

**Subject: 1/8/02 Staff Council Minutes**

**Date:** Tue, 15 Jan 2002 14:44:03 -0600

**From:** Elizabeth Paris <elizabeth.paris@wku.edu>

**Organization:** Western Kentucky University

**To:** StaffAll <StaffAll@wku.edu>

The Staff Council held its regular monthly meeting at 9:00 am in Thompson Complex-Central Wing, on January 8, 2002. Members present were: Dana Divine, Teresa Dunning, Joy Gramling, Carolyn Hunt, Elizabeth Paris, Lynne Swetmon and Brad Stinnett. Members absent were: Deborah Cole, Jackie Ellis, Dale LaMastas, Phyllis Reed, Tony Thurman, Brian Ward and ex officio member Staff Regent Howard Bailey.

- Gordon Johnson, Director of Administrative Computing, met with the Staff Council to discuss the possibility and logistics of conducting the April, 2002, Staff Council elections on-line. The Council feels that the voter turnout would increase dramatically due to the fact that staff could vote from their desktop computers or any other available computer. We will be working closely with Gordon over the next few months to work out all the details so that this first ever on-line Staff Council election will go smoothly.
- Elizabeth Paris, Budget Council representative for the Staff Council, reported that the University Budget Council had a meeting in December but will start regular meetings in January in order to prepare the 2002-2003 budget.
- University Senate Report - Joy Gramling and Elizabeth Paris attended the December University Senate meeting as representatives of the Staff Council. They reported that Jim Ramsey, State Budget Director, gave an overview of the State Budget picture and how it affects higher education.
- Distribution of Committee Listings - Members were presented with a listing of Staff Council committees as well as University Committees where the Staff Council has representatives. There are 3 committees of the Staff Council and the Staff Council has representatives on 6 University committees. A complete list of these committees is available on the Staff Council Web Page.
- Approved a resolution to support the University Benefits Committee's recommendation to the Administration regarding future University health insurance contributions.
- President Ransdell will be attending the March 12 meeting of the Staff Council. Members were advised to think of questions or issues to be discussed and be prepared to compile list at February meeting.
- Other Business - Because of work demands and staffing issues, Dina Bessette has resigned from the Staff Council effective immediately. A replacement member will be elected in the April, 2002, Staff Council election to begin serving in July, 2002. Brad Stinnett will replace Dina on the Staff Leadership Committee. The Staff Council would like to thank Dina for her dedicated service to the Council and wish her the very best.

The meeting adjourned at 11:00 am. The next regular monthly meeting will be held on February 5, 2002, at the Glasgow Campus.

The Staff Council wants to hear from you. Do you have a question, concern or comment? You can now e-mail the Staff Council: [staffcouncil@wku.edu](mailto:staffcouncil@wku.edu)

The Staff Council Minutes, Constitution and By-Laws are posted on the Staff Council Web Page at: <http://www.wku.edu/staffcouncil>.

**Subject: Staff Council 2/5/02 Minutes**

**Date:** Thu, 07 Feb 2002 13:00:56 -0600

**From:** Elizabeth Paris <elizabeth.paris@wku.edu>

**Organization:** Western Kentucky University

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

The Staff Council held its regular monthly meeting at the Glasgow Campus on February 5, 2002. Members present were: Deborah Cole, Dana Divine, Teresa Dunning, Jackie Ellis, Joy Gramling, Carolyn Hunt, Dale LaMastas, Elizabeth Paris, Phyllis Reed, Brad Stinnett, Tony Thurnan and Brian Ward. Members absent were: Johnny Allen, Lynne Swetmon and ex officio member Staff Regent Howard Bailey.

- The Council was treated to a guided tour of the new facilities at the Glasgow Campus, which opened in January, 2002. Thanks to all the Glasgow Campus employees who helped with our informative tour.
- Budget Council Report - Elizabeth Paris, Staff Council representative on the Budget Council, brought the Staff Council up-to-date on budget issues for the 02-03 FY. The Staff Council voted unanimously to send a resolution to the Budget Council advising that we support the 4 percent pool for staff raises in 2002-2003 to be across the board instead of some part of the pool being merit raises. We feel that with the small raises we have experienced over the past 2 years (3% and 2%) as long as a staff member received a satisfactory evaluation, each staff member should be entitled to a full 4% raise in 02-03.
- Gender/Ethnicity Salary Equity Study - Joy Gramling, Staff Council representative on the Gender/Ethnicity Salary Equity Study, reported the committee is continuing its work on this issue and a complete report should be forthcoming.
- Part-Time Employees Committee - The part time committee has checked web sites of our benchmark institutions to gather information on what benefits are offered to their part time employees. Some information was not available on those web sites and those institutions will be contacted either by telephone or e-mail. A survey is also in the works to be sent out to WKU part time employees.
- Staff Leadership Committee Report - The work is on going to get the "Staff Leadership Institute" up and running. The Staff Leadership Institute will help develop personal leadership skills through a year long series of classes covering such topics as communicating assertively, working with a team, priority/time management and habits of successful people. Any staff member would be eligible to apply for the program and participants would be selected based on future potential rather than on past accomplishments. Up to 25 staff members would be in the leadership institute in any given year. Watch for further information. Thanks to Dr. Gene Tice for his help and support on this issue.
- On-line Staff Council Elections - The April 2002 Staff Council elections will be held on-line where each staff member can easily access a ballot from their desktop computer. We are working out the logistics to accommodate staff members who do not have access to a computer. We hope to have a great response this year from staff who wish to run for the available positions on the Council. The administration is very receptive to ideas and recommendations which come from the Council. This Council is our "VOICE". Nomination forms for available positions will be mailed in March, 2002 to all staff members. We encourage you to run for available positions and VOTE! If you would like to contact any of the present Council members to get an idea of what is involved, what to expect, etc. a listing of present council members and e-mail address are on the Staff Council Web Site - <http://www.wku.edu/staffcouncil>.
- Preparation for President Ransdell's meeting with Staff Council in March - The Council will meet with President Ransdell and bring concerns/suggestions to his attention at our March monthly

