

Staff Council meeting opened with committee reports:

*Adrienne Browning**

Jessica Dunnegan

*Brooklyn Foster**

*Deirdre Greene**

*James Kennedy**

*Betty Keown**

*Keith Lancaster**

*Heather Nicklies**

*Casey Scruggs**

*Bill Sleeper**

*Tanya Vincent**

*Melvin Watson**

*Eric Wolfe**

*--attended meeting

Book Scholarship

- The committee received 21 applications. Four recipients were selected: Ms. Jacqueline Doyle, Massage Therapist, Health & Fitness Lab; Mr. Matthew Atkinson, Coordinator, Nursing Services, Health Services; Ms. Tabatha Phillips, Coordinator, Testing Center's Distance Learning; and Ms. Leah Voss, Photo Editor, Talisman. Staff Council congratulates this semester's recipients.

- Staff Council received an email regarding revisiting eligibility requirements for the Staff Book Scholarship. Previously, WKU Staff members were only eligible if taking classes at WKU. There are a number of WKU Staff that use the tuition waiver to take classes at other universities, but were not able to apply for the book scholarship. After discussion, a motion was made by Tanya Vincent to remove the qualification that staff must be enrolled at WKU, and to add an e-signature approval to the application to allow the committee to verify recipients are enrolled in classes. Deirdre Greene provided the second, and Staff Council voted to make the amendments.

Diversity

- In February, the Student Campus Climate survey will be released through email. In order to encourage participation there will be a drawing for awards among those who respond to the survey.

- The committee wants to get a sense of how students feel about various diversity issues on campus. This better enables the committee to plan upcoming activities/opportunities.

- The faculty/staff survey revealed more concerns about religious tolerance on campus than any other concerns.

Designated Smoking

- The DSU initiative needs to be pursued. The current designated smoking areas were deemed sufficient upon investigation and the committee would like to encourage everyone to continue to monitor the situation.

- An email was received over the winter break regarding smoking at the museum. This issue will be documented in the near future to allow the committee to better address the problem.

Legislative

- The committee meets weekly to go over bills that hold interest for WKU.

- Staff Council would like to thank Deirdre Greene for her time commitment to this committee. We look forward to the information and dedication we know she will provide.

Staff Council continued the meeting with a discussion of the revised Termination/Discipline policy for Non-Faculty. After discussion regarding a need for recourse by staff members regarding a negative decision, a motion was made by Brooklyn Foster to add an appeals process to the policy. Staff Council supports the addition of such a policy, similar to that allowed for faculty.

Staff Council was visited by Wade Pinkard, WKU Employee Wellness Manager, for an overview of the 2014 Wellness Program. Approximately 43% of eligible employees participated in the 2013 Wellness Program, and 30% earned the

full incentive. Staff Council encourages every full-time benefits-eligible employee to participate in the 2014 Wellness Program. For further details, visit the Wellness website at www.wku.edu/employeeewellness

Staff Council continued with a discussion of the proposed staff teaching policy (Policy 1.5170). The proposal went before the University Senate at their January 23rd meeting. The proposed policy would be effective beginning with the 2014-2015 academic year. The policy can be found under the Administrative Policies portion of the Academic Affairs Policies website: https://www.wku.edu/policies/academic_affairs.php

Staff Council concluded with a discussion regarding our vision for the future of the Benefits Committee and the role Staff Council will play in the future regarding the distribution of information. We are currently formulating a plan of action to keep staff involved and informed of all potential impacts.

Please let us continue to hear from ALL staff, via the anonymous drop box, directly to the Staff Council collectively, or to individual members of the Council. We need to know issues you have or believe need addressing so that we can serve you better.

Our February 12th meeting will be held in the Regents Room of MMTH at 9:00 am. We will discuss new policy proposals, e-cigarette usage on campus, and have a visit from Tony Glisson.

Meeting adjourned at 12:00 pm.

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February 12th, 2014 Meeting Minutes

Staff Council meeting opened with committee reports:

Diversity

- In February, the Student Campus Climate survey was released through email. The committee wanted to get a sense of how students feel about various diversity issues on campus. This better enables the committee to plan upcoming activities/opportunities.
- The committee representatives reminded us of the Presidents Diversity Award, which has a gift of \$1,000 associated with the award. There is an employee, student and community awards available.

Designated Smoking

- The museum designated smoking areas need to be reviewed and pictures gathered.
- DSU building coordinator has made a big difference on enforcement of the designated smoking areas around DSU.
- Staff Council would like to encourage all building coordinators and employees of WKU to help enforce the designated smoking areas.
- E-cigs are not permitted in buildings and Staff Council is working on updating the smoking policy to include e-cigarettes in the policy.

