are rewarded. The Council is hopeful that this can be a joint venture with the Department of Human Resources.

**5. WKU Contribution to Employee Health Insurance:** WKU is not increasing the contribution for employees' health insurance for the next budget year. The institution contribution will remain at \$156.00 per employee. Should rates increase effective January 1, 2000, the possibility of an increase in employee out of pocket expense exists. This possibility will be discussed with Tony Glisson at the June retreat.

**6. Student Health Services:** There was discussion pertaining to the possible privatization of the

**Student Health Services.** The Student Government Association has recommended that no action be taken until the students come back in August. It was recommended that the Council draft a resolution requesting that the process for privatization be slowed down. The RFP (request for proposal) for the Student Health Services Clinic was issued on May 10, 1999. The proposal receiving date is listed as June 25, 1999. After much discussion, it was decided that the Staff Council would obtain a copy of the RFP for review and also try to schedule a meeting with the Committee overseeing the RFP process. The Council will discuss this item at it's June retreat, after each member has had a chance to review the RFP. No other action on this item was taken at this time.

**7. Agenda for June Retreat:** Items placed on the agenda for the June retreat include:

- a. Carry over of vacation days
- b. Staff recognition awards
- c. Health insurance (WKU contribution)
- d. By-laws and constitution
- e. Officer election
- f. Student Health Service

The retreat will take place on June 8 at Basil Griffin Park. The newly appointed members will be invited to attend the retreat and officer elections for the upcoming year will take place.

With no other business, the meeting was adjourned.



**Subject: Re: June staff council meeting minutes**  
**Resent-From:** Staff-All@wku.edu  
**Date:** Mon, 21 Jun 1999 11:44:20 -0500  
**From:** "Linda Cantrell" <Linda.Cantrell@wku.edu> **Internal**  
**Organization:** Western Kentucky University  
**To:** Staff-All <Staff-All@wku.edu>

The Staff Council met for it's regular monthly meeting on June 10, 1999 at Basil Griffin Park. The meeting was in the form of a day long working retreat.

Council members present: Jobnny Allen, Linda Cantrell, Mike Cardwell, Fred Gibson, Joy Gramling, Marshall Gray, LaDonna Harris, Larry Holder (new member), Danna Jacobson, Kathy Jimerson (new member), Joe Keith, Jennifer Roberts, and Tony Thurman.

Council members absent: Diane Amos, Marilyn Anderson (new member), Cindy Burnette, Debby Gabbard, Brian Ward, Larissa Young (new member), and Sharon Young.

1. **Constitution and By-Laws:** The Council reviewed the existing Constitution and By-Laws and made revisions to reflect the current membership of the Council as well as other changes. After discussion and editing, the motion was made to accept and ratify the Constitution and By-Laws with incorporated changes. The motion was seconded and passed unanimously. The Constitution and By-Laws are posted on the Staff Council web page at: <http://www.wku.edu/staffcouncil>

Also, it was agreed that Joy Gramling would fill the vacancy left by Mike Cardwell. Mr. Cardwell is leaving the University's employ and will be unable to fill his term. Ms. Gramling will be a voting member for the remainder of Mr. Cardwell's term.

2. **Review of Draft Human Resources Policies:** Tony Glisson and Brenda Keith from the Department of Human Resources were present to answer questions regarding several draft human resources policies. The Staff Council expressed its concern on several matters and those revisions were made to the policies. The draft policies will now be presented to the Administrative Council for approval.

3. **Officer Election:** Due to the number of absences, the officer election was postponed until the July meeting. Chair Jacobson will attend and convene the July meeting until a new Chair is elected and in place.

4. **Student Health Service:** It was agreed that the Staff Council would take no further action on this item until more information was received.

5. **Fall Break Brunch:** The Council was in agreement that it would sponsor Fall Break Brunch again this year. The Homecoming theme will be tied into Fall Break Brunch.

6. **Staff Recognition Awards:** Several members came back with information they had gathered from various organizations around Bowling Green regarding staff recognition awards. The Staff Council will be working with the Department of Human Resources to possibly institute a Staff Recognition Awards program. A sub-committee was appointed to suggest criteria and awards.

