
Staff Council Minutes

01/13/2000

The Staff Council met for its regular monthly meeting on Thursday, January 13, 2000 in the WAB Regents Room.

Council members present: Tony Thurman, Kathy Jimerson, Linda Cantrell, Marshall Gray and Johnny Allen.

Council members absent: Joy Gramling, LaDonna Harris, Marshall Gray, and Larissa Young.

- 1. Staff Council Elections: Staff Council '2000 election is being planned for late April. Additional details are forthcoming.**
- 2. Leadership Western: The Staff Council will be meeting in February with Continuing Education regarding the possibility of initiating this program.**
- 3. Employee Awards: Guidelines are being finalized for Employee Excellence Awards.**
- 4. Patricia Kaye Cantrell Fund: The Staff Council donated \$90 in December '99 to this fund.**
- 5. Service Recognition Awards: This program cannot be initiated at this time because of a lack of funds in the University budget.**
- 6. The Staff Council wants to hear from you. Do you have a question, concern or comments? You can now email the Staff Council at: staffcouncil@wku.edu
The email address is not case sensitive.**

With no other business, the meeting was adjourned and the next regular meeting will convene on February 3, 2000, Thursday at 10 a.m., in the Continuing Education Conference Room.

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

02/03/2000

The Staff Council met for its regular monthly meeting on Thursday, February 3, 2000 in the South Campus Board Room 110.

Council members present: Tony Thurman, Kathy Grover-Jimerson, Linda Cantrell, Johnny Allen, Joe Keith, LaDonna Harris, and Debby Gabbard.

Council members absent: Joy Gramling, Marshall Gray, and Larissa Young.

- 1. Staff Council Elections: The 2000 Staff Council election has been set for April 20, 2000 from 9-11a.m.. in Garrett Conference Center and from 1-3 p.m. in Downing University Center. A memo and nomination form will be mailed out to staff on March 24th. The deadline for nominations is March 31. The memo will contain all criteria for nominating and running for a Council seat.**
- 2. Leadership Western: The Department of Continuing Education and Outreach Programs presented a proposal and overview of a Leadership Western Program. The discussion covered the goals, structure, budget, and the purpose of such a program at WKU. A joint recommendation to begin this program will be made to the President's Administrative Council from the Staff Council and the Continuing Education Department.**
- 3. Employee Awards: The finalization and approval of these awards has been postponed until the March meeting. The subcommittee appointed to finalize the awards criteria had been unable to meet since the last Council meeting.**
- 4. Good Friday: The University presently has 16 paid holidays compared to 11 or 12 paid holidays for other universities. At this time no provision for Good Friday will be added to the holiday schedule.**
- 5. Privatization of Facilities Management: The Council had requested an update on the Marriott Facilities Management contract status from Dr. Ransdell earlier in the month. Dr. Ransdell reported that the issue of renewal was being pursued. The Council has asked John Osborne to keep them up to date on the status of this contract renewal.**
- 6. Sick Leave Policy: The Department of Human Resources will look into ensuring that the Sick Leave Policy is consistent university wide, including the Facilities area. Presently, the policy is 10 consecutive days without a doctors written excuse.**
- 7. Student and Administrative Affairs: The Staff Council has received a request from President Ransdell for a**

Staff Council Minutes

03/02/2000

The Staff Council met for its regular monthly meeting on Thursday, March 2, 2000 in the Facilities Management conference room, No. 1.

Council members present: Tony Thurman, Kathy Grover-Jimerson, Linda Cantrell, LaDonna Harris, Joy Gramling, Marshall Gray and Debby Smith.

Council members absent: Larissa Young, Joe Keith and Johnny Allen.

1. University Senate: A discussion concerning rotating a member from the Staff Council to serve as an ex-officio member of the Senate was approved by the Staff Council. In April the Staff Council will consider changing the by-laws to include verbage concerning representation on the University Senate.

2. Staff Excellence Awards: The Staff Council finalized and approved guidelines for the Staff Excellence awards. The proposal will be forwarded to the Director of Human Resources for implementation.

3. Shared, Medical-Leave Bank: The "Shared, Medical Leave" was finalized and unanimously approved by the Staff Council. The purpose of this program is to assist employees who have exhausted their accumulated medical leave due to a prolonged or catastrophic illness or injury. The Shared, Medical-Leave Bank will be effective upon approval by the President's Administrative Council.

4. Staff Council Elections: The 2000 Staff Council election has been set for April 20, 2000 from 9-11 a.m. in Garrett Conference Center and from 1-3 p.m. in Downing University Center. A memo and nomination form will be mailed out to WKU employees on March 15th. The deadline for nominations is March 31. The memo will contain all criteria for nominating and running for a Council seat. Currently there are 12 positions open. We encourage all to get involved.

