

Subject: January Staff Council Meeting Minutes

Date: Mon, 13 Jan 2003 09:24:39 -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, January 8 in room 153 of the Academic Complex. Members present were Regina Allen, David Appleby, Deborah Cole, Dana Divine, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Brad Stinnett, Lynne Swetmon and Lauri Warden. Members absent were Robert Deane and ex-officio member Howard Bailey.

- The Staff Council discussed the new "Performance Appraisal System". An appeal process is now available for employees who believe they have received an unfair appraisal. The Staff Council's Performance Appraisal Committee will continue to work on recommendations concerning training and accountability for supervisors as well as recommendations for improvement in the appeal process. Although the 2002 Annual Performance Appraisal process is currently in progress, our recommendations will be submitted for review by Administration with any changes to be implemented with the next yearly appraisal process.
- The Staff Council discussed priorities concerning budget issues for the 2003-2004 fiscal year. The 03-04 budget priorities of the Staff Council are part-time salary increases, increased University insurance contribution to health insurance, Staff market adjustment pool and increased regular salaries. The Salary Committee of the Staff Council will be meeting to discuss a plan of distribution for any such salary pool. More information on this issue will be forth coming.
- The Staff Council discussed the Staff Regent election that will take place this spring. The employee elected will serve for the period July 1, 2003 to June 30, 2006. A letter requesting nominations and giving the dates of election activities will go out to all WKU Staff in May. The Staff Regent is a very important position and represents WKU Staff on the Board of Regents.
- David Appleby, a Staff Council member who is also on the Benefits Committee, gave us a brief over view of projected increases in insurance premiums for 2004. If the University's contribution to health insurance is increased for 2004 it must be included in the 2003-04 budget. David made a motion that the Staff Council endorse the increase which the Benefits Committee has proposed to President Ransdell for 2004. Brad Stinnett seconded the motion and a vote was taken. The Staff Council voted unanimously to endorse this increase. A letter of endorsement from the Staff Council will be sent to President Ransdell.
- Joy Gramling brought up the discussion of the university's current over-time policy. There have been several issues brought to the Staff Council concerning vacation time not being counted as time worked when pertaining to working over-time. The Staff Council will contact Human Resources and find out the details of this policy. After more information is obtained, this issue will be discussed at the next Staff Council meeting.
- Other on going issues discussed included KTRS, the acquisition of AED's and the implementation of exit interviews. Work is continuing on these issues and progress will be reported at upcoming

Staff Council meetings.

The meeting adjourned at 11:45.

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

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

Lynne Swetmon <lynne.swetmon@wku.edu>
Office Associate
Western Kentucky University
Mathematics

Subject: February Staff Council Minutes

Date: Tue, 11 Feb 2003 12:08:17 -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, February 5 in room 100 of Cravens. Members present were Regina Allen, Robert Deane, Dana Divine, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Elizabeth Paris, Tina Sneed, Brad Stinnett, Lynne Swetmon, Lauri Warden, and ex-officio Howard Bailey. Members absent were David Appleby, Deborah Cole, and Treva Martin.

- At the Staff Council's request, Dr. Gene Tice, Vice President of Student Affairs & Campus Services, attended the meeting. The Staff Council discussed several issues with Dr. Tice.
- At an earlier meeting the Staff Council had set budget priorities for 2004. We realize that many budget issues are contingent upon the State of Kentucky budget situation; however, we have requested funding for our 2004 priorities. These priorities include increased insurance funding. The Staff Council sent a letter to President Ransdell in January endorsing the Benefits Committee recommendation that the University insurance contribution be increased for 2004. Dr. Tice discussed the issue of rising health care.
- Another priority in addition to regular salary increases is a raise pool for staff market adjustments. The Staff Council has sent a letter to President Ransdell requesting that \$200,000 be included in the 2003-2004 budget for market adjustments for staff. The Salary Committee of the Staff Council will work with Human Resources to identify which group(s) of staff are most in need of market adjustments. Dr. Tice agreed that we are in a very difficult budget situation and it is very important that we do have our priorities in order and to realize that not all the requests can be met.
- Another priority is annual raises for part-time permanent staff. The Staff Council is proposing that annual appraisals and annual raises be made available to our part-time permanent staff. We feel that part-time staff make a big contribution to the university and are part of the Western family. This is an issue we have discussed with President Ransdell and hopefully will be funded in the next budget cycle. Dr. Tice was glad to receive the information we presented to him on this issue and agrees that the part-time staff do play an important role at Western and that the University is hiring more and more part-time staff.
- The next issue we discussed with Dr. Tice was the need for three AED's (automated external defibrillators) to be placed in the campus police cars. We feel that having AED's in the campus police cars would be the best way to make them accessible to the whole campus. The Preston Center donated one AED to the police department when it upgraded one of their AED's. The campus is grateful for this donation but would still like to have 3 new AED's so that each campus police car would be equipped with a machine that is compatible with the machines that are available in ambulances. Dr. Tice informed the Staff Council that he was well aware of this need and he is looking for possible donors or other sources of funding.
- An issue concerning overtime and the current University policy was discussed with Dr. Tice. Currently, vacation time is not counted as time worked when figuring overtime. An example of this would be if an hourly paid employee is on vacation but is called in on an emergency to work, he/she would not be able to receive overtime pay because their vacation is not counted as time worked. Currently, sick time is counted when figuring overtime. More information on this issue

will be forthcoming.