meeting. Some suggestions for topics were discussed.

- Other Business - Some employees feel that because of their particular working environment, they are unable to express work complaints or concerns to any of their superiors without the threat of retaliation. A few ideas were presented on how to alleviate this problem including forming a committee of staff members to hear such complaints or concerns, etc. More information will be forthcoming.

The meeting adjourned at 12:30. The next regular monthly meeting will be held on March 12, 2002, at the Kentucky Museum.

The Staff Council wants to hear from you. Do you have a question, concern or comment? You can now e-mail the Staff Council: [staffcouncil@wku.edu](mailto:staffcouncil@wku.edu)

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Business Coordinator Western Kentucky University Information Technology
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**Subject: 3/12/02 Staff Council Minutes**

**Date:** Tue, 19 Mar 2002 13:40:00 -0600

**From:** Elizabeth Paris <elizabeth.paris@wku.edu>

**Organization:** Western Kentucky University

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

The Staff Council held its regular monthly meeting on March 12, 2002, 9:00 a.m., at the Kentucky Museum. Members present were: Johnny Allen, Deborah Cole, Dana Divine, Teresa Dunning, Joy Gramling, Carolyn Hunt, Dale LaMastus, Phyllis Reed, Brad Stinnett, Lynne Swetmon, Tony Thurman, Brian Ward and ex officio member Staff Regent Howard Bailey. Members absent were: Jackie Ellis and Elizabeth Paris. President Gary Ransdell and Human Resources Director Tony Glisson also attended the meeting at the request of the Council to discuss various issues.

- Discussion with President Ransdell- (1) The Council brought to the President's attention the fact that there are concerns of Facilities Management employees about their managers and a need to be able to voice concerns without fear of retribution. Tony Glisson reported that an Employee Relations Council has recently been created to allow Facilities Management employees the opportunity to state their grievances without fear of retribution. (2) Merit raises versus across the board raises and part-time salaries/benefits were discussed. (3) The President also gave details on aspects of the WKU Strategic Plan affecting staff. (4) The Council discussed with the President plans for the Tate Page and Mimosa parking lots.
- Salary Committee Report – The Salary Committee has met and made a partial recommendation to the Staff Council concerning distribution of possible staff market adjustment pools. The Committee will present a final report to the full Council and a recommendation will be forthcoming.
- **Staff Council Elections** – Staff Council election nominations were mailed March 12, 2002. **The deadline for nominations is March 27. The 2002 Staff Council election will take place April 17, 2002.** We will be electing 4 technical/skilled/service/maintenance representatives, 2 professional non-faculty representatives, 3 secretarial/clerical representatives, and 2 at-large representatives. The two candidates with the highest number of votes in the technical/skilled/service/maintenance category and the candidate with the highest number of votes in each of the other categories will serve a 3 year term to help stagger our membership to avoid so many members rotating off at one time. A motion to conduct on-line voting passed unanimously. Paper ballots will be available to Facilities Management and all other employees who do not have access to a computer.
- University Benefits Committee Report- The Committee will provide the campus community with a financial status report on the WKU Health Insurance in April. It appears that we will be able to continue with self insurance and will not be forced to participate in the State plan this year.
- KTRS report – This Committee has been reorganized and will continue working on the issue of staff employees in KTRS not being able to use accumulated sick leave toward retirement.
- University Senate report – Brad Stinnett and Tony Thurman attended the February University Senate meeting as representatives of the Staff Council. They reported that the Faculty Senate endorsed the University Benefits Committee's proposal to increase the University health insurance contribution.
- Staff Leadership Committee – No progress to report.
- Part-time Committee Report – The part-time committee has developed an employee survey to submit to part-time employees that will help identify their concerns.

The meeting adjourned at 12:00 PM. The next regular monthly meeting will be held on April 2, 2002, at the Facilities Management Building.