5. Staff Regent Term Limits: Previous guidelines pertaining to the election of the Staff Regent (which is coming up soon) stated that a staff member could only run for the position for two consecutive terms, but then must sit out a term before running again. The Council voted to remove that language from the election guidelines thus removing term limits for the Staff Regent. The state statute does not impose term limits and most of the state universities do not have term limits

6. Staff Regent Release Times: The Council is considering making a recommendation to Dr. Ransdell to formalize a policy that would ensure that the Staff Regent is given the necessary time away from the job to perform duties required by that position. We will continue this discussion at our next

representative to serve on the search committee for Vice President for Student and Administrative Affairs. LaDonna Harris will represent the Staff Council on this search committee.

8. Herald Article—Pay Raise Salary Pool: The Staff Council was given an overview of the Health Insurance Assessment for the 1999 calendar year. Emphasis was placed on what will be done in the future to help reduce costs. The Human Resources Manager stressed that “we have significantly more information regarding health service trends and patterns than we ever had previously. This information will be highly valuable as we construct future plan designs to meet the University's cost objectives and the health needs of our employees.”

9. Shared Medical Leave Medical Leave Bank: This policy is intended to provide a formal means whereby an eligible employee may donate up to five (5) days of accumulated medical leave to the Medical Leave Bank. The purpose of this program is to assist employees who have exhausted their accumulated medical leave due to a prolonged or catastrophic illness or injury. The Human Resources Manger presented to the Staff Council a draft policy concerning the Medical Leave Bank. The Council will vote on this draft policy at the March Council meeting. The Medical Leave Bank will be effective upon approval by the President's Administrative Council.

With no other business, the meeting was adjourned and the next regular meeting will convene on March 2, 2000, Thursday at 10 a.m., in the Facilities Conference Room.

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Subject: Staff Council minutes of April meeting

Resent-From: Staff-All@wku.edu

Date: Mon, 10 Apr 2000 16:48:20 -0500

From: "Joy Gramling" <Joy.Gramling@wku.edu> Internal

Organization: Western Kentucky University

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

The Staff Council met for its' regular monthly meeting on Thursday April 6 at 10 a.m. in DUC room 226. Members present were: Johnny Allen, Linda Cantrell, Debby Smith, Joy Gramling, Marshall Gray, LaDonna Harris, Joe Keith and Tony Thurman. Kathy Jimmerson (part time representative) was absent.

1. Staff Council election: A memo will be sent out soon to announce the candidates for Staff Council, polling locations and times. The memo was read and approved with a few changes. One notable change is that the Secretarial/Support Personnel category now has 4 positions to be filled due to a recent resignation. The election will be held April 20th in Garrett lobby from 9 a.m. to 11 a.m. and DUC lobby from 1-3. More information will be coming in the mail soon.

2. Dates have now been set for the Staff Regent election. Human Resources will begin accepting nominations for Staff Regent on May 8th. Nominations will close on May 22nd. Staff Regent election and forum guidelines will then be sent to all candidates. The deadline for the return of statement of compliance forms (compliance with election and forum guidelines) will be June 12th. A candidate forum will be scheduled on Monday June 12th and the election will be held on Tuesday, June 13th. The times and locations for the forum and the election will be announced in a mailing to all staff, including a runoff election if it is necessary.

3. For the past two years the Staff Council has participated in a day long retreat. This year's retreat will be held on June 1st, at a place yet to be determined. All newly elected members will be invited to attend. Some suggested agenda items are:

- * orientation for new members
- * election of officers for the coming year
- * review new Human Resource policies
- * discussion - Staff Council's position on privatization
- * Fall Break Brunch standing committees
- * release time for Staff Regent
- * continuing concern of staff in the KTRS retirement system

about sick leave

4. The next meeting of the Staff Council will be May 4th.

With no other business to be addressed, the Council adjourned at 12 noon.

Subject: May-2000 Staff Council Minutes
Resent-From: Staff-All@wku.edu
Date: Thu, 18 May 2000 08:16:26 -0700
From: "Kathy Grover" <Kathy.Grover@wku.edu> Internal
Organization: Western Kentucky University
To: Staff-All <Staff-All@wku.edu>

The Staff Council met for its regular monthly meeting on Thursday, May 4, 2000 in the Wetherby Administrative conference room.

Council members present: Tony Thurman, Kathy Grover-Jimerson, LaDonna Harris, Joy Gramling, Marshall Gray and Debby Smith, Joe Keith and Johnny Allen.