7. Staff Council membership for 1999-2000: The membership for the 1999-2000 Staff Council is:

Johnny Allen  
Facilities Management  
Physical Plant  
745-3253  
Term Expires 6/30/00

Marilyn Anderson  
Ogden College Dean's Office  
105 Thompson Complex Central Wing  
745-4448  
Term Expires 6/30/01

Linda Cantrell  
Information Technology  
203 Wetherby Administration Building  
745-6514  
Term Expires 6/30/00

Debby Gabbard  
University Libraries  
101 Cravens Graduate Center  
745-2904  
Term Expires 6/30/00

Marshall Gray  
Postal Services  
127 Downing University Center  
745-6185  
Term Expires 6/30/01

LaDonna Harris  
Office of the Provost and VP for Academic Affairs  
239 Wetherby Administration Building  
745-5468  
Term Expires 6/30/00

Larry Holder  
Facilities Management  
Physical Plant  
745-3253  
Term Expires 6/30/01

Kathy Jimerson  
WKYU-TV  
153 Academic Complex  
745-2400

**Term Expires 6/30/01**

**Joe Keith**

**Facilities Management**

**Physical Plant**

**745-3253**

**Term Expires 6/30/00**

**Tony Thurman**

**University Libraries – Kentucky Museum**

**Kentucky Building**

**745-6259**

**Term Expires 6/30/00**

**Joy Gramling, Staff Regent (currently serving out Mike Cardwell's term)**

**Facilities Management**

**Physical Plant**

**745-3253**

**Voting Term Expires 6/30/00**

**Larissa Young**

**Football**

**143 Smith Stadium**

**745-2984**

**Term expires 6/30/01**

**Many thanks to those members who will be rotating off of the Council. Your dedication and hard work is much appreciated!**

**With no other business, the retreat was adjourned.**

**Subject: July 1999 Staff Council Meeting**

**Resent-From: Staff-All@wku.edu**

**Date: Tue, 20 Jul 1999 12:40:53 -0500**

**From: "Kathy Grover" <Kathy.Grover@wku.edu> Internal**

**Organization: Western Kentucky University**

**To: Staff-All <Staff-All@wku.edu>**

The Staff Council met for it's regular monthly meeting on July 8, 1999 in the second floor conference room of Wetherby.

Council members present: Johnny Allen, Marilyn Anderson, Linda Cantrell, Joy Gramling, Marshall Gray, Larry Holder, Dana Jacobson, Kathy Jimmerson, Joe Keith, and Tony Thurman.

Council members absent: Debby Gabbard, LaDonna Harris, and Larissa Young

1. Officer election for 99-00 term. Chair Jacobson attended and convened the July meeting until a new Chair was elected. The newly elected members for the 99-00 term are: Chair: Linda Cantrell, Treasurer: Marshall Gray, and Secretary: Kathy Jimerson.

2. Determination of meeting day and time. Council members agreed to meet the first Thursday of each month at 10AM. Each Council member agreed to host a meeting. In August, Johnny Allen, Joe Keith and Larry Holder will host the meeting. Tony Thurman will host the September meeting. Marshall Gray will host

the October meeting. Joy Gramling will host the November meeting, Linda Cantrell will host the December meeting.

3. Constitution and By-Laws: The Council reviewed the existing Constitution and By-Laws and made revisions. After discussion and editing, the

motion was made to accept and ratify the Constitution and By-Laws with incorporated changes. The motion was seconded and passed unanimously. The Constitution and By-Laws are posted on the Staff Council web page at: <http://www.wku.edu/staffcouncil>

4. Fall Break Brunch: The Council selected sub-committees to coordinate the Fall Break Brunch scheduled in October of 1999. The Prize committee--Marilyn Anderson, Joe Keith and Larry Holder. Food--Joy Gramling and Linda Cantrell. Publicity--Marshall Gray. Decorating/Entertainment--Tony Thurman and Kathy Jimerson.

Linda Cantrell will check on budget restraints and date and also will check with President's office regarding agreement to sponsor the Fall Break Brunch.

5. Staff Recognition Awards: Joy Gramling, Linda Cantrell, Marshall Gray and Joe Keith will propose job classifications and criteria to receive Staff Recognition Awards. This proposal will be presented at the next meeting. Also they will meet with Tony Glisson, Human Resources Director to discuss implementation of this program.