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Business Coordinator  
Western Kentucky University  
Information Technology

**Subject: 4/2/02 Staff Council Minutes**

**Date:** Wed, 03 Apr 2002 14:21:22 -0600

**From:** Elizabeth Paris <elizabeth.paris@wku.edu>

**Organization:** Western Kentucky University

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

The Staff Council held its regular monthly meeting on April 2, 2002, 9:00 a.m. at Downing University Center. Members present were: Deborah Cole, Teresa Dunning, Joy Gramling, Carolyn Hunt, Elizabeth Paris and ex officio member Staff Regent Howard Bailey. Members absent were: Johnny Allen, Dana Divine, Jackie Ellis, Dale LaMastas, Phyllis Reed, Brad Stinnett, Lynne Swetmon, Tony Thurman and Brian Ward.

- Staff Council Election - (1) Gordon Johnson, Director of Administrative Computing, met with the Staff Council. He demonstrated the on-line ballot that he has designed for the April 17 Staff Council election. Everyone was pleased with the design as well as ease of use. Many thanks to Gordon for his work on setting up our election on-line. (2) Absentee ballots will be available for those employees who will not be able to vote on April 17. An e-mail will be sent out to all Staff outlining this procedure. (3) The on-line ballot for the Staff Council election will be available from 12:01 am to 11:59 pm on April 17. This 24 hour period should give everyone the opportunity to vote on-line and is accommodating to our 2nd and 3rd shift employees. An e-mail will be sent out the afternoon of April 16 with a link to access the on-line ballot. The ballot will not be accessible until 12:01 am on April 17. An additional e-mail will be sent out on April 17 with a link to access the on-line ballot. (4) There will be computer terminals set up at Facilities Management to accommodate those employees who do not have access to a computer. There will be someone at those computers from 8:00 am until 4:00 pm on April 17 to offer assistance if needed. Paper ballots will also be available. Anyone wishing to cast a paper ballot instead of voting online can come to Facilities Management from 8:00 am to 4:00 pm on April 17th. (5) Because most Facilities Management employees do not have access to e-mail, a memo will be sent to those employees on April 15 as a reminder of the election and outlining the procedure for voting, times assistance is offered, etc. (6) The on-line voting form is web based and accessible from any computer with internet access which should accommodate those employees who are not employed at the main campus as well as those employees who are not at work on April 17th. (7) We are very pleased with the slate of prospective staff council members. Please be sure to vote on April 17th.
- Salary Committee report - The Salary Committee met March 28 to finalize recommendations to be sent to the President concerning the distribution of the possible \$150,000 staff market adjustment pool for 2002-2003. A memo was sent to the President on March 28 outlining our recommendations. Details of this recommendation will be forthcoming.
- Follow up on Human Relations Committee at Facilities Management - A committee has been put into place at Facilities Management to handle employee problems or concerns. We hope that Facilities Management employees will view this committee as an outlet to voice problems or concerns without fear of retaliation. We will continue to monitor this situation.

The meeting adjourned at 11:15 am. The next regular monthly meeting will be held on May 7th at the Preston Center.

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<http://www.wku.edu/staffcouncil>.

Business Coordinator  
Western Kentucky University  
Information Technology

**Subject: Staff Council 5/7/02 Minutes****Date:** Thu, 09 May 2002 14:47:12 -0500**From:** Elizabeth Paris <elizabeth.paris@wku.edu>**Organization:** Western Kentucky University**To:** Staff-All <Staff-All@wku.edu>

The Staff Council held its regular monthly meeting on Tuesday, May 7, 9:00 am at the Preston Center. Members present were Dana Divine, Teresa Dunning, Jackie Ellis, Joy Gramling, Carolyn Hunt, Dale LaMastas, Elizabeth Paris, Lynne Swetmon, Brian Ward and ex officio member Staff Regent Howard Bailey. Members absent were Johnny Allen, Deborah Cole, Phyllis Reed, Brad Stinnett and Tony Thurman.

- **Medical Leave Bank** - MariBeth McBride, Human Resources Benefits Manager, attended the meeting to provide an update and information to the Council concerning the Medical Leave Bank. As you will recall, this program provides an avenue whereby eligible employees may donate accumulated medical leave to the Medical Leave Bank for the purpose of assisting employees who have exhausted their accumulated medical leave due to a prolonged or catastrophic illness or injury. As of 5/8/02 the total hours available in the Medical Leave Bank = 1015 hours or 135.3 days. Since the program inception, time has been awarded to 8 people and 1 person has been denied for not meeting eligibility. A total number of 1055 hours have been awarded to employees from the Medical Leave Bank.
- **Board of Regents Update** - Howard Bailey, Staff Regent, provided the Council with information concerning the issues related to the upcoming Board of Regents meeting.
- **Retreat** - The Staff Council will have its annual retreat on June 6 at the L.D. Brown Agriculture Exposition Center. This is an all day meeting and pot luck which provides the opportunity for outgoing members to wrap up their work and incoming members the opportunity to get an overview of the Staff Council. Issues for the retreat include an orientation for new members, election of officers for 02-03, set goals for 02-03, review of committee structure, review of by-laws and to set meeting dates for the upcoming year.
- **Salary Committee Update** - Elizabeth Paris, Chair of the Staff Council Salary Committee, reported that President Ransdell sent a memo in response to our memo of March 28 regarding the possible distribution of a \$150,000 Staff Salary Pool. The President indicated that he and the Administrative Council were receptive to our recommendations and that Tony Glisson is gathering additional information for their review. The distribution of the pool will not begin until October 1, 2002.
- **Staff Leadership Committee Update** - Dr. Gene Tice is working with Tony Glisson, the Staff Leadership Committee and Sharon Woodward to get this program up and running. There have been some delays but we are hoping that the first class for the Staff Leadership Program will begin this fall. As soon as information is available, all staff will receive information on how to apply, dates of program, program contents, etc.
- **Part time Committee Update** - A survey to be completed by all part time employees is just about ready to be sent out. When completed and returned this survey will provide information concerning benefits that part time employees need, concerns of part time employees and other pertinent information. Data will be compiled and presented to the Staff Council as soon as possible.
- **President's Spirit Award Committee Update** - Two Staff Council members are on the President's Spirit Award Committee. Information will be sent to employees concerning this award.
- **Other Business** - A suggestion was made that the Staff Council provide an annual newsletter outlining accomplishments of the past year. Everyone thought this was a good idea and it was