- Joy Gramling gave an update on the KTRS issue and we discussed with Dr. Tice how this has been an ongoing issue that the Staff Council has been working on for years. Joy reported that on Monday, February 17, the KTRS committee and Tony Glisson will have a meeting with Bill Leach who works with KTRS in Frankfort. We hope to get some major questions answered at this meeting.
- The Staff Council discussed the new evaluation forms and the appeal process with Dr. Tice. We informed Dr. Tice that the Staff Council did not endorse the new evaluation form. The Council felt it necessary to take time to research this issue before making recommendations to Human Resources. Our Appraisal Committee is still working on this issue and will make their recommendations at a later date. Dr. Tice believes the evaluation process and appeal process will work. However, there is a need for more training on how to do evaluations.
- Our next topic of discussion is an issue that the Staff Council feels is a very important issue and feels it will affect several of our Western staff. We are looking in to the feasibility of creating a military leave pool. This would be a pool of vacation days donated by staff in order to help our active servicemen and women that may have to leave their jobs for an undetermined period of time to serve our country. Brad Stinnett and Bob Deane will be collecting data on our benchmark institutions to see what benefits they have set up for their military staff. We will continue to work at a fast pace on this issue and more information will be forthcoming.
- Our last topic of discussion with Dr. Tice was that of on-going rumors concerning cutting summer hours and shortening the Christmas vacation. Dr. Tice assured the Staff Council that this is not on the table to be discussed and is just a rumor. An email with the summer hours and the holiday schedule will be sent out as it has in the past. As always, that email states that summer working hours may not apply in all departments especially those having 24-hour operations.
- Other business that has been brought to the Staff Council is on-campus daycare for low income staff and being able to take wellness classes at the Preston Center during working hours. The Staff Council will be doing research on both of these issues and more information will be forthcoming. However, one of the committee members did inform us of the FEBCO program where you can use pretax dollars to pay for your daycare. This is a big savings for those paying for daycare. You can find more information about this program on the Human Resources Website.

The meeting adjourned at 11:45. The next meeting will be held on March 5 at 9:00.

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Subject: March Staff Council Minutes

Date: Tue, 11 Mar 2003 09:36:23 -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, March 5, at 9:00 in Tate Page Hall room 201. Members present were Regina Allen, David Appleby, Deborah Cole, Bob Deane, Dana Divine, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Brad Stinnett, Lynne Swetmon, and Lauri Warden. Members absent were Teresa Dunning, Brandi Fowler, and ex-officio member Howard Bailey.

- Melinda Craft, Director of the American Heart Association for the Owensboro, Bowling Green, Glasgow area came to the Staff Council meeting as a means of passing on information concerning the American Heart Walk that will take place on September 13. Kim Orange, a survivor of heart disease, also spoke to the Staff Council about the importance of research and how she is alive today because of this research. Melinda announced that Western came in third place for money raised in the Bowling Green area during last years walk. Melinda and Kim both ask that more people get involved in this very worthy cause this year.
- Elizabeth Paris announced that the Staff Council had been asked if they would like to have staff employees represented on the Enrollment Growth Committee, which will look for alternatives in growth at Western if we continue to not receive the proper funding needed from the state. Since the growth of enrollment affects everyone on campus, the Staff Council feels that it is vital that we are represented on this committee. Pat Jordan and Lynne Swetmon have agreed to be on this committee on behalf of staff employees.
- The next order of business was the upcoming Staff Council election. Representatives will be elected in the following categories: 1 position for part-time employees, 2 positions for professional non-faculty, and 1 position in the secretary/support personnel category. Letters requesting nominations to fill these positions will be sent from Human Resources on March 19. Nominations will cease on April 2. The on-line election will take place on April 16. Since there are no at-large or Facilities Management positions open, the Staff Council will not be setting up polling places at Facilities Management since DFM employees will not be voting this time.
- Jeff Jones and Joy Gramling reported that the Staff Council KTRS Committee and Tony Glisson met with Bill Leach from KTRS in February to explore the possibilities of staff KTRS members using accrued sick time toward retirement. Discussions are ongoing but progress is being made. We are hoping to get a formal response from Frankfort by June 30th.
- The Performance Appraisal/Merit Raise Committee has been checking with benchmark institutions and has come up with some good ideas concerning the appraisal form, appeals process, etc. The committee will be meeting again soon and more details will be forth coming.
- At the February Staff Council meeting, there was discussion about on-campus daycare for low-income staff employees. Regina Allen and Tina Sneed did some research on daycare and

If you plan to bring your child to Sick Bay, please contact the Pediatric Unit one (1) hour prior to your arrival (745-1018).