Legislative

- The legislative committee is working diligently to secure the Coal County Scholarships for WKU. Our major competition is Pikeville.

Master Plan

- The Honors/International building is moving along. The "extra" gravel parking lot has been closed and the Chi-O house is coming down. The apartment complex will be razed in about 4 weeks. The Honors/International building is scheduled for completion during the summer of 2015.

Staff Council continued the meeting with a discussion of the Clery Act Compliance Policy, Preventing and Addressing Sexual Assault, Domestic Violence, Dating Violence and Stalking Policy, Annual Performance Evaluations Policy, Promotions – Non-Faculty Employees Policy and Access to Official Personnel File and Benefits Record Policy with Mr. Tony Glisson, Director of Human Resources. Staff Council provided a couple of editorial comments, based on numbering and spelling, but overall Staff Council accepts the policies as written.

Staff Council reviewed and discussed the Staff Regent Campaign Guidelines and Election process. Staff Council President, Eric Wolfe, moved to accept as written. Brooklyn Foster seconded the move, and Staff Council voted all in favor of accepting the Staff Regent Campaign Guidelines and Election process as written.

Casey Scruggs made a motion to discontinue the Staff Council Facebook page due to lack of activity and interest from WKU staff. Staff Council voted all in favor of removing the Staff Council Facebook page.

Staff Council received an email concerning the December pay for monthly employees, explaining the difficulties of not being paid for seven weeks from December 13th to January 31st and asking for a change. Staff Council discussed the email and decided the alternative is not more desirable, which would be not receiving your December pay until January 31st. We cannot ask the Payroll Dept to be here at the end of December to process the monthly payroll and Staff Council recognizes there is a small benefit to receiving your December pay earlier.

Adrienne Browning

*Jessica Dunnegan**

*Brooklyn Foster**

*Deirdre Greene**

*James Kennedy**

*Betty Keown**

*Keith Lancaster**

Heather Nicklies

*Casey Scruggs**

*Bill Sleeper**

*Tanya Vincent**

*Melvin Watson**

*Eric Wolfe**

*--attended meeting

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Our March 11th meeting will be held in the Regents Room of MMTH at 9:00 am.

Meeting adjourned at 11:30 am.

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Staff Council meeting opened with committee reports:

Budget

- The committee is closely monitoring the updates from Frankfort regarding the state budget. The Senate and House budget proposals differ, so each could offer potential benefits and challenges for WKU.
 - Budget cuts are coming, but the exact amount is not yet known. Any cuts would be prorated across divisions.
 - Staff Council is concerned about the message sent to CPE and the Commonwealth if WKU has to cut budgets & raise tuition rates, while simultaneously raising salaries.
- *Update since March meeting: The KY General Assembly have approved a state budget. Details were emailed to all staff by President Ransdell on April 1st.

Legislative

- In March, a House bill was introduced that would initiate an income tax for state retirees.
- Another bill would eliminate the requirement for background checks for student employees.

Designated Smoking

- The committee continues to work with individuals from the Kentucky Museum regarding the smoking complaint.

Parking & Transportation

- Next year will see updates to the current parking permit structure. Housing lots will be tiered as Premium & Non-premium.
- Reassigning lots will also require rerouting bus lines. There will be an additional bus on the White Line next year.

Staff Satisfaction Survey

- The committee is waiting to receive the results from the most recent survey.

Staff Council was visited by Dr. Joelle Davis Carter, Assistant VP of Retention and Student Services for Enrollment Management, and Lynn Hazlett Sherry, Director of Student Academic Services for the College of Health & Human Services, regarding a proposed staff award for Excellence in Advising and Student Support. A WKU student attempted to nominate his/her advisor for the advising award presented at Convocation, but was told that the advisor did not qualify for the award as a staff member. Enrollment Management would like to provide the monetary portion of a proposed staff equivalent for the Faculty Advisement Award.

A motion to move to a closed session was made by Eric Wolfe and seconded by Jessica Dunnegan. Staff Council entered into closed session at 11:30 am.

A motion to end the closed session was made by Adrienne Browning and seconded by Tanya Vincent. Staff Council concluded closed session at 11:50 am.

Staff Council concluded with a discussion of a question regarding the possibility of allowing employees to cash out leave time to add to a paycheck. Jessica Dunnegan said she would pass the recommendation along to someone on the benefits committee.