decided this should be done annually during June.

The meeting adjourned at 11:45 am. The next regular meeting will be the day long retreat to be held on June 6 at the L.D. Brown Agricultural Exposition Center.

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<p><b>Business Coordinator Western Kentucky University Information Technology</b></p>
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**Subject: Staff Council 6/6/02 Minutes**

**Date: Mon, 10 Jun 2002 08:21:31 -0500**

**From: Elizabeth Paris <elizabeth.paris@wku.edu>**

**Organization: Western Kentucky University**

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

The Staff Council held its annual retreat at 8:00 am on Thursday, June 6, at the L.D. Brown Agricultural Exposition Center. Members present were Johnny Allen, Deborah Cole, Dana Divine, Teresa Dunning, Jackie Ellis, Joy Gramling, Carolyn Hunt, Dale LaMastas, Elizabeth Paris, Lynne Swetmon, Brad Stinnett, Brian Ward and ex officio member Staff Regent Howard Bailey. Members absent were Phyllis Reed and Tony Thurman. Incoming members for 02-03 present were: Regina Allen, David Appleby, Bob Deane, Brandi Fowler, Jeff Jones, Treva Martin, Tina Sneed and Lauri Warden.

- **Orientation for new members** - Joy Gramling gave a brief orientation for new members giving the history of the Staff Council and a general overview of how the Council works and what is expected of the membership.
- **Accomplishments for 01/02** - Identified accomplishments for 01/02 including On-line Staff Council Elections, Working with the Budget Council to secure a \$150,000 Staff Market Adjustment Pool, bringing Primerica Financial Services to campus, supporting the raise in the University's contribution to health insurance for 2003 from \$315 to \$341 per month, upgrading the Staff Council web page, developing and distributing a part-time survey to employees to identify their concerns as part-time employees, needed benefits, etc.
- **Goals for 02/03** - Identified goals for 02/03 including (in no particular order) (a) Exit interviews, (b) Enhanced new employee orientation and training including distribution of a "New Employee Handbook", (c) Enhanced salaries and benefits for staff, (d) Work to secure annual raise pool for permanent part-time employees, (e) Work to improve annual performance appraisal system and (f) Complete projects carried over from the previous year including Staff Leadership Program, Cross Reference of Dependent Child Tuition Discount and issue concerning KTRS employees.
- **Salary Committee Report** - Elizabeth Paris reported on the status of the \$150,000 staff market adjustment pool to be distributed beginning October 1, 2002. More details on distribution of the pool will be coming from the President and/or Human Resources in the coming months. Information was distributed containing information on raises for the state schools for 02/03. WKU fared very well in comparison to other state schools with our 4% raise pool and market adjustment pools. Many schools received 0% and others gave one-time non recurring bonuses. The Compensation Schedule for 02/03 was also distributed.
- **Nominations for officers for 02/03** - Nominations were taken for officers for 02/03. An election will be held at the July meeting. Elizabeth Paris was nominated for Chair and Lynne Swetmon and Jeff Jones were nominated for Secretary/Treasurer. A new Web master position was established and nominations for this position will be taken at the July meeting.
- **Set Calendar for 02/03** - Meeting dates were set for 02/03, generally the regular monthly meeting will be held from 9:00 to 12:00 the first Wednesday of each month. The Fall Break Brunch will be held October 3, 2002. Dates for the Staff Regent election and Staff Council election will be added to the calendar.
- **Pot Luck luncheon** - A pot luck luncheon was held with invited guests President Gary Ransdell, Human Resources Director Tony Glisson and Human Resources Benefits Manager Maribeth McBride.
- **President's Update** - President Ransdell updated the Council on issues including State Budget, Construction in Progress, Upcoming Projects, Retire/Rehire Policy and anticipated budget forecast for WKU in 03-04. He also answered questions from Council members on various other subjects.
- **Discussion concerning Human Resources Issues** - Tony Glisson and MariBeth McBride

discussed various issues including the new Retire/Rehire Policy, Grievance Policy, Human Resources Manual and Training/Orientation for new employees. Discussion on these issues will be ongoing.