A fee of \$15.00 is charged for a 10-hour stay. For each additional hour after 10 hours, there is a \$2.00 charge; if the stay is less than 10 hours, the fee is \$2.00 an hour. (This fee subject to change.)

Medical Center employees are charged \$12.00 for a 10-hour stay, or \$1.60 per hour.

Payment needs to be made in the Patient Registration office, (Emergency Room if Patient Registration office is not open), on the first floor, prior to taking your child to 5C.

Please show your receipt to the nurse when you arrive on the unit. Patient Registration hours are from 6:00 A.M. to 10:00 P.M.

Meals and snacks will be provided to toddlers and school age children. If parents prefer jarred baby foods, they will need to bring such food,

If the child takes formula, the parent should bring a sufficient amount.

If diapers are necessary for the child, the parent should bring a sufficient supply and they should be disposable.

The child may wear his own clothing and may bring a favorite toy and small blanket.

Prescribed medication, brought with the child, will be administered by the staff.

The medication should be in the original container labeled with the child's name, name of drug, and dose and time to be given.

Should there be any change in your child's condition, we will notify you.
Sick Bay is located on the Pediatric Unit on the fifth floor-Unit 5C.

250 Park Street
P.O. Box 90010
Bowling Green, KY 42102-9010
(270) 745-1000

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Subject: Special March Meeting Minutes

Date: Wed, 02 Apr 2003 15:50:02 -0600

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

Organization: Western Kentucky University

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

The Staff Council held a special meeting on Wednesday, March 26, 2003 at 9:00 in Cravens 100 to discuss health insurance. Members present were Regina Allen, David Appleby, Robert Deane, Teresa Dunning, Jeff Jones, Elizabeth Paris, Lynne Swetmon and Lauri Warden. Members absent were Deborah Cole, Dana Divine, Brandi Fowler, Joy Gramling, Treva Martin, Tina Sneed, Brad Stinnett and ex-officio member Howard Bailey.

This meeting was called in order to discuss health insurance. The Budget Council recommended that the university's contribution be increased by \$20 per employee per month beginning January 2004. With the anticipated increase of 17% for insurance premiums for 2004, the Staff Council opposes this \$20 increase. Earlier this year the Benefits Committee had asked that the university's contribution be raised to \$59 per employee per month. The Staff Council sent a letter to the president supporting the Benefits Committee request of \$59. The Staff Council thought it imperative to have a meeting to discuss possible options. After discussing possible solutions, the Staff Council was in agreement that in order to do what was best for all staff employees, we felt it necessary to write another letter to the President requesting the \$59 increase on the university's contribution.

The meeting adjourned at 9:55. The next Staff Council meeting will be held at 9:00 a.m. on April 2 in room 108 of Potter Hall.

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Lynne Swetmon <lynne.swetmon@wku.edu>

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Western Kentucky University

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Subject: April Staff Council Minutes

Date: Wed, 16 Apr 2003 15:47:01 -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, April 2, 2003 in room 108 of Potter Hall. Members present were David Appleby, Regina Allen, Dana Divine, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Lynne Swetmon and Lauri Warden. Members absent were Deborah Cole, Bob Deane, Brad Stinnett and ex-officio member Howard Bailey.

- Elizabeth Paris announced that we have a good number of candidates running in the upcoming Staff Council election. An e-mail will go out the week of April 7 letting staff members know who the candidates are. The on-line election will take place on April 16. Employees will receive an e-mail with a link that will let them vote.
- Elizabeth Paris also reported on the upcoming Staff Regent election. Staff employees will receive an e-mail on May 5 requesting nominations. Paper nomination forms will be sent to facilities management. Nominations will cease on May 19. On May 26, the names of the candidates will be distributed to staff employees. On June 9 there will be a candidate forum in Grise Hall auditorium beginning at 10:00. The length of this forum will depend on the number of candidates. The on-line election will take place on June 10 and the Staff Regent will take office on July 1.
- The KTRS Committee reported that official communication on behalf of KTRS employees has been sent to Frankfort. The committee has requested a ruling by June 30. More information on this progress will be forthcoming.
- The Military Leave Committee reported that they are continuing research for military leave benefits that our benchmark institutions offer. Any suggestions that the committee brings to the Staff Council will then be forwarded to Human Resources.
- David Appleby, who also serves on the Benefits Committee reported that we are still in the same situation we were at the last Staff Council meeting. There was a long discussion on the possible ramifications to lower paid staff employees if the President approves the recommended \$20 increase per employee per month.
- The Staff Council's Performance Appraisal Committee has continued working on recommendations for improvements on the evaluation form. The committee is currently working on a rough draft that will later be presented to administration. There was also discussion concerning the proper training and accountability for supervisors who are doing the evaluating. This is something the committee will continue working towards.
- Elizabeth Paris was pleased to announce that we have achieved one of our main goals this year. The proposed 2004 budget includes \$30,000 for regular part-time employee salary increases. Revenue Dependent and Grant accounts would have to fund their own increases for regular part-time employees. The Staff Council is very excited about this achievement and we are grateful to President Ransdell for making this one of his priorities.