6. Part-time Discussion: To communicate with all the permanent part-timers, the Council agreed that the new Banner system will contain accurate records of all the permanent part-timers working at WKU. For now, possibly someone in networking can help build a mailing list for the part-time staff. Kathy

Jimerson is looking into this.

7. "Leadership Western": Leadership Western is designed to provide staff members with an opportunity to expand their personal leadership skills. The Council agreed to review and read a proposal and at the next Council meeting in August, to discuss the possibility of instituting this program.

8. A. Appraisal and Performance Evaluations. A discussion about appealing a performance evaluation. Evidently, WKU does not have a formal appeal or an avenue for a grievance procedure. This will be discussed further at the next Council meeting in August.

B. Student Health Services. Council members will continue to review and discuss the proposed Student Health Services privatization.

With no other business, the meeting was adjourned.

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# Staff Council Minutes

## 08/05/99

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**The Staff Council met for it's regular monthly meeting on Thursday, August 5, 1999 in the Facilities Management Conference room.**

**Council members present: Johnny Allen, Marilyn Anderson, Linda Cantrell, Joy Gramling, Marshall Gray, Kathy Jimerson, Joe Keith, LaDonna Harris, and Larissa Young.**

**Council members absent: Debby Gabbard, Larry Holder and Tony Thurman.**

**1. Constitution and By Laws. There was a discussion concerning whether the Staff Regent should be a voting member. If the Staff Regent is a voting member-is this a conflict of interest, when the Council is short of members? The Staff Council agreed that the Constitution should be revised to be consistent with the By-laws. The Staff Council Constitution, Article IV, Section 6 should read:**

**Staff Regent representative is an ex-officio member of Staff Council with no voting privileges, with the exception of an occurrence of multiple vacancies, (refer to By Laws, Article I, Section V, Item D).**

**After discussion and editing the motion was made to accept and ratify the Constitution and By-laws with the incorporated changes. The motion was seconded and passed unanimously. The Constitution and By-laws are posted on the Staff Council web page at: <http://www.wku.edu/staffcouncil>**

**2. Fall Break Brunch. Dr. Ransdell approved the Fall Break Brunch. The event will be held October 7, 1999, in the Downing Center from 9 a.m.-11 a.m. Also sub-committees gave an update on publicity, decorating, entertainment, and the food menu. When the Staff Council meets in September all plans and logistics for the Fall Break will be finalized.**

**3. Staff Recognition and Staff Service Awards. Human Resources agree that a Staff Recognition Awards Program is an excellent idea. The Staff Council will begin writing a draft proposal in September/October, 1999.**

**4. Staff Regent Report: Joy Gramling reported on the Board of Regents retreat and quarterly Board meeting. Topics included a progress report on the**

**strategic plan, fund-raising, tuition issues, privatization, residence hall renovation, the approval of Journalism as a program of distinction, a new Research Foundation, and an update on Title IX compliance.**

**5. Part-time Discussion:** The Council agreed that regular part-timers should be involved in the affairs on campus. All members agreed that communication with the regular part-timers is the key. The Staff Council will discuss at their September meeting the best method to contact all regular part-timers and propose steps in getting and keeping the part-timers involved.

**6. "Leadership Western":** Leadership Western is designed to provide staff members with an opportunity to expand their personal leadership skills. The Council agreed to review the possibility of instituting this program in November, 1999.

**With no other business, the meeting was adjourned and the next meeting will convene on September 2, 1999, Thursday at 10 a.m.**

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# Staff Council Minutes

## 09/02/99

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**The Staff Council met for it's regular monthly meeting on Thursday, September 2, 1999 in D.U.C., Room, 226.**

**Council members present: Johnny Allen, Marilyn Anderson, Linda Cantrell, Debby Gabbard, Marshall Gray, Kathy Jimerson, Joe Keith, LaDonna Harris, and Larissa Young and Tony Thurman.**

**Council members absent: Larry Holder and Joy Gramling**

**1. Draft Sick Leave Policy. Brenda Keith, Manager of Benefits/Compensation, introduced a proposed leave sharing policy, which was discussed at length by the Council. Ms. Keith took the comments of the Council and will incorporate those comments into the policy. The Council will finalize this policy at the next meeting and it will subsequently be submitted to the Administrative Council for approval.**