- **Staff Council Constitution and By Laws** - Reviewed the Constitution and By Laws and updated as needed to include On-Line elections, Establishment of Web Master Position and combining of Secretary/Treasurer position.
- **Other Business** - Because of time restraints, Committee Assignments, Annual Staff Council report to constituents, and the review and endorsement of the Staff Council position paper on the merit raise system were moved to the July meeting.

The meeting adjourned at 4:00 pm. We would like to thank Darrell Towe for use of the facility and Sherry Basil and Lois Oliver from Facilities Management for all their assistance. The next regular meeting will be held July 10, TCCW 368, hosted by Lauri Warden and Lynne Swetmon.

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Business Coordinator Western Kentucky University Information Technology
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**Subject: 7/17/02 Staff Council Minutes**

**Date:** Fri, 19 Jul 2002 15:57:19 -0500

**From:** Lynne Swetmon <lynne.swetmon@wku.edu>

**Organization:** Western Kentucky University

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

The Staff Council held its regular monthly meeting on Wednesday, July 17, in room TCCW 368. Members present were Regina Allen, David Appleby, Robert Deane, Dana Divine, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Lynne Swetmon, Lauri Warden, ex officio member Staff Regent Howard Bailey. Members absent were Deborah Cole and Brad Stinnett.

~The meeting began with Joy Gramling, former Chair, turning the Council over to Elizabeth Paris who now serves as Chair. A secret ballot vote was taken for the Secretary/Treasurer position and for the WebMaster position. Lynne Swetmon will now serve as the Secretary/Treasurer and Jeff Jones will serve as the WebMaster.

~ A discussion of openings on university committees and on Staff Council committees took place and members were placed on various committees. All staff members will receive a fact sheet with this information.

~ The Staff Council is currently working on a position paper on the merit raise system. This paper will give the President and the Administration our views on what is wrong with the current appraisal system and how it can be improved. We will continue this discussion at our August meeting.

~ It was discussed that we should do a fact sheet once a year to let the staff know who their Staff Council members are and what category they represent, what goals the council accomplished the previous year, and what the goals are for the current year. The council agreed that this should be done and hope to have it completed by September. We will also be providing some of this same information to ECHO which is distributed throughout the University.

~ We made some small changes to the wording on the By-laws. A vote on the changes was taken and passed. The amended documents will be posted soon on our web-site for anyone that would like to read it.

~ We received an update from the part-time committee. They received many of the part-time surveys back and are now tallying the comments and reading the suggestions made. They will give us the results at the next meeting.

~ The Staff Council is exploring the possibility of acquiring Automated External Defibrillators (AED) to be placed in WKU Police Squad Cars. An AED is a device that is used to start the heart when it stops. There are currently a few AED's on campus but they are in particular buildings. Having the device in squad cars would make them accessible to the entire campus community in the event of an emergency.

~ Howard Bailey gave us an update on the renovations at the old mall which Western owns.

~ Discussions and committee assignments were made for the Fall Break Brunch. More information on the brunch will be coming soon.

The meeting adjourned at 11:40 a.m. The next regular meeting will be held

August 7, 2002.

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**Subject: 08/07/02 Staff Council Minutes**

**Date:** Fri, 09 Aug 2002 14:37:51 -0500

**From:** Lynne Swetmon <lynne.swetmon@wku.edu>

**Organization:** Western Kentucky University

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

The Staff Council held its regular monthly meeting on Wednesday, August 07, 2002 at 9:00 am in room 226 DUC. Members present were Regina Allen, David Appleby, Deborah Cole, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Brad Stinnett, Lynne Swetmon and Lauri Warden. Members absent were Dana Divine, Robert Deane and ex officio member Staff Regent Howard Bailey.

- The part-time committee reported on the results of the survey that was sent out to the part-time staff members on campus. We will send a letter to the President and to Tony Glisson concerning the survey results and the Staff Council's request for a structured appraisal system and regular annual salary increases for permanent part-time employees. Deborah Cole and Dana Divine have also contacted many of our benchmark institutions concerning what benefits they offer to part time employees. The focus of the Staff Council part-time committee has been to gather information to be presented to Administration with recommendations on how we may be competitive in attracting and retaining the growing number of permanent part-time employees.
- The newly reorganized KTRS committee (Joy Gramling, Jeff Jones, Richard Greer and Scott Taylor) met with Tony Glisson, Human Resources Director, to discuss the fact that KTRS employees are not allowed to apply accumulated sick leave to their retirement time. Contacts are being made in Frankfort. Once information is gathered, the committee will decide how to move ahead with this issue. More information to follow.
- The Staff Council had a final discussion on the position paper we have been working on concerning the performance appraisal and merit raise system that Western is currently using. We are enclosing a list of ways to improve the system including more training and accountability for evaluators, a better evaluation form and a formal appeals process for those who disagree with their appraisal. The Council voted unanimously to send this position paper to President Ransdell, the Administrative Council and to Tony Glisson.
- We had a lengthy discussion concerning the Fall Break Brunch. We have received approval from President Ransdell to have the brunch on October 3, 2002 beginning at 9:00 am. We will be sending out brochures and put up flyers so everyone can make plans to be there. Also, you can check out this information on our website.
- Two members of the Staff Council were appointed to serve on the Staff Excellence Awards Committee. They are Brandi Fowler and Lauri Warden. Information on the Staff Excellence Awards will be sent out from Human Resources in the near future. The awards will be presented at the Fall Break Brunch on October 3, 2002.
- Tentative dates were set for the 2003 Staff Council election. On March 19, 2003 we will begin requesting nominations. On April 2, 2003 the nominations will close and the election will be held on Wednesday, April 16, 2003.