- Elizabeth Paris discussed the upcoming retreat. The Staff Council Retreat will take place on June 4th. This is an all day retreat where the Staff Council discusses goals that were achieved during the year. It is also a day to set new goals and discuss possible new committees. This is also a day to welcome new incoming Staff Council Members and a time to say good-bye to the outgoing members.

The meeting adjourned at 11:30.

The next Staff Council meeting will be held on May 7 at 9:00.

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Lynne Swetmon <lynne.swetmon@wku.edu>

Office Associate

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Subject: May Staff Council Minutes

Date: Tue, 13 May 2003 09:52:31 -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, May 7 at 9:00 in Academic Complex 213. Members present were David Appleby, Deborah Cole, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Tina Sneed, Lynne Swetmon, Lauri Warden and ex-officio member Howard Bailey. Members absent were Regina Allen, Robert Deane, Dana Divine, Treva Martin, Elizabeth Paris and Brad Stinnett.

- Jeff Jones and Lauri Warden gave an update from the Workplace Violence Committee. The committee met with Dr. Tice, Tony Glisson, Police Chief Bob Deane, and Captain Phelps of the WKU police department to discuss various ideas for a University policy. The committee presented a draft proposal to the Staff Council. The Staff Council will review the policy and take a vote at the next meeting.
- Jeff Jones also gave an update from the Performance Appraisal Committee. The committee presented a new performance appraisal form that they feel would be beneficial to all employees when being evaluated. This committee hopes to have recommendations to improve the merit raise/performance appraisal system ready for consideration by the Staff Council at our June retreat.
- Joy Gramling reported on the increase of the University contribution toward health insurance for calendar year 2004. At the University Senate meeting, President Ransdell agreed to increase the University's contribution to \$40.00 per month per employee. This is an increase from the original \$20.00 that had been proposed earlier by the Budget Council.
- Howard Bailey gave an update on some matters that will be passing through the Board of Regents on Friday, May 9. Some of those items include the purchasing of a piece of property on Normal Drive, selling a piece of property to BGMU to place a water tower and student fee increases.
- Joy Gramling was concerned that we still have not had any success on finding available funding to purchase AED's (automated external defibrillators). Joy also brought us information on where to purchase these at a very reasonable price. Howard Bailey informed us that Western was looking into different avenues for possible funding. More information on this will be forth coming.
- David Appleby reported that the proposal for cross-referencing of the tuition discount (for dependents) for employees whose spouse also is employed by Western was turned down by the President. The Staff Council has also been asked to look at the issue of cross referencing spouse tuition benefits. The Staff Council will continue to research this policy and will have further discussion at the June meeting.
- Lynne Swetmon reported on the progress of the Enrollment Growth Committee. This committee has meet twice and is trying to determine what, if any, steps need to be taken to curb enrollment if proper state funding is not provided as it should be. The committee will continue to meet over the summer and more information will be forth coming.

- The Staff Council discussed agenda items that we feel need to be addressed at our annual retreat in June. At this retreat, we will discuss goals for next year, meet our newly elected representatives, elect officers for next year and prepare for the Staff regent forum, which will be held on June 9th in Grise Hall Auditorium.

The meeting adjourned at 11:45

The next Staff Council meeting will be our annual retreat and will be held on June 4 from 8:00 - 4:00 at the Ag Expo room 113.

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Lynne Swetmon <lynne.swetmon@wku.edu>
Office Associate
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Subject: June Minutes from Staff Council

Date: Tue, 10 Jun 2003 12:45:05 -0500

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

Organization: Western Kentucky University

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

The Staff Council held its annual retreat on Wednesday, June 4, 2003 in room 131 of the Western Ag Expo Center. Members present were Regina Allen, David Appleby, Patty Booth, Robert Deane, Dana Divine, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Brad Stinnett, Heather Stubblefield, Lynne Swetmon, Lauri Warden and ex-officio member Howard Bailey. Deborah Cole was absent.

- Elizabeth Paris began the meeting by welcoming two new members, Patty Booth and Heather Stubblefield. Elizabeth gave a brief orientation for new members giving a general overview of how the Council works and what is expected of the membership.
- Joy Gramling read over recommendations that the Performance Appraisal Committee has worked very hard on for several months. After a long discussion of possible wording, it was decided that a few revisions would be made and voted on at the July meeting. Once approved, the Staff Council will take these recommendations to the President, members of the Administrative Council and Tony Glisson in Human Resources.
- Next on the agenda was to take a look at the Staff Council's accomplishments for 02-03. They are as follows:

Implementation of the Staff Leadership Institute

Annual raises for part-time permanent staff

Requested that Micro-computing provide introductory computer classes for employees who are in need of the most basic computer training.