*Adrienne Browning**

*Jessica Dunnegan**

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Melvin Watson

*Eric Wolfe**

*--attended meeting

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Our April 9th meeting will be held in the Regents Room of MMTH at 9:00 am.

Meeting adjourned at 12:00 pm.

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Staff Council meeting opened with committee reports:

Designated Smoking

- Staff Council received an anonymous email regarding smoking areas near the entrance of buildings. Regrettably, without specific details we are unable to address smoking areas. The committee will, however, continue to evaluate smoking areas on a case-by-case basis. Staff Council would like to encourage the continuance of peer enforcement of all smoking areas.

Staff Satisfaction Survey

- Graduate students are currently working on the analysis of the staff satisfaction survey.

Staff Council moved on to a discussion regarding the upcoming elections.

*Update since April meeting: Nominations were opened Friday, April 11th, with an initial deadline of April 24th. After receiving fewer than needed nominations, nominations were reopened April 28th through May 2nd. The election was held on TopNet on Monday, May 12th.

Staff Council would like to see more continuing education opportunities for staff members to advance their careers. We will continue discussion on a possible format outline, and look forward to suggestions from staff.

A motion to move to a closed session was made by Eric Wolfe and seconded by Jessica Dunnegan. Staff Council entered into closed session at 9:49 am.

A motion to end the closed session was made by Jessica Dunnegan and seconded by Adrienne Browning. Staff Council concluded closed session at 11:36 am.

Staff Council concluded with a discussion of a question regarding an entry in the March 12, 2014 meeting minutes: "Staff Council is concerned about the message sent to CPE and the Commonwealth if WKU has to cut budgets & raise tuition rates, while

simultaneously raising salaries." We would like to reassure staff that we are not against raises. We do, however, see the benefit tax-wise in receiving raises as an increase in insurance benefits versus salaries. We will continue to address any such issue as staff members request.

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Our May 14th meeting will be held in the Regents Room of MMTH at 9:00 am.

Meeting adjourned at 11:40 am.

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*Adrienne Browning**

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*Heather Nicklies**

*Casey Scruggs**

*Bill Sleeper**

*Tanya Vincent**

*Melvin Watson**

*Eric Wolfe**

*--attended meeting

May 14th, 2014 Meeting Minutes

Staff Council meeting opened with committee reports:

Budget Committee

- The budget has been balanced. The budget committee would like to look at a long-term plan to guarantee future budgets are sustainable over time.

Staff Satisfaction Survey

- Survey results should be available in June.

Staff Council moved on to a discussion regarding the elections. The election was held on TopNet on Monday, May 12th. Winners were announced in a Staff-All email on Wednesday, May 14th. Congratulations to the following winners in each category:

- Secretarial/Support Personnel

Mary Nunn

Deirdre Green

Heather Nicklies

- Technical/Skilled/Maintenance

Clint Barber

Candy Walker

- Professional Non-faculty

Christopher Jensen

Chonda White

- Part-time

Amanda Florence (will hold office for 3 years)

A special election will be held in July to fill the vacant seats on Staff Council. There are two vacant seats in the Technical/Skilled/Service/Maintenance category and one vacant seat in the At-Large category. Staff Council encourages all interested staff to run for a vacancy. The nomination period will be announced as soon as possible.

Staff Council received an email from Julie Uranis, Director of Distance Learning and Continuing & Professional Development regarding our interest in continuing education

programs for staff. We look forward to meeting with her at a future meeting to discuss opportunities available to staff members.

Staff Council received an email regarding a question about Departmental tag regulation. All parking regulation questions should be directed to Parking and Transportation.

Staff Council concluded by discussing our Staff Council Retreat to be held Wednesday, June 11th. We will meet in the Augenstein Alumni Center 2nd floor conference room at 9:00 am. The retreat allows outgoing and incoming Staff Council members the opportunity to discuss issues/concerns that may carry over from year to year. Elections will be held for officers for the upcoming year, and goals will be discussed.