1. **Staff Regent Elections:** The election is June 13th. Staff Regent nominations will be accepted until May 22, 2000. A candidate forum is tentatively scheduled on Monday, June 12 and more details will be forthcoming.
2. **Tuition Discount for Dependent Children:** The Staff Council is taking a closer look at the tuition discount for dependent children.
3. **June Retreat:** The Staff Council will meet at Basil Griffin Park from 8:30 a.m. All elected members of the Council are invited. Some of the items that the Council will be discussing: the Staff Council Bylaws, Staff Regent Election, Staff Regent candidate and forum guidelines, Release Time for Staff Regent, Staff council officer election.

With no other business, the meeting was adjourned and the next regular meeting will convene on June 1, 2000, Thursday at 8:30 a.m. at Basil Griffin Park.

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Subject: Staff Council Minutes (July, 2000)
Resent-From: Staff-All@wku.edu
Date: Thu, 08 Jun 2000 15:29:53 -0700
From: "Kathy Grover" <Kathy.Grover@wku.edu> Internal
Organization: Western Kentucky University
To: Staff-All <Staff-All@wku.edu>

The Staff Council met for its Summer Retreat on Thursday, June 01, 2000 at Basil Griffin Park from 8:30 a.m. to 4:30 p.m.

Council members present: Tony Thurman, Kathy Grover-Jimerson, Joy Gramling, Marshall Gray, Debby Smith, Joe Keith and Johnny Allen.

New member present: Carolyn Hunt, Jim Ramage, Dale Lamastus, Teresa Dunning, Dina Bessette, Brenda Keith, and Phyllis Reed.

1. New Member Orientation: Joy Gramling welcomed the new members to the Staff Council.

Joy discussed the Staff Council by-laws, constitution, past, present and future goals and accomplishments. A hearty welcome to all our new members and sincere thanks to our outgoing members, LaDonna Harris, Joe Keith, Debby Smith and a special thanks to our past chairman, Linda Cantrell. For a list of 2000-2001 council members, please click on the Staff Council web page at: <http://www.wku.edu/staffcouncil>

2. Staff Regent Elections: The election is June 14th. The two candidates are: Tony Thurman, Exhibits Technician, Library Special Collections and Howard Bailey, Associate Vice President and Dean, Student Life. You are invited to attend a candidate forum on Monday, June 12, 2000, at 10:00 a.m. in the Garrett Conference Center Auditorium (Room 103). Each candidate will be permitted to speak five minutes to introduce themselves and make an opening presentation. This will be followed by a question and answer period where you may present questions to each candidate. Responses will be limited to one minute for each nominee responding to a question. Each candidate will have three minutes to make a closing statement. The election will be held Wednesday, June 14, 2000, from 9:00 a.m. to 11:00 a.m. in the lobby of the Garrett Conference Center and from 1:00 p.m. to 3:00 p.m. in the lobby of the Downing University Center. The Staff Council will conduct the forum and the election. If you will not be on campus the day of the election, you may vote by absentee ballot in the Department of Human Resources June 7, 2000, through June 13, 2000; 8:00 a.m. through 4:00 p.m. If you have any questions regarding the election process, please contact Marshall Gray, ext. 6185 or any member of the Staff Council members.

3. Tuition Discount for Dependent Children: The Staff Council is taking a closer look at the tuition discount for dependent children and will continue to research this issue. However, the Staff Council is in full agreement that the form should be changed in Human Resources as to whom qualifies as a dependent child.

4. Staff Salaries: The Staff Council met with Tony Glisson, Human Resources Director, to discuss the University's strategic plan to recruit and retain personnel. Tony addressed the issue of gradually bringing staff salaries up to current market level. The University's Benefit Package was also addressed briefly as compared to other benchmark schools. The Human Resources Director will be invited again for an on-going discussion of these issues. Also the

Staff Council will meet to discuss an action plan to address salary issues.

5. Medical Leave Bank: Even though this policy was approved by the Staff Council a few months ago, there was a discussion as to why this has not met with final approval. The Staff Council will send another letter to get this issue resolved.

6. Staff Excellence Awards: The funding has been approved and the program should be instituted campus wide by the end of August 2000.

7. Staff Council Elections: Nominations were tentatively agreed upon and during the July council meeting, with all members present, the election will be held. The nominations are: Chair, Marshall Gray; Secretary, Joy Gramling; and Treasurer, Johnny Allen.

8. Dr. Ransdell: The Staff Council met with Dr. Ransdell over lunch. Some of the issues discussed were: Staff salaries, campus morale and the future direction for the University. Future meetings during the year will be scheduled with Dr. Ransdell and the Staff Council.

With no other business, the meeting was adjourned and the next regular meeting will convene on July 6, 2000, Thursday at 10:00 a.m. in Downing University Center Conference Room.