Helped to get the University's contribution towards insurance raised

Researched and presented information on workplace violence prevention policy

Fall Break Brunch

First on-line Staff Regent Election

- The Staff Council went over our standing committees and added members as needed. The committees and members are listed below.

Staff Council Committees

KTRS - Working to allow staff to use accumulated sick time toward retirement. Members; Tony Glisson, Joy Gramling, Richard Greer, Jeff Jones, and Scott Taylor.

Salary Committee - Working to advise the Budget Council on staff salary issues. Members; Elizabeth Paris- Chair, Patty Booth, Bob Deane, Jeff Jones, and Lynne Swetmon.

Staff Representatives on University Committees

Shared Medical Leave - Brian Ward

University Benefits - David Appleby

Staff Leadership Program - Howard Bailey, Lynne Swetmon, Lauri Warden and Regina Allen is

an alternate.

Budget Council - Elizabeth Paris

Staff Excellence Awards - Brandi Fowler and Lauri Warden

Parking and Transportation - Regina Allen

- Meeting dates were set for 03/04, 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 2, 2003. Dates for Staff Council election will be added to the calendar.
- Next, a discussion concerning some possible changes to the Staff Regent Guidelines took place. The following changes were voted on and will be in place for the 2006 election. In order to be eligible to run for Staff Regent an employee must be employed with the university for a minimum of 5 years full-time continuous employment. Only full-time staff members can run, nominate and vote in this election. Changes were made in the guidelines for the Staff Regent forum, including time allowed to answer questions, and time allowed for opening and closing statements.
- At 11:30 we took a break for a pot luck luncheon. President Ransdell, Tony Glisson and Dr. Gene Tice were our invited guests for lunch. President Ransdell updated the Council on issues including construction in progress, upcoming projects, and the raise in the University's contribution to health insurance. There was discussion on the proposal that would allow an employee and spouse to cross reference the dependent tuition discount, but the President turned it down noting that it would cost too much money to affect too few employees. He also answered questions from Council members on various other subjects. President Ransdell then left the meeting.
- Tony Glisson updated the Council on new employee training/orientation programs that are to be implemented over the next year, exit interviews, and KTRS Committee which will have a definite response from Frankfort by June 30. The Council then approached Tony Glisson with an update from the Performance Appraisal Committee. Tony agreed with most of the items but agreed that some adjustments needed to be made before making a formal proposal.
- The Staff Council agreed to table the review of the Staff Council Constitution and By-Laws for changes, deletions, additions, etc. until the July meeting.
- The last item for the day was the nominations for officers for 03/04 votes were taken and the results are as follows Elizabeth Paris - Chair, Lynne Swetmon - Secretary/Treasurer, Jeff Jones - Web Master.

The meeting adjourned at 4:00. The next Staff Council meeting will take place July 2 at 9:00 in TCCW 368.

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Subject: July minutes
Date: Mon, 07 Jul 2003 08:32:52 -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 2 in TCCW 369. Members present were Regina Allen, David Appleby, Patty Booth, Bob Deane, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Heather Stubblefield, Lynne Swetmon and Lauri Warden. Tina Sneed was absent.

- David Appleby gave a presentation on UK's Health Literacy Program. This program allows employees to research and compare different plans. This program (which is on a CD) allows an employee to obtain information on out-of-pocket expenses for various operations and procedures. David felt it would be of great benefit to Western employees to have such a program. More information on this will be forthcoming.
- The Staff Council reviewed the Staff Regent guidelines in great detail. Regina Allen and Brandi Fowler will do some research on guidelines at the other Kentucky Universities. Once all changes and additions have been completed, the guidelines will be voted on and approved by the Staff Council. The new Staff Regent guidelines will be posted on the Staff Council website.
- Joy Gramling asked that we go over the final draft of the performance appraisal/merit raise proposal that the Performance Appraisal Committee has been working on for the past year. After looking over the proposal and having a discussion period, Brandi Fowler motioned that we approve the committee recommendations and the new evaluation form. Jeff Jones seconded the motion. A vote was taken and passed unanimously. Elizabeth Paris will send the proposal to President Ransdell, Administrative Council and Tony Glisson. More information on this will be forthcoming.
- The Staff Council went over goals from 02-03 that are not accomplished yet but are still in process. Those goals include: exit interviews, enhancing new employee orientation and training process, and the KTRS issue.
- The Staff Council decided on new goals for the 03-04 year and they are as follows: Improving staff salaries and benefits, obtaining 3 AED's (Automated External Defibrillators) by the end of the year to put in WKU's police vehicles, staff mentoring program, and continue to keep lines of communication with administration and staff open.