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Melvin Watson

*Eric Wolfe**

*--attended meeting

*Clint Barber**

*Amanda Florence**

*Brooklyn Foster**

*Deirdre Greene**

*Christopher Jenson**

*James Kennedy**

Heather Nicklies

*Mary Nunn**

*Bill Sleeper**

*Tanya Vincent**

*Candy Walker**

*Chonda White**

*Eric Wolfe**

*--attended meeting

The Staff Council meeting opened with the appointment of new WKU and Staff Council Committee Assignments:

Academic Committee: Christopher Jenson, Chonda White (Alternate)

Book Scholarship Committee: Heather Nicklies, Eric Wolfe, Brooklyn Foster, Mary Nunn

Budget Council: Eric Wolfe

Campus Library Advisory Committee: Amanda Florence

Campus Master Plan: Amanda Florence

Designated Smoking Committee: Deirdre Greene, Bill Sleeper, Candy Walker, Mary Nunn

Diversity Committee: Heather Nicklies

Parking and Transportation Committee: Tanya Vincent

Staff Leadership Program: Tanya Vincent, Brooklyn Foster, Amanda Florence

Staff Mentor: Tanya Vincent, Christopher Jenson

Staff Satisfaction Committee: Deirdre Greene, Mary Nunn, Candy Walker

Staff Wellness: Bill Sleeper

Sustainability Committee: Clint Barber

Legislative Committee: Clint Barber

Goals for FY 15

The following goals are a starting point for the council and may be added to at any time:

1. Additional options for continuing education for staff. Staff Council will meet with DELO at our August meeting to discuss current/future options.
2. To present a comprehensive plan for smoking on campus.
3. Update the WKU Staff Mentoring Guidelines.

Special Election

A special election will be held in July to fill seats in three categories: At-Large, Professional Staff, and Technical Staff.

*Update since meeting: Staff Council welcomes Sara Hutchison (Professional Staff) and Josh Marble (At-Large).

Fall Break Brunch

A discussion was held about holding an Open House in addition to a Fall Break Brunch. Long-time members said that this has been done before and attendance was not high enough to make it worthwhile. Fall Break Brunch will be further discussed at the August meeting.

Old Business

There was discussion about how important it will be for all staff to attend the HR Benefits Meeting on July 16th.

Guest Speakers

The following suggestions were taken for guest speakers:

- August: DELO
- September: HR
- November: Faculty member for discussion on smoking
- Future: Shannon Ballard – Facilities HR

A motion to move to a closed session was made by Eric Wolfe and seconded by Deirdre Greene. Staff Council entered into closed session at 10:15 am. A motion to end the closed session was made by ***** and seconded by *****.
Staff Council concluded closed session at 11:45 am.

Our August 6th meeting will be held in the Regents Room of MMTH at 9:00 am.

Meeting adjourned at Noon.

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August 6, 2014 Meeting Minutes

*Clint Barber**

*Amanda Florence**

*Brooklyn Foster**

*Deirdre Greene**

*Christopher Jenson**

*James Kennedy**

*Heather Nicklies**

*Mary Nunn**

*Bill Sleeper**

*Tanya Vincent**

*Candy Walker**

*Chonda White**

*Eric Wolfe**

*--attended meeting

The Staff Council meeting opened with discussion regarding the policy on discounts we will add to the community discount page. It was agreed that we should maintain our current policy that we will list discounts available at local businesses (within Kentucky and those located in Tennessee that are close to Bowling Green).

Please visit our page at <http://www.wku.edu/discounts/> to see the available discounts.

Staff Council moved on to discuss Fall Break Brunch (FBB). FBB will be held from 8:30-10:30 on October 2nd at Fresh Foods in DSU.

Staff Council was notified that a Staff Advising Award would be awarded at Convocation.

Staff Council moved on to discuss professional development. It was agreed that rather than just a tuition waiver for courses through the university, staff should have the option to take professional development courses for certification. Not all staff members need/want college credit, but would like to take short-term classes of interest.

Staff Council decided that we would like to have at least two visits from our Benefits Committee representatives per year, because we do not currently have an active Staff Council member as a representative to the committee.

Our guest speaker was Julie Uranis, Director of Distance Learning & Continuing and Professional Development. We were interested to hear her thoughts on professional development for staff members. Currently for non-credit professional development courses, the tuition benefit is not realized. DELO is revenue dependent, so the courses must be paid for. As we continued to discuss topics of interest (including an Orientation to WKU for new staff members), it was decided that we are essentially looking for ways to implement succession planning for staff. We agreed that there is a need for a central group in charge of finding people to teach classes, and that there should be a staff development center like FACET. We will continue to investigate the matter and gather input from staff, HR and DELO regarding a workable solution.

Our September 3rd meeting will be held in the Regents Room of MMTH at 9:00 am.

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*Bill Sleeper**

*Tanya Vincent**

*Candy Walker**

*Chonda White**

*Eric Wolfe**

*--attended meeting

Staff Council opened with a visit from a member of the Benefits Committee. We asked if there was any updated information regarding the new plan year changes to health coverage for staff members. Although specific details were not readily available (decisions were not finalized at the time of the meeting), we were glad to hear that a more proactive approach would be taken regarding educating employees about changes and costs.