- In 2003 the staff of WKU will need to elect a Staff Regent. The Staff Regent serves a three-year term on the Board of Regents and may be re-elected. Howard Bailey is currently serving as our Staff Regent; however, his current term expires on June 30, 2003. The Staff Regent also serves as an ex officio member of the Staff Council. We appreciate all the time and effort Howard has put in on behalf of the WKU staff. Tentative dates were set for the 2003 Staff Regent election. On April 23, 2003 a letter will be sent out asking for nominations. On May 14, 2003 the nominations will close. On May 21, 2003 there will be a candidate forum and the election will take place on May 28, 2003. Absentee ballots will be accepted May 21-28, 2003. The Staff Regent elected in 2003 will serve from July 1, 2003 to June 30, 2006.
- The Staff Leadership Institute, a yearlong leadership program for staff, was discussed. Sharon Woodward from Continuing Education and Gene Tice, VP for Student Affairs, have worked with the Staff Council to develop this program. Brochures and application information will be sent to Staff in the near future. We hope to begin the program this fall. Look for additional information on this program to be forthcoming.
- Other Business - David Appleby will be speaking with the Benefits Committee once again concerning the cross-referencing of tuition benefits for a student with both parents employed by WKU. More information to follow.
- Final preparations are being done on the annual newsletter from the Staff Council and will be distributed to staff in September.
- We changed the date for our October meeting. It will take place on October 10 so that President Ransdell will be able to attend. Our next Staff Council meeting will be September 4, 2002 at DUC 226.

The meeting adjourned at 12:00.

The Staff Council wants to hear from you. Do you have a question, concern or comment? You can now e-mail the Staff Council: [staffcouncil@wku.edu](mailto:staffcouncil@wku.edu)

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**Subject: Staff Council 9/4/02 Minutes****Date:** Mon, 09 Sep 2002 09:00:30 -0500**From:** Lynne Swetmon <lynne.swetmon@wku.edu>**Organization:** Western Kentucky University**To:** Staff-All <Staff-All@wku.edu>

The Staff Council held its regular monthly meeting on Wednesday, September 4, 2002 at 9:00 am in room 226 DUC. Members present were Regina Allen, David Appleby, Dana Divine, Robert Deane, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Brad Stinnett, Lynne Swetmon, Lauri Warden and ex officio member Staff Regent Howard Bailey. Deborah Cole was absent.

- We went over the details of the new retire/rehire policy that was sent to everyone via e-mail by Tony Glisson. It is possible for an employee to retire from Western and then to be rehired in the same position. However, this new policy states that a search must be conducted before filling a position whether it is with a returning retired employee or another applicant. There were questions or concerns from various staff employees that the rehires would be receiving the same accrual rate on vacation time as they were receiving when they left. However, Western already has a policy in place that allows this accrual to take place if the employee returns to work within one year (this policy can be found on the Human Resources web page).
- Elizabeth Paris discussed a letter that she sent to Dr. Gary Ransdell on behalf of the Staff Council concerning raises for part-time employees. Deborah Cole and Dana Divine gathered information from our current part-time employees and researched salaries and benefits of part-time employees at our benchmark institutions. This information along with suggestions for appraisals and annual raises for part-time staff was included in the letter to the President. We hope to get some feed back by or at our October meeting.
- David Appleby reported that the University Benefits Committee has had several meetings over the past few weeks. It will soon be time to sign up for an insurance plan and they are working hard to get these details worked out. David will be discussing the possibility of part-time employees being given the option to purchase health insurance at our group rate. At the present time this is not an option.
- Several parking and safety issues have been brought to the Staff Council since the beginning of the fall semester. WKU Police Chief, Robert Deane, informed us that they have a new person that has just finished training and will be patrolling and writing tickets as needed. There was concern that tickets were not being given to students parking in faculty/staff spots. We were informed that during those first couple of weeks the police were handling safety issues with parking as their first priority and not necessarily handing out tickets for students having their cars parked in a faculty/staff lot. Some safety issues concerning lights at crosswalks changing too quickly and poor or no lighting for workers coming in at the very early morning hours and having to walk to their buildings were also brought to our attention. Robert Deane and Regina Allen will take these matters to the Parking and Transportation Committee.
- Howard Bailey gave us a Board of Regents update. The Board has appointed a committee to review President Gary Ransdell's contract.