The meeting adjourned at 12:15.

The next Staff Council meeting will take place on August 6.

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Subject: August Staff Council Minutes
Date: Tue, 12 Aug 2003 11:01:54 -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 6 at 9:00 in the fourth floor conference room of Potter Hall. Members present were Regina Allen, David Appleby, Patty Booth, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Heather Stubblefield, Lynne Swetmon, Lauri Warden and ex-officio member Pat Jordan. Bob Deane was absent.

- Tony Glisson, Richard Greer, and Scott Taylor attended the Staff Council in order to bring us up-to-date on the KTRS issue. Tony, Richard, Scott, Joy Gramling, and Jeff Jones are on the Staff Council's KTRS Committee. This committee has been working hard in trying to accomplish the goal of getting approval that would allow professional/non faculty that are in the KTRS system to add accumulated sick leave to their retirement. This committee has been successful in acquiring the appropriate approval needed from Frankfort. Now that we have the approval from Frankfort, Human Resources will do some cost projections so that the Staff Council can send a recommendation to Dr. Ransdell and the Budget Council requesting funding.
- The Staff Council had some last minute discussion about the performance appraisal recommendation. After a few changes were agreed upon, Elizabeth Paris sent the recommendation to President Ransdell.
- Elizabeth Paris suggested that we set up a new committee to deal with a staff mentoring program. This new committee will come up with guidelines, check with benchmark institutions to see if they have such a program. The idea of this program basically is to have someone contact each new hire and be a contact person if they have any questions.
- The Staff Regent Guideline Committee gave an update on their findings. They researched the other state institutions to see what guidelines were in place. The research showed that Western is ahead of the other universities researched. The guidelines will be posted soon on the Staff Council Website.
- The necessary committees were assigned in order to put together the annual Fall Break Brunch for staff. The brunch will take place on Thursday, October 2. More details will be forthcoming.
- Joy Gramling gave an update on the Shared Medical Leave Bank. For the fiscal year 2002 (July 1, 2002 - June 30, 2003) the bank has a current balance of 1,184.50 hours. Fifty eligible employees contributed during the year, donating 1,355 hours. Nine employees used time from the bank using 1,687.50 hours. We are pleased that this program continues to be a success.
- The Staff Council is assembling a team to walk in the American Heart Walk on September 13. We hope this event will have the support of all staff employees. Anyone wishing to donate money for cardiovascular research and education can contribute to our team effort by contacting Joy Gramling."

The meeting adjourned at 12:15. The next regularly scheduled meeting will be held Wednesday, September 3 at 9:00 am in Academic Complex room 213.

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Lynne Swetmon <lynne.swetmon@wku.edu>

Office Associate

Western Kentucky University

Mathematics

Subject: September Staff Council Minuets

Date: Tue, 09 Sep 2003 14:05:21 -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 3, 2003 in room 213 of the Academic Complex. Members present were Regina Allen, David Appleby, Patty Booth, Bob Deane, Teresa Dunning, Joy Gramling, Treva Martin, Elizabeth Paris, Tina Sneed, Heather Stubblefield, Lynne Swetmon, Lauri Warden, and ex-officio member Pat Jordan. Members absent were Brandi Fowler and Jeff Jones.

- Tony Glisson came to the meeting to update us on some on-going issues. He first updated us on the KTRS issue. He is working on getting some figures together to show what the cost to the University would be if KTRS employees are allowed to get paid for their sick time when retiring from the University. Tony will have a cost for us at the next regularly scheduled meeting on October 8. Secondly, Tony had us to look over a draft of a new Workplace Violence policy. After a lengthy discussion, a few word adjustments were suggested. Another draft will be looked at before being sent to the President. More information on this issue will be forthcoming.
- There was a lengthy discussion of details concerning the Fall Break Brunch. The brunch will take place on Thursday, October 2 at the Downing University Center. Brochures will be sent out within the next two weeks.
- The Staff Council is represented on the Benefits Committee by one Staff Council Member and two other members appointed by the Staff Council. David Appleby will remain as the Staff Council Representative and a vote was taken to keep Sharon Hartz on the committee. We are in the process of selecting another staff member to be on the Benefits Committee.
- An issue of counting vacation time as time worked when dealing with overtime has been brought to the Staff Council. This issue was brought before the council in the past and was worked out for Facilities Management employees. However, we will take a look at this issue again as it pertains to other employees on campus. More information on this issue will be forthcoming.

The meeting adjourned at 12:15. The next regular monthly meeting will take place on Wednesday, October 8 at 9:00 in MMTH.