**2. Homecoming '99. Guest, Jill Blythe, Co-chair of the Homecoming Committee, passed out schedule of events for Homecoming week. She encouraged staff council members to take note of the Office Decorating Contest during Homecoming week. Prizes will be awarded for various categories. This contest is a great opportunity to show campus spirit which will generate excitement amongst faculty, staff and students. The Fall Break Brunch will serve as the Homecoming kick-off for campus. The Homecoming Committee will sell Homecoming T-shirts at the Fall Break Brunch and will also have Homecoming schedules and Office Decorating Contest rules to pass out. Homecoming Week activities will take place October 18-24, 1999.**

**3. Staff Recognition Awards. A subcommittee has drafted program guidelines for the Employee Excellence awards. These guidelines were submitted to the full Council for consideration and will be voted on at a future meeting. After the program is approved by the Council, a subcommittee will be formed to formulate guidelines for the selection committee to follow. The Staff Council will look at awards in the following categories: Administrative Support, Building Services Attendants, Facilities Management/Skilled, & Professional..**

**4. GED \$200 Award. The question had been asked if the \$200 award for the receipt of a GED could be paid separately from the regular payroll check. Jim**



**Cummings, Manager of Payroll and Tax Compliance has advised the Council that the GED award must be included in the employee's payroll check and taxed accordingly. This follows the policy for all receipt of degree payments.**

**5. Fall Break Brunch, October 7, 1999 from 9 a.m.-11 a.m. The Council sub-committees finalized the arrangements for entertainment, door prizes, and the menu. The Council agreed to meet briefly in two weeks for a final update.**

**With no other business, the meeting was adjourned and the next regular meeting will convene on September 30, 1999, Thursday at 10 a.m.**

**The Staff Council Minutes, Constitution and By-laws are posted on the Staff Council web page at:  
<http://www.wku.edu/staffcouncil>**

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# Staff Council Minutes

## 10/14/99

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**The Staff Council met for its regular monthly meeting on Thursday, October 14, 1999 in WAB Second Floor Conference Room.**

**Council members present: Linda Cantrell, Debby Gabbard, Marshall Gray, Kathy Jimerson, Larissa Young, Joy Gramling, Joe Keith and Tony Thurman.**

**Council members absent: Johnny Allen, Marilyn Anderson, and LaDonna Harris.**

- 1. Fall Break Brunch Wrap-up: Over 600 WKU employees attended the Fall Break Brunch, October 7, 1999 from 9 a.m.-11 a.m. The Staff Council received very positive feedback from all attendees. A special thanks to all our sponsors and participants, and volunteers.**
- 2. Awareness of Special Needs: The Staff Council members will meet with the Director of Disability Services in November to discuss what is already in place for students and others with special needs. The council will make suggestions as to what can be done in the future to improve the situation of anyone on campus with special needs.**
- 3. Lack of Staff Representation on the University Senate: The Council discussed the University Senate, which is in the process of being developed by a Faculty Governance Committee. Some concerns have been raised that the name 'University Senate' implies that staff is included in this structure. The draft charter of the University Senate (which is available on the Faculty Senate web page) does not include staff in any role at the present time. These concerns have been brought to the attention of the Faculty Governance Committee and the Council will be exploring ways for faculty and staff to work together on common issues in the future.**
- 4. Chief of Police Candidates Open Forums: The Staff Council would like to encourage all staff to attend the open forums being held to meet the candidates for Chief of Police. The information on the forums is as follows:**

**Jerry Wells--Monday, October 18th  
2:30 PM  
Room 100, Garrett**

**Scott Shelton--Monday, October 25th  
9:30 AM**

**Room 100, Garrett**

**Mari Harris--Thursday, October 28th  
9:00 AM  
Room 100 Garrett**

**Robert Deane--Thursday, October 28th  
2:30 PM  
Room 100, Garrett**

**5. Staff Excellence Awards: The Council sub-committees will be prepared to discuss how to initiate this program at the next meeting. The Council will discuss the arrangements with the Human Resources Director, Tony Glisson, to discuss implementation of this program.**