- The KTRS committee reported that plans are being made to contact Frankfort and the University Senate to explore the possibility of allowing staff members in the Kentucky Teachers Retirement System to use accumulated sick leave toward retirement.
- The Staff Council is exploring the possibility of acquiring Automated External Defibrillators (AED) to be placed in WKU Police Squad Cars. An AED is a device that is used to start the heart when it stops. This idea has been met with a positive response but no source of funding has been identified at this point. We will discuss this issue with the President at our October meeting.
- Brandi Fowler and Lauri Warden reported that information concerning the Staff Excellence Awards had been sent out. The deadline for nominations is September 16 and the winners will be announced at the Fall Break Brunch on October 3.
- The Staff Council put together a list of topics and questions that we will be discussing with the President at our Staff Council Meeting on October 10. Some of the topics are: appraisals and compensation for permanent part-time staff; the KTRS issue; funding possibilities for 3 Automated External Defibrillators (AED); and our position paper on the current Merit raise system. Other topics may arise.
- Each of the different committees for the Fall Break Brunch gave reports. We believe that the upcoming brunch will be a success. We are working hard on getting door prizes, selecting a menu, decorating, etc. We hope everyone will attend. Robert Deane, Regina Allen and David Appleby have just finished putting together a beautiful brochure that each of you will be receiving in the next few weeks. Please make sure you fill out the appropriate information on this brochure and bring it to the brunch so that you will be eligible for prizes.

The meeting adjourned at 12:00. The next Staff Council meeting will take place on October 10.

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**Subject: Staff Council Minutes 10/10/02**

**Date:** Mon, 14 Oct 2002 11:52:13 -0500

**From:** Lynne Swetmon <lynne.swetmon@wku.edu>

**Organization:** Western Kentucky University

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

The Staff Council held its regular monthly meeting on Thursday, October 10, 2002 at 9:00 am in the 3rd floor conference room in the Wetherby Administration Building. Members present were Regina Allen, David Appleby, Deborah Cole, Robert Deane, Dana Divine, Teresa Dunning, Brandi Fowler, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Brad Stinnett, Lynne Swetmon, Lauri Warden and ex officio member Staff Regent Howard Bailey. Joy Gramling was absent.

- The Staff Council did a wrap up of the Fall Break Brunch. We believe from comments that we have received from staff attending that everyone really enjoyed the brunch. We calculated that at least 600 staff members were in attendance. Thanks to all of our donors, we were able to hand out 147 prizes. We have pictures of different activities and people in attendance at the brunch on our staff council website under activities. Also, we made the Daily News and WBKO news with this event. We made note of things that we would like to improve on next year. Please give us your opinions on ways to improve the brunch.
- The Staff Council would like to congratulate the 2002 Staff Excellence Award winners. Administrative-Support Category – Gayle Miller-Hiles, Gifted Studies, Professional Non-Faculty Category – Jeff Younglove, Special Events, Skilled/Technical/Paraprofessional Category – Alicia McDaniels, Chemistry, Building Services Attendant Category – Barbara McKinney, Facilities Management.
- Dr. Ransdell joined us to discuss various issues. Issues included the state budget forecast, additional funding from the state for WKU, WKU employee compensation package, insurance, part-time employees salary/benefits, Evaluation/appraisal system for staff and acquisition of AED's for 3 WKU Police squad cars. These are all very important issues and we will keep you informed as more information is made available.
- The Staff Council discussed different ways in which we would be able to purchase the Automated External Defibrillators (AED's). We are going to be contacting companies concerning donations and possible matching donations. We feel that this is very important for our campus and if the device saves one life, it is well worth the purchase price. The acquisition of these AED devices would potentially benefit students, faculty, staff and visitors to campus.
- The matter of staff members in facilities management not receiving their campus mail in a timely manner was brought to our attention once again. This matter will be taken to the Human Relations committee in Facilities Management. Many of the staff in Facilities Management do not have access to computers to check e-mail; Therefore, it is vital that they receive the campus mail that is sent to them. More on this discussion to come.
- A question concerning whether part-time employees are eligible for the Staff Excellence Awards was brought to our attention. After reading over the qualifications and criteria of the award

carefully, it was agreed that part-time staff members that have worked at Western for at least two consecutive years are eligible to be nominated.

The meeting adjourned at 10:30.

The Staff Council wanted to note that we did hold a special called meeting on September 26 at 9:00 in the 2nd floor conference room, Wetherby Administration Building. The purpose of this meeting was to go over last minute details for the Fall Break Brunch. We also were trying to get any information concerning 2003 insurance premiums and coverage but no details were available at that time.

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Lynne Swetmon <[lynne.swetmon@wku.edu](mailto:lynne.swetmon@wku.edu)>  
Office Associate  
Western Kentucky University  
Mathematics

**Subject: November Staff Council Minutes**

**Date:** Wed, 13 Nov 2002 09:40:08 -0600

**From:** Lynne Swetmon <lynne.swetmon@wku.edu>

**Organization:** Western Kentucky University

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

The Staff Council held its regular monthly meeting on Wednesday, November 6, 2002 in the Regents Room. Members present were Regina Allen, David Appleby, Robert Deane, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Brad Stinnett, Lynne Swetmon and Lauri Warden. Members absent were ex-officio member Howard Bailey, Deborah Cole and Dana Divine.