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Subject: October Staff Council Minutes

Date: Tue, 21 Oct 2003 12:35:38 -0500

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

Organization: Western Kentucky University

To: #Staff Council Mail Group <StaffCouncil@wku.edu>

The Staff Council held a special meeting on Wednesday, September 24 in MMTH 279. Members present were Regina Allen, David Appleby, Patty Booth, Robert Deane, Teresa Dunning, Brandi Fowler, ex-officio Pat Jordan, Joy Gramling, Jeff Jones, Elizabeth Paris, Tina Sneed, Heather Stubblefield, Lynne Swetmon, and Lauri Warden. Treva Martin was absent.

This meeting was held to go over last minute details for the fall break brunch.

- It was necessary for the Staff Council to appoint a new member to the benefits committee. Pat Jordan stepped down from this position because of her duties as Staff Regent. Candidates were nominated in the previous meeting. After a short discussion, a vote was taken and Bill Basham, will now serve on the benefits committee.

The meeting adjourned at 11:45.

The Staff Council held its regular monthly meeting on Wednesday, October 15 in MMTH 279. Members present were David Appleby, Robert Deane, Teresa Dunning, Brandi Fowler, ex-officio Pat Jordan, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Heather Stubblefield, Lynne Swetmon and Lauri Warden. Regina Allen and Patty Booth were absent. Special attendees include Tony Glisson, Richard Greer and Scott Taylor.

- Tony Glisson submitted information the Staff Council had requested in order to make a proposal to the Budget Council concerning the KTRS issue. After a long discussion, the Staff Council voted unanimously to submit a proposal for a policy change in the current KTRS retirement policy. More information on the KTRS issue will be forthcoming.
- The Staff Council members each received a copy of a letter from Dr. Ransdell informing us that the recommendation we sent through for revisions for performance appraisal will be implemented with the exception of the Appeals Process that the Staff Council recommended. The Staff Council recommendation included the use of an independent evaluation review board to review appeals. Although our specific recommendation was not approved, there will be a new formal appeals process in place which is a definite improvement over the current system. Also, there will be training for those in charge of doing evaluations although the training will not be mandatory (the Staff Council had recommended mandatory training). A new evaluation form will be used this year.
- There was a wrap up on the fall break brunch. There were approximately 600 staff members in attendance at the brunch with 145 of those walking away with prizes. We had received many compliments on the brunch and also some complaints. We discussed ways in which we can make the event even better next year.

- There was a lengthy discussion of the annual staff council newsletter that each staff member will receive later this month. This newsletter will inform the staff of the goals the staff council accomplished last year and the goals we hope to accomplish in the coming year.
- Heather Stubblefield reported that she has contacted the Parents Advisory Committee concerning the possibility of obtaining funding for AED's (Automatic External Defibrillators) to be put in each of Western's three police vehicles. More information on this situation is forthcoming.
- Elizabeth Paris reported on the American Heart Walk that took place on September 13, 2003. The Staff Council put together one of the nine teams from Western. The nine teams raised a total of \$2,911. The Staff Council team raised \$1640! The Staff Council had a great time and would like to thank everyone who donated and also everyone that participated.

The meeting adjourned at 12:00. The next regularly scheduled meeting will take place on Wednesday, November 5 at 9:00 in MMTH.

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Subject: November Staff Council Minutes

Date: Wed, 12 Nov 2003 09:10:04 -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 in MMTH 279. Members present were Regina Allen, David Appleby, Patty Booth, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Elizabeth Paris, Tina Sneed, Heather Stubblefield, Lynne Swetmon, Lauri Warden and ex-officio member Pat Jordan. Members absent were Robert Deane and Treva Martin.

- Dr. Gene Tice met with the Staff Council, as he does each year, to answer various questions raised by the staff members. The first item on the agenda was the proposed calendar that would include a three-week class term between New Year's Day and the beginning of the spring semester. The Staff Council wanted to know what effects such a calendar would have on staff. Dr. Tice did have some information about the calendar but advised us to send our concerns to the Administration. We are compiling a list of concerns and will forward to the appropriate administrative officers.
- Many staff members have expressed concern that Human Resources no longer sends letters to job applicants informing them that a job has been filled. This was a concern that we discussed with Dr. Tice. Patty Booth who is on the Staff Council and is employed in Human Resources was able to provide us with specific information. Human Resources quit sending out letters to job applicants because of the time and expense involved. There are sometimes in excess of 100 applicants for a particular job. Patty explained that applicants are able to look for information concerning a position to see whether or not it has been filled on the Human Resources web site. We all agreed that correspondence should be sent to those who have actually interviewed. Dr. Tice will check into decentralizing the process. It may be best for those who have actually done the interviewing to contact the interviewee; however, policy should be established so as to insure that applicants who have actually interviewed for a job get some form of communication from WKU.
- Another item that was discussed and will be looked at is the use of vacation time as time worked when calculating overtime. It is University policy that employees are not allowed to count vacation time as time worked for calculation of overtime. This is a matter that we will be researched and more information will be forthcoming.
- Issues concerning smoking policies have been brought to the Staff Council's attention. There was a short discussion on this matter and several members volunteered to do some research on existing smoking policies. This issue will be discussed in further detail at the December meeting.
- Dr. Tice informed us that the Workplace Violence Policy is being reviewed by our legal staff and then it will go to administrative council to receive approval to be implemented.
- We had a lengthy discussion on raises for the 04-05 fiscal year. We would like to have monies made available in order to bring some staff employees closer to market. At this time, because we are unsure of the budget for 04-05, no recommendations have been made.
- Dr. Tice has assured us that if outside funding is not available, carry forward monies will be used to purchase the three AED's to be placed in the three campus police vehicles. Heather Stubblefield has also contacted the Parents Council for possible funding. More information on this will be