Staff Council was then visited by Kari Aikins, Assistant Director of Total Compensation, and Tony Glisson, Director of Human Resources. Communication with the campus community regarding changes is of the highest importance. The implementation of an HR liaison network will help communication between HR & individual staff members. The enrollment system for 2015 will include a "best plan" feature, so that staff are able to determine what best meets their personal needs, based on past claims and costs. Voluntary benefit plans include a medical bridge policy and cancer policy. To best reach out to staff regarding changes for the 2015 plan year, there will be face-to-face meetings, online tutorials, HR coffee breaks, and a four-day benefits fair (with various educational sessions each day). For those unable to attend the face-to-face info sessions, there will be a recorded session made available online. Staff Council thanks Kari and the rest of the Benefits Committee for their hard work and continued dedication.

Fall Break Brunch will be held 8:30-10:30 October 2nd, at Fresh Foods in DSU.

Our September 24th meeting will be held in the Regents Room of MMTH at 9:00 am.

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*Sara Hutchison**

*Christopher Jensen**

*James Kennedy**

*Josh Marble**

*Heather Nicklies**

*Mary Nunn**

*Bill Sleeper**

*Tanya Vincent**

*Candy Walker**

*Chonda White**

*Eric Wolfe**

**-in attendance*

Staff Council opened with Committee reports.

- MasterPlan Committee: Parking issues/possible solutions are being discussed.
- Designated Smoking Committee: Staff Council receives inquiries regarding a smoke-free campus quite regularly. We also receive numerous inquiries regarding enforcement of the current designated smoking area throughout the year. The current policy on campus includes peer-enforced designated smoking areas. The committee is working on wording regarding the stance of Staff Council regarding a smoke-free campus.

Staff Council moved on to an anonymous email we received regarding difficulty with benefits information. We believe Human Resources went above and beyond in their approach to the need for drastic changes to our Health Insurance/Wellness program. People have been available to answer questions when possible. If the answer wasn't known, references to sources for the answer have been given. Computer labs were opened for assistance in online enrollment. Staff Council encourages each staff member to become their own advocate & educate themselves regarding the Health/Wellness options for the future.

Tanya Vincent made a motion to enter into closed session. Eric Wolfe seconded that motion. Staff Council entered into closed session at 9:55 am.

Sara Hutchison made a motion to end closed session. Josh Marble seconded that motion. Staff Council ended closed session at 10:40 am.

There will be a special election held to fill the part-time representative position. There was one nomination.

*Update since meeting: Jan Rensch won the election for the part-time representative. She will join Staff Council at our December meeting.

Our December 3rd meeting will be held in the Cupola Room of Fresh Foods at 8:30 am. Guests will include Tony Glisson and DFM representatives.

Staff Council was adjourned at 11:00 am.

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December 3, 2014 Meeting Minutes

Staff Council began our December meeting by welcoming Jan Renusch as the newest member. Jan is the part-time representative to Staff Council.

We welcomed our guest speakers, Tony Glisson and Trent Blair. Staff Council received an anonymous email regarding a new DFM policy on attendance. The individual was concerned about the perceived severity of the new policy, and worried that otherwise good employees would be harmed by a blanket policy seemingly aimed at a few bad apples.

Both Mr. Glisson and Mr. Blair reiterated that the policy was not meant to act in a detrimental way for those employees that do not have attendance issues. The policy is intended to be a tracking tool to assist with finding out who is/isn't a reliable employee. The policy has been revised since the initial introduction.

We appreciate both Mr. Glisson and Mr. Blair taking time out of their day to listen to concerns brought to Staff Council. We are encouraged by their willingness to address any issues.

Staff Council moved on to discussion of the Staff Book Scholarship. The scholarship application will be announced 1/6/15. The applications will be due 1/12/15. Recipients will be selected and announced by 1/16/15.

Staff Council next discussed staff concerns with the Biometric Health Screenings that were held during the Open Enrollment Fair. We received multiple complaints regarding the process, lack of privacy, and lack of professionalism. We understand this was the first year this service was provided by Graves-Gilbert, and would like to ask for suggestions from staff members on how the process could be improved.

Staff Council received an anonymous email from an employee that waives the university health insurance and feels their benefits (specifically the university's FSA donation) have been cut unfairly over the past few years. We encourage all employees with concerns regarding benefits to contact HR for the resolution of such issues.

Our January 14th meeting will be held in the Regents Room of MMTH at 9:00 am.

Staff Council was adjourned at 11:00 am.

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