



STAFF SENATE

Monthly Meeting, February 5, 2020 (9:00 AM)
Cornelius A. Martin Regents Room, Jody Richards Hall

Minutes

Call to Order and Roll

- Jennifer Miller, WKU Staff Senate Chair, called meeting to order at 9:07 a.m.
- Roll was taken in the form of sign-in sheets.

Guest Speakers:

Deborah Wilkens: General Council

Discussion included the following:

Disciplinary Policy

- The university's current disciplinary policy vaguely outlines steps taken by supervisors to assist in performance improvement, disciplinary actions, verbal/written reprimands, steps leading to termination, etc.
 - Historically, there are low numbers of termination at WKU, but a more detailed policy would help solidify a corrective course of action.
 - Staff Senate raised concerns about the dissemination of this information to Vice Presidents, Deans, Directors, Department Heads/Chairs, Managers, and Supervisors.
 - Questions were raised about the amount of disciplinary warnings allowed before termination.

Jennifer Hammonds: University Registrar

Discussion included the following:

2020-2021 Academic Year Winter Term

- The pilot program (below) was recommended for 2020-21.

Winter Term 2021

Classes Begin	Monday, December 14
Holiday Break (University Closed / No Classes)	December 21 – January 1
Classes Resume	January 4 – January 14
Final Examinations	Friday, January 15
Martin Luther King, Jr. Day (University closed)	Monday, January 18
Final Grades Due	Tuesday, January 19

- The University Registrar has asked SGA to look at the recommendations. There is also a financial aid representative and other representatives. It will go to the Dean's committee before the President's cabinet.

- The University Registrar has already set student schedules, locking in winter break. Classes can only be offered face-to-face when the university is open. Offering face-to-face classes will begin January 4th, 2021. There will also be a pilot 3-week and 5-week term exclusively online December 14-31, 2020.
- This new schedule will allow students to be awarded degrees earlier instead of waiting for the spring. It will also allow students taking a winter class to have a break before the start of the semester.
- There have been staff concerns about getting two weeks for winter break versus three weeks. Typically, winter breaks have been two weeks, but based on the calendar year last year, it fell into three weeks. There is no policy that has a set of academic calendar requirements.

Approval of Prior Monthly Meeting Minutes

- Approval of December meeting minutes were made by way of motion by Senator Scott Broadbent and 2nd by Senator Audra Coil. Minutes were approved with the condition to change minutes.

Officers and Staff Regent Reports

Senator Jennifer Miller: Chair

- Requesting communication at least one year in advance about academic calendar to avoid speculation about two-week vs. three-week winter break.
- The parental paid leave policy is still in draft form.

Senator Mike Loftis: Vice Chair

- 448 staff members completed the Staff Engagement Survey. This was up from last year which had 426 full-time and 19 part-time participants (445 total).
- The election for Staff Senate is approaching.

Senator Rachel Cato: Communications Officer

- Approval for Staff Spotlight on social media will be between Staff Senate officers.

Senator Rebekah Russell: Treasurer

- No report

Senator Christopher Ware: Technology Officer

- Not present.

Staff Regent, David Brinkley

- Policies for the limits and parameters for President Caboni were discussed. Representation includes Jennifer Miller (Staff Senate Chair), Dr. Julie Shadoan (Faculty Senate Chair), Julie Hanson (Student Affairs