forthcoming.

- Heather Stubblefield informed Dr. Tice that a new staff-mentoring program run by the Staff Council is recommended to begin in January 2004. A letter from the Staff Council will be sent to all new employees welcoming them to campus, introducing them to the Staff Council and offering a mentoring service to them. New employees can contact their mentor to help answer questions about the campus, policy and procedures, or to get directions. The Staff Council believes that this will help the new employees as well as benefiting the University by supporting goal #3 in Western's Strategic Plan: Recruit and retain quality faculty and staff.
- Elizabeth Paris and Tony Glisson will continue working on a proposal concerning the KTRS issue to send to the President. This proposal would ask that KTRS employees be allowed to use accrued sick time toward their retirement.
- A committee was formed to research the advantages or disadvantages of having a pool of days called "paid-time off" rather than sick and vacation days. The committee members are Patty Booth, Jeff Jones, Pat Jordan, David Appleby, and Regina Allen. More information on this issue will be forthcoming.

The meeting adjourned at 12:00. The next monthly meeting will take place on Wednesday, December 3 at 9:00.

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Subject: Staff Council December Minutes

Date: Wed, 10 Dec 2003 14:13:13 -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 3 in the 2nd floor conference room at the Preston Center. Members present were Regina Allen, David Appleby, Patty Booth, Robert Deane, Teresa Dunning, Brandi Fowler, Joy Gramling, Jeff Jones, Treva Martin, Elizabeth Paris, Tina Sneed, Heather Stubblefield, Lynne Swetmon, Lauri Warden, and ex-officio member Pat Jordan.

- Tony Glisson attended the Staff Council meeting in order to update us on an Exit Interview Policy that will be implemented in the near future. An employee that leaves employment of the university will need to complete a checklist of tasks before departing. Also, the employee will have an opportunity to complete a form giving their reason for leaving WKU.
- Elizabeth Paris distributed a final draft of a memorandum that will be sent to President Ransdell requesting a policy change in the current KTRS policy. The change would allow current KTRS staff employees to apply accumulated sick leave towards retirement credit. After a short discussion and a few changes, the Staff Council agreed that the letter should be sent to Dr. Ransdell.
- A concern was brought to one of the Staff Council members concerning the departure of so many WKU police from the force. Bob Deane informed us that a full force is considered 24. However, currently there are only 18 on the force. One point that was brought up was salary. It seems a lot of WKU police have received their training through Western and then move on to the city force or other forces that pay more. Bob Deane already had plans to address this issue with President Ransdell before this concern was brought before the Staff Council. More information on this situation will be forthcoming.
- The appraisal committee met with Tony Glisson and was able to report the following. Training for the new appraisal and evaluation system has begun. Training will be given for doing evaluations properly.
- The Staff Council was informed that the new January calendar has been postponed for the January 2005 term but is still a possibility for the January 2006 term. The Council will continue to discuss the pros and cons of this issue and make the staff employee's wishes known to those making the final decision.
- Patty Booth announced that the "Paid Time Off" issue has been tabled. Each Staff Council member received many e-mails concerning this matter after it was brought up at the last Staff Council meeting. Paid Time Off would take the place of the current vacation and sick leave time. This may be revisited again in the future.
- Heather Stubblefield reported on the "Staff Mentoring Project". The objective of this program is to offer mentoring to new staff members. The Staff Council will have a standing staff mentoring committee made up of three Staff Council members who will rotate off after one year. The mentor is responsible for answering questions the mentee may have concerning where buildings are on

campus, who to call to answer certain questions, how to obtain services, etc. Each new staff employee will receive a letter from the Mentoring Committee informing them of this program.

- Pat Jordan gave a Regent's report. Some topics covered were the current tuition increase, the Greek Village (which will not be funded by tuition increases), taking out the recreation area in DUC, and also funding for higher education from the state.
- A Smoking Committee was appointed to research current smoking policy and the policies of our benchmark institutions. The committee members are Patty Booth, Tina Sneed, and Lauri Warden. More information on this issue is forthcoming.

The meeting adjourned at 11:45.

The next Staff Council meeting will take place on January 7, 2004 at Jones Jagers.

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