**6. Crosswalk Recommendation: The Staff Council discussed the need for cross walks in a few major walking traffic areas of the University. Recommendation for the placement of a cross walk on Alumni Drive at the entrance of the Service One Credit Union parking lot entrance and also on Normal Drive in front of Cravens will be forwarded to the Parking and Traffic Committee for them to handle as they deem appropriate.**

**7. Resignation: Larry Holder has officially resigned from the Staff Council, effective immediately.**

**8. Patricia Kaye Cantrell was in an automobile accident this summer which has left her permanently paralyzed and confined to a wheel chair for the rest of her life. She was working for Facilities Management as a building service attendant in Diddle Arena before the accident. A fund has been set up at Service One Credit Union to collect money for a van that can accommodate a wheel chair and other needed medical equipment. Donations are now being accepted for the Patricia Kaye Cantrell medical fund at Service One Credit Union.**

**With no other business, the meeting was adjourned and the next regular meeting will convene on November 4, 1999, Thursday at 10 a.m.**

**The Staff Council Minutes, Constitution and By-laws are posted on the Staff Council web page at: <http://www.wku.edu/staff council>**

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# Staff Council Minutes

## 11/02/99

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**The Staff Council met for its regular monthly meeting on Thursday, November 2, 1999 in the Facilities Management Conference room.**

**Council members present: Tony Thurman, Kathy Jimerson, Linda Cantrell, Joy Gramling and Debby Gabbard.**

**Council members absent: Johnny Allen, LaDonna Harris, Marshall Gray, Marilyn Anderson, Larissa Young.**

**1. Awareness of Special Needs: The Staff Council members met with Michael Southern, (Student Disability Services). Michael discussed what is being done at present and what will be done in the future to improve the services provided for those with special needs or disabilities. Some topics addressed in the meeting:**

**Maps—identify accessible areas in pamphlet form; distribute maps to every building coordinator. Another option is to have the maps posted on the Internet.**

**Internal Bus Shuttle—This service can also be used by those with special needs for easy access to other buildings on campus.**

**Michael Southern will present the suggestions of the Council to the ADA Advisory Committee. This committee meets every second Thursday at 2PM in the Potter Conference Room.**

**2. Employee Awareness of Agenda Items: The Council discussed the idea of creating a link to our current web page for employees to review the agenda before each monthly meeting, and send any comments via E-mail. This avenue of communication will be discussed and finalized at our December staff meeting.**

**3. University Senate: The Staff Council discussed rotating one member each month to serve as a liaison with the Senate. The rotating member would be in a position to keep the Council up-to-date on matters that may need further discussion. This item will appear on the Agenda of the Staff Council next month for a vote.**

**4. Feminine hygiene products and trash receptacles in all women's**

**restrooms: A discussion about this matter is scheduled on December 16, whereas more information will be forthcoming and hopefully a final decision. The goal is to place feminine products in all women's bathrooms and at least one trash receptacle near the bathroom stalls. If you have questions or need more information, please contact Pat Jordan.**

**5. Staff Regent Position--Term and Release Times: Regent, Joy Grambling was asked to contact other staff regents in the state to determine if they had term limits and release times. This item will be up for discussion at the next meeting and possibly a vote in January by the Council.**

**6. Leadership Western: The Staff Council realizes that the time and expertise needed to start this program would be too involved for the Staff Council. However, the Council will look into other departments that may be in a position to initiate this program.**

**7. Employee Excellence Awards: The Council will discuss the arrangements with the Human Resources Director, Tony Glisson, to discuss implementation of this program.**

**8. Crosswalks Recommendation: Parking and Traffic advised that some roads that may need crosswalks are not owned by the University, such as Normal Avenue (city-owned) and KY State Street (68-80-state-owned), so the University cannot place crosswalks or signs on those roads. There are a couple of busy streets such as in front of the Service One Credit Union and Alumni Drive that will be considered in the near future for crosswalks or posting of signs.**

**9. Resignation: Marilyn Anderson has officially resigned from the Staff Council, effective immediately.**

**With no other business, the meeting was adjourned and the next regular meeting will convene on December 2, 1999, Thursday at 10 a.m.**

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