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Subject: Staff Council Minutes of July Meeting
Resent-From: Staff-All@wku.edu
Date: Tue, 11 Jul 2000 10:15:52 -0500
From: "Joy Gramling" <Joy.Gramling@wku.edu>
Organization: Western Kentucky University
To: Staff-All <Staff-All@wku.edu>

The meeting was called to order on July 6, 2000 at 10 a.m. in DUC Room 349. Members present were: Johnny Allen, Dina Bessette, Teresa Dunning, Jackie Ellis, Joy Gramling, Marshall Gray, Carolyn Hunt, Kathy Jimmerson, Brenda Keith, Dale LaMastus, Elizabeth Paris, Jim Ramage, Phyllis Reed, Tony Thurman, and Brian Ward. Howard Bailey, our newly elected Staff Regent was also present as was James McCaslin from the EEO/ADA Compliance office.

1. Newly elected officers for the 2000-2001 year are: Marshall Gray -Chair, Johnny Allen - Treasurer and Joy Gramling - Secretary.

2. Caller ID: A concern was raised about protecting the anonymity of WKU employees making anonymous calls to the EEO office or sexual harassment University Ombudsmen. If any of these offices have phones equipped with caller id, it could compromise the caller's anonymity. It was decided to research the issue to see if any of these offices have caller id capabilities and if so - what can be done to be sure anonymous calls are just that.

3. Service Awards Recognition: This has been an ongoing issue that the Council has been working on for a couple of years now. These awards would recognize employees for longevity in the form of a variety of gifts for 5, 10,15, 20, 25, 30 and 35 years of service to the University. The Council feels that this would place some value on longevity and would contribute to the retention of quality employees, but this request was not funded in the last budget cycle. The Council wants to look at this program again, try to come up with other ways to fund it if possible and put it on our list of requests but it remains to be seen how high a priority it will be. In the next few months the Council will be working on prioritizing issues, in order to focus our energies on our top priorities when the Budget Council begins building the new budget in January.

4. Longevity Pay Increases: Jim Ramage presented the Council with a military pay increase chart which incorporates "steps" for years of service. If something like this was implemented here at Western, it would have to be an "across the board" increase but might help put a little distance between new hires and employees who have been at Western for a number of years. Our present system is very disheartening for these employees when a new person with the same qualifications is hired for the same job and is paid more than the employee that's already here. Starting pays have been increased in order to recruit quality staff but not enough attention has been paid to the retention of the quality staff members that we already have. The Council will continue to look at this issue. We will invite Tony Glisson, Director of Human Resources to come talk to us about the existing pay structure and how it could possibly be improved.

5. Fall Break Brunch: The Council decided to have the Fall Break Brunch this year but a conscious effort will be made to streamline the operation so that we can spend more time on more pressing issues. A subcommittee will be appointed to take care of door prizes and a caterer will be hired to take care of the food. The probable date for the Brunch is October 5 in the Downing University Center. We all look forward to spending a couple of hours together during Fall Break!

6. Excellence Awards: Cash awards will be given to four staff members every

year at the Fall break Brunch beginning this year. A few minor changes need to be made to the nomination forms, but Human Resources has agreed to fund this initiative and we are just about ready to set it in motion. More information will be forthcoming.....

7. Tuition Discount For Dependent Children: It has been brought to our attention that the on-line form to apply for this benefit stipulates that you must have claimed your child on your last tax return in order to be eligible for the benefit. However, in the actual written policy there is a provision for children of separated or divorced parents which states that the tax return does not apply in these situations. The Council has asked HR to put this language on the on-line form so that divorced or separated parents will know that they are still eligible for half off tuition for their children attending Western.

8. Shared Medical Leave: The Council is still working on this issue to make sure that all remaining questions are answered. This program would allow an employee to donate a specified amount of sick time to a pool that other employees of the University who may be in need of paid sick leave could draw from. One big concern is - what are the cost implications if any? We will put this on our next agenda for further consideration.

9. KTRS Committee: For years, staff employees who are in the KTRS retirement system have been asking why they can not carry over sick leave to count toward retirement as KERS employees are able to do. This is a complicated issue with large cost implications that may require some extensive research. Some preliminary work will be done before our next meeting and a committee may then be appointed to take on this task.

10. A question was raised about the cost of a parking pass for part time employees. Kathy Grover-Jimmerson will look into this issue and bring some information to the next meeting.

Carolyn Hunt will host our next regular meeting on August 3 at 10 a.m. in Tate Page Hall Room 421.

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Subject: Staff Council Meeting Minutes From August 3
Resent-From: Staff-All@wku.edu
Date: Fri, 04 Aug 2000 16:16:34 -0500
From: "Joy Gramling" <Joy.Gramling@wku.edu>
Organization: Western Kentucky University
To: Staff-All <Staff-All@wku.edu>

The meeting was called to order on August 3, 2000 at 10 a.m. in Tate Page Hall room 421. Members present were: Dina Bessette, Teresa Dunning, Jackie Ellis, Joy Gramling, Marshall Gray, Carolyn Hunt, Kathy Jimmerson, Brenda Keith, Dale LaMastus, Elizabeth Paris, Jim Ramge, and Phyllis Reed. Members absent were Johnny Allen, Tony Thurman and Brian Ward.