- The Staff Council had a long discussion about the new insurance premiums and the concerns we have about keeping the cost as low as possible now and in the future. We were informed that there would be several information sessions offered to all employees before the actual enrollment begins. We understand that the rising cost of health care is a national problem and not unique to the University. The Council feels that it is important for all employees to remember how our self-insurance program works – we all share the risks and we all share the costs. Each time one of us goes to the doctor or fills a prescription, the employees of the University are paying the bill. We believe that more needs to be done to educate employees on asking for generic brands when having a prescription filled. We all need to be conscientious and try to cut costs anyway we can.
- The KTRS Committee reported that although no progress has been made, work is continuing on this issue. As you may know we have several staff employees that are in this program and therefore when they retire, they will lose their sick days. Additional information will be forthcoming.
- The Parking and Transportation Committee reported that Western contracted an outside firm to take a look at our parking situation and offer possible solutions. This report is completed and will be used in future planing.
- The Staff Council appointed a new committee to work on recommending revisions to the current performance appraisal system. The members of this committee are Joy Gramling, Jeff Jones, Lauri Warden, Brandi Fowler and Tina Sneed. This committee will bring their suggestions to the Staff Council's December meeting.
- A concern was brought to the Staff Council about the Human Relations Committee. This committee (which was not formed from the Staff Council) was formed to address issues such as uniforms, training programs, fitness programs, new employee orientation, recognition programs, etc. and also to hear concerns or problems within facilities management. Some employees believe that the Human Relations Committee's meetings are more of a gripe session and that nothing productive is coming out of the meetings. It is vital to keep the lines of communication open and that Administration listens to problems and action is taken if warranted. It was the Staff Council's suggestion that the employees continue to follow the proper chain of command with any problems they may have. However, the Staff council will continue to listen and help where and when we can.
- The Staff Council discussed the goals we had set for the 2001-2002 year and the goals we have set for the 2002-2003 year. The goals for the 2002-2003 year include exit interviews, improving staff

salary & benefits, annual raise pool for permanent part-time employees, improving the annual performance appraisal system, enhancing the new employee orientation and training process. More information on the progress of these goals will be forth coming.

- The Staff Council had suggested revisions be made to the Staff Excellence Awards criteria. The main revision was to the wording in the guidelines to include part-time non-faculty staff members. The revisions were approved.

The meeting adjourned at 12:00

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Lynne Swetmon <[lynne.swetmon@wku.edu](mailto:lynne.swetmon@wku.edu)>

Office Associate  
Western Kentucky University  
Mathematics

**Subject: Staff Council December Minutes**

**Date:** Wed, 11 Dec 2002 14:43:00 -0600

**From:** Lynne Swetmon <lynne.swetmon@wku.edu>

**Organization:** Western Kentucky University

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

The Staff Council held its regular monthly meeting on Wednesday, December 4 at the Preston Center. Members present were Robert Deane, Dana Divine, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Brad Stinnett, Lynne Swetmon, and ex-officio member Howard Bailey. Members absent were Regina Allen, David Appleby, Deborah Cole, Teresa Dunning and Lauri Warden.

- Doug Ault, Director of Facilities Management, met with the Staff Council to discuss the Human Relations Committee's purpose and give the Council some insight on the workings of the Committee, etc. The purpose of the Human Relations Committee, a Facilities Management departmental committee, is to serve as an avenue for Management to receive input from DFM employees on issues affecting Facilities Management employees. Each area of DFM has a representative on the Committee. The committee has monthly meetings with a set agenda to be discussed and there is also a time at the end of each meeting for any of the representatives to bring up issues that weren't on the original agenda. The committee has several accomplishments including uniform revisions, communications improvement, training input, rewards and recognition input, a newsletter, input on employee satisfaction survey, input on staff development program and employee orientation. The Staff Council will continue to work with Mr. Ault and/or the Human Relations Committee on issues affecting Facilities Management employees.
- Brian Ward, a representative on the Shared Medical Leave Committee, met with the Staff Council to answer questions that have been brought to the Council by employees. Brian assured us that the program is working very smoothly and that there are still plenty of hours in the bank. There are many steps in place to assure the medical leave is awarded to employees who genuinely need the time because of a catastrophic illness or injury. The Shared Medical Leave policy is available on the Human Resources website: <http://www.wku.edu/Dept/Support/HR/>. After accessing the website click on HR Policies – Employee Benefits – Shared Medical Leave.
- Jeff Jones gave us an update from the Staff Council Performance Appraisal/Evaluation Review Committee. Human Resources also has a committee working on this issue. The Staff Council committee will meet with the HR Committee to come up with recommendations. There will be several meetings to take place before Christmas. More information on this will be forth coming.

Due to the weather and the closing of the University, several agenda items were postponed until the January meeting. The meeting was adjourned at 10:30. The next regular monthly meeting of the Staff Council will be January 8, 2003.

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