1. Tuition discount for dependent children: The online form has now been changed to agree with the policy which requires that your child was claimed on your last income tax return, except "In the case of legal separation or divorce, a natural or adopted child or legal ward may participate in this program regardless of which parent declares the child as a dependent for income tax purposes." Thanks to Human Resources for implementing this.
2. Anonymous caller confidentiality issue: It has been determined that none of the appointed ombudsmen (for sexual harassment complaints) have caller I.D. capability. Jim Ramge will do some follow up with the Equal Opportunity/ADA Compliance Office about this issue.
3. Vacation time accrual rate: A staff member asked the Council to consider the fact that the accrual rate for vacation time stays the same after an employee has reached 20 years of service. Even after 25 or 30 years of service, an employee can still only earn 24 vacation days a year. It was the consensus of the Council that our existing vacation time policy is very liberal and taking into consideration the Christmas Break and other paid holidays, we are satisfied with the current structure.
4. Vacation time accounting during summer hours: The Council was asked to look at the fact that during summer hours we still must use seven and a half hours of vacation time to make up for missing a seven hour day. Or if you leave work an hour early in the afternoon, you must use an hour and a half of vacation time to account for it. The Council decided that we are very happy with the summer hours schedule and we do not plan to take any action on this item.
5. University Senate: The new University Senate will begin meeting on August 31 at 3:30 p.m. in the Garrett Conference Center. One member of the Staff Council is included in the University Senate as a non-voting member. We will be sending 2 members to each meeting to represent the Staff of the University and to report back to the Council. We will send 2 different Council members each month so that we all can get a chance to observe the University Senate in action.
6. Fall Break Brunch: The Fall Break Brunch will be held October 5th in Downing University Center. Four Staff Excellence Awards (\$300 and a plaque!) will be given at the Brunch. Nomination forms will be coming in the mail in September. A Promotional Committee and a Prize Committee have now been assigned to get ready for this event.
7. Shared medical leave: The Staff Council has recommended that Human Resources present the shared medical leave policy to the Administrative Council for approval. This policy would allow employees to donate up to 5 sick days a year to a pool that could be drawn on by other employees that may be out of sick time. If the Administrative Council approves this policy, a letter of explanation will be sent to all employees from the Human Resources Department explaining the guidelines for donating and receiving sick time from your fellow employees.
8. Staff Council Priorities: After much discussion throughout the meeting about various issues, the Council made a list of priorities for the coming year. Our number one priority this year is to improve staff salaries. We want to explore two possible options to help achieve this goal - a market value adjustment pool and a longevity pay increase scale. We plan to do some homework to prepare for the next budget building cycle which will begin in December or January of this year. Priority #2 is to continue working on service awards to honor the number of years an employee has worked here, and priority #3 is to continue working on the issue of sick leave counting toward retirement for employees in the KTRS system. Sub-committees have been formed to address these important issues. They are as follows: Longevity/Salary Committee - Brenda Keith, Chair; Dina Bessette, Elizabeth Paris, Jackie Ellis and Jim Ramge. KTRS Committee - Tony Thurman, Chair; Marshall Gray, Joy Gramling, and Brenda Keith. Service Awards - Jackie Ellis is doing some preliminary research.

The next meeting will be held on September 7 at 10 a.m. in the second floor conference room of Wetherby Administration Building.

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Council: staffcouncil@wku.edu

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Subject: Staff Council Minutes of 9/7/00 meeting

Date: Tue, 12 Sep 2000 16:47:47 -0500

From: Joy Gramling <Joy.Gramling@wku.edu>

Organization: Western Kentucky University

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

The meeting was called to order on September 7th, 2000 at 10 a.m. in the second floor conference room of Wetherby Administration Building. Members present were: Johnny Allen, Dina Bessette, Jackie Ellis, Joy Gramling, Marshall Gray, Carolyn Hunt, Kathy Jimmerson, Brenda Keith, Elizabeth Paris, Phyllis Reed, and Tony Thurman. Staff Regent Howard Bailey and Tony Glisson were also in attendance. Members absent were: Teresa Dunning, Dale LaMastus, Jim Ramge and Brian Ward.

1. Health Insurance: Tony Glisson presented the tentative plan designs for 2001 to the Council. There are 3 different plan designs, Basic, Standard and High. Following approval by the Insurance Committee and then by the Administrative Council, several campus wide forums will be held in order to get feedback from employees. As we get close to open enrollment in November, the Department of Human Resources will conduct some educational sessions for the campus community to explain this year's insurance options. Times and locations will be announced. Tony noted that the high cost of pharmaceuticals has been a big cost driver in formulating the new plan designs. The good news is that the University's contribution will go up this year by \$45 to \$215 per month per employee. Tony urged employees to look into the option of a medical reimbursement account - a pre taxed medical savings account that can help pay out of pocket medical costs. This would be a good option for employees who waive the University's health insurance plan (because they are covered by their spouse's plan, for example) and the University's contribution can be put into such an account. More information on health insurance options will be forthcoming.

2. Salary Committee Report: This Committee has been charged with looking into ways to help accomplish our organizational goal of improving staff salaries. Suggestions made by the Committee to improve equity pay issues regarding new hires, transfers, promotions and lateral moves included: a) a check sheet completed prior to assigning new hire rates that analyze others currently in the department within the same pay bands. b) a analysis by VP areas and departments to determine what current equity issues are occurring and c) a Compensation Committee is needed to review salaries. The Council discussed ways to come up with data to support a request for a pool of money to bring up salaries of positions that are lower than "market value" during the next budget cycle. We want to continue to address the issue of compensation for length of service as well.

3. Raises for Part Time Employees: There are many part time employees on this campus who do not receive annual raises. There is not a pool of money allocated to departments for this purpose, so if a department wants to give raises to the part time staff the money must be carved out of the existing departmental budget. Some departments choose not to do this. The Council feels that it is not fair to these employees who are such an important part of our workforce. The Council would like to bring this issue to the attention of the Budget Council and the President. Part of the Western's Strategic Plan is to recruit and retain quality staff and part time employees are staff here at Western and should not be forgotten at raise time.

4. Staff Excellence Awards: This new program is now up and running. Cash awards of \$300 and a plaque will be given to four outstanding staff employees at our Fall Break Brunch this year. Everyone should have received a mailing on this including a nomination form. If you need a form or have any questions contact the Department of Human Resources. We already have some nominations - get your nomination in by September 18. The Council would like to thank Donald Smith and the Alumni Center for funding these awards.

5. Fall Break Brunch: The Brunch will be taking place on October 5, 2000 from 9-11 a.m. in the DUC lobby and patio area. We hope to have quicker food service this year since there will be four food stations instead of two. There will also be some good prizes and music by Jeff Younglove. We hope to see everyone at this annual event.

6. University Senate Report: The Staff Council holds a non-voting seat on the University Senate and will be sending two members to each monthly meeting. Dina Bessette and Joy Gramling attended the first University Senate meeting on August 31, 2000 and reported to the Council. Items of interest included: make-up of Senate, standing committees etc., Post Tenure Review system of Faculty, update on this year's Budget Council, report on the old Faculty Senate's evaluation of the President's job performance, and a presentation to the University Senate by Wood Selig, Athletic Director, on the proposed athletic fee increase for students.

7. Service Awards: Jackie Ellis presented some research she did concerning service awards at other universities in Kentucky. These awards are given for number of years of service to the university and range from lapel pins to plaques, and receptions to banquets. Funding for the program continues to be a stumbling block for a similar program here at Western but we will continue to look for funding options.

8. KTRS Committee Report: This committee has been charged with looking into the possibility of staff employees in the KTRS retirement system being able to use their accumulated sick time toward retirement as employees in the KERS system do. Tony Thurman reported that the committee has looked at some research that was done about 5 years ago. The major problem identified in this information is the fact that Western's faculty (most of whom are also in KTRS) have no formal sick leave policy which would make accounting for sick time impossible. No changes can be made without including all participants of the retirement system. This is a complex issue that will take some time to research. The committee will continue working on this issue.

9. Other Business: Staff Regent Howard Bailey updated the Council on his recent efforts to get feedback from employees at Facilities Management by providing an "Opportunity for Improvement" form and several drop box locations. He also gave a brief report on the August Board of Regents meeting.

Our next Staff Council meeting will be held on October 12 at 10 a.m. in DUC.

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Subject: Staff Council meeting minutes 10/12/00
Resent-From: Staff-All@wku.edu
Date: Mon, 16 Oct 2000 16:42:43 -0500
From: "Joy Gramling" <Joy.Gramling@wku.edu>
Organization: Western Kentucky University
To: Staff-All <Staff-All@wku.edu>

The meeting was called to order October 12, 2000 at 10 a.m. in DUC room 340. Members present were: Teresa Dunning, Jackie Ellis, Joy Gramling, Marshall Gray, Carolyn Hunt, Kathy Grover-Jimerson, Brenda Keith, Dale LaMastus, Elizabeth Paris, Jim Ramge, and Tony Thurman. Staff Regent Howard Bailey and Claus Ernst were also in attendance. Members absent were: Johnny Allen, Dina Bessette, Phyllis Reed and Brian Ward.

1. Health Insurance: Claus Ernst, who has been chairing the insurance committee, spoke to the Council about the background of the committee, the six recommendations that were made to the President and the reasoning for making those recommendations. The Council has been very concerned about the health insurance issue since the premium structure came out several weeks ago. The Council would like to thank Dr. Ransdell for giving the campus community the chance to voice our opinion and then listening to us. As most of you know by now, the recommendations made by the insurance committee have been accepted by the administration including increasing the University contribution to \$315. The insurance committee also recommended: giving each employee the same contribution, a cafeteria plan which will create medical spending accounts with any money left over after an individual's premiums are paid, dropping Plan C, increasing single premiums by \$25 to create a cushion against further deficit (the increase is covered by the increase in University contribution) and putting money left from medical reimbursement accounts at the end of the year back into a pool for insurance purposes only.

2. University Senate Report: Johnny Allen and Joy Gramling attended September's meeting of the University Senate September 21. The major topic of discussion was the crisis that was developing around the health insurance after the premium structure and plan designs had been released. A resolution was passed calling for the President and the Board of Regents to immediately raise the University contribution to the benchmark average of \$337 per month (the Council decided electronically the next day to make it a joint resolution). A resolution was also passed stating the Senate's opposition to a proposed \$90 increase in the student athletic fee. A motion asking the CPE to study the amount of money spent on athletics at regional universities in KY did not pass. The Senate is preparing it's 5 budget priorities to send to the Budget Council later this month. The next meeting of the University Senate is October 19 at 3:30 in the Garrett Ballroom.

3. Wrap up of Fall Break Brunch: The Council would like to thank the donors, the participants and all those who helped make this year's Brunch a big success. A few notes were made about how to make next year's event even better.

4. Budget Priorities for 2001: Marshall Gray, chair of the Staff Council is one of the eight members of the University Budget Council which will meet October 26th. The members have been asked to bring five budget priorities to the table. The Council reached a consensus on our five areas of concern. They are: Market adjustments for support staff starting with the lowest paid and working up, health insurance, part time salary adjustments on an annual basis, continued enhancement of employee benefit package (life insurance, dental care, etc.), and ensuring annual compensation increases for full time staff.

The next meeting of the Staff Council will be November 2, 2000 in DUC room 226.

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comments? You can now email the Staff Council: staffcouncil@wku.edu

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Subject: Staff Council minutes of 11/2 meeting

Resent-From: Staff-All@wku.edu

Date: Wed, 08 Nov 2000 09:11:52 -0600

From: "Joy Gramling" <Joy.Gramling@wku.edu>

Organization: Western Kentucky University

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

The meeting was called to order on November 2, 2000 at 10 a.m. in DUC room 226. Members present were: Johnny Allen, Dina Bessette, Teresa Dunning, Joy Gramling, Marshall Gray, Kathy Grover-Jimerson, Carolyn Hunt, Brenda Keith, Dale LaMastus, Elizabeth Paris and Tony Thurman. Staff regent Howard Bailey was also in attendance. Members absent were: Jackie Ellis, Jim Range, Phyllis Reed and Brian Ward.

1. Regent Report: Howard Bailey covered some of the issues from last week's Board of Regents' agenda. He said his vote for the increase in the student athletic fee was a vote for the future. He is optimistic that Western's parking problem will be eased by this and that the cut in the Athletics Department budget years ago will finally be addressed. Howard also spoke on the fact that Western settled three sexual harrasment lawsuits out of court instead of tying up time and resources by going to court.
2. Budget Council Report: Marshal Gray, our Staff Council representative on the Budget Council reported on the meeting held November 2, 2000. This meeting was mostly informational. Several members shared the five budget priorities from their area including Academica Affairs, Student Affairs and Staff Council. A list from the President has also been presented. Several items that seem to be on most everyone's list so far are health insurance, salary increases for faculty and staff, and covering fixed costs. The Budget Council has a lot of work to do and will meet every week for the next four or five weeks.
3. Report on University Senate: Our two representatives to the University Senate in October were Marshall Gray and Jim Range. In the report from the Senate President, Patricia Minter, thanked the Staff Council for signing on to the resolution that was sent to the University President asking for the increased University contribution to health insurance. Other items of interest were that the Senate web page will soon be up and running and will be using Microsoft Word. Committees are still being formed, but there were several reports from committees that are already working. President Ransdell spoke to the Senate about the goals of the University for the next several years.
4. Health Insurance Committee: The committee that will take up health insurance for the 2001-2002 year is now being formed. Members who served on the last committee have been asked to return if they want to serve. Since Marshall Gray's term on the Council will end before the work of the committee will be done, Joy Gramling has been elected to serve as the Staff Council representative.
5. Staff Excellence Awards: The Council is looking at ways to improve the process of nominating and selecting employees for the new Staff Excellence Awards that were given for the first time at the Fall Break Brunch last month. A resolution was passed that clarifies the role of the Department of Human Resources and the selection committee. HR will collect nominations, put them into categories, verify employment status and then turn nominations over to the selection committee. The committee will make all award decisions and will make all necessary contacts to ensure that the award winners are worthy recipients. We are very pleased with this program and want to continue to make it even better.
6. KTRS Committee Report: Tony Thurman reported that he has spoken to a KTRS representative in Frankfort who has confirmed that none of the KTRS rules

have changed for the last 5 years, so most of the information that was gathered by the Council a few years ago (with the exception of WKU employee information) is still valid. Any changes made for WKU employees who are in the KTRS retirement system must be made for the whole group and since most of our employees in KTRS are faculty, our next step will be to take this issue to the University Senate. The only way the KTRS employees could be allowed to use accumulated sick time toward retirement (as employees in the KERS system can) would be if our faculty adopted a formal sick leave policy so that their sick days can be accounted for just as sick time is accounted for staff employees in the KTRS system. The two major obstacles are: creating a formal sick leave policy for faculty and asking the administration to put up the money it would take to buy the sick time from KTRS (the state pays for the costs involved in allowing KERS members to use accumulated sick leave toward retirement). The committee will continue to work on this complicated issue.

7. The Council has been asked to check on the status of a salary study that was recommended by the Task Force on the Status of Women. The administration had said the study would be done this fall, but nothing is happening on it so far. The Council will follow up on this issue.

The next meeting of the Staff Council will be December 7 at 10 a.m. in DUC room 226

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Subject: Staff Council meeting minutes 12/7/00

Resent-From: Staff-All@wku.edu

Date: Tue, 12 Dec 2000 16:29:03 -0600

From: "Joy Gramling" <Joy.Gramling@wku.edu>

Organization: Western Kentucky University

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

The meeting was called to order December 7, 2000 at 10:00 a.m. in DUC room 226. Members present were Johnny Allen, Dina Bessette, Teresa Dunning, Jackie Ellis, Joy Gramling, Marshall Gray, Carolyn Hunt, Brenda Keith, Elizabeth Paris, Jim Range, Phyllis Reed and Brian Ward. Staff Regent Howard Bailey was also in attendance. Members absent were: Kathy Grover-Jimerson, Dale Lamastus and Tony Thurman.

1. Staff Regent Report: Howard Bailey told the Council about the Special Meeting of the Board of Regents held December 1, 2000. The Administration asked the Board to vote to cut two men's sports teams (golf and tennis) to help the Athletics Department balance its' budget in the future. The vote was a tie so the teams will not be dropped. We plan to invite Athletics Director Wood Selig to our next meeting to ask questions about our present and future conference affiliations.

2. University Senate Report: Phyllis Reed reported on the University Senate Meeting which was held November 16, 2000. A resolution was passed by the Senate objecting to the recent naming of Meredith Hall. The Senate also passed a resolution asking that the President hold the Athletics Department accountable for their yearly budget. Other items of interest were reports from the Curriculum Committee and the Faculty Welfare Committee.

3. Habitat for Humanity: An idea which is in the beginning stages was brought to the Council - to join forces with the local Habitat for Humanity organization to build a house for a WKU employee by WKU employees. We certainly have all the necessary skills available here on campus if we could get enough volunteers. There are lots of questions to be answered but the Council is very enthusiastic about the possibilities. We will do some homework and come back to this issue very soon.

4. Staff Excellence Awards: The Selection Committee will be reconvened in January to evaluate this year's selection procedures and fine tune the process..

5. Budget Council Report: Marshall reported that this year's institutional budget priority list is as follows:

- Recruit and retain quality faculty and staff
- Provide funds for academic enrollment, retention and access
- Improve physical resources
- Provide permanent funding for recurring expenses

These priorities are in no particular order. Marshall provided the Budget Council with a copy of last year's staff salary analysis which was done by the Department of Human Resources, for some background information to support our push for market salary adjustments "from the bottom up" for the lowest paid staff. The Council feels that no one who works here should be below the poverty line. The Council also feels that in house equity is one of our biggest problems and that our present classification system is not working. The Carroon Study was implemented to address compensation issues but the program has not been completely successful in all aspects (The Salary Committee of the Staff Council will meet in early January to try to address these important issues). Marshall will continue to work to keep staff salary increases on the Budget Council's priority list at their weekly meetings.

6. Health Insurance Committee Report: The Health Insurance Committee is charged with making recommendations for our plan year 2002. The Committee met November 28, 2000 and will continue to meet at least monthly to deal with such issues as self insurance versus fully insured, future benefits and future premiums.

The next meeting of the Staff Council will be held January 16, 2001 at 10 a.m. in the Police Annex Training Room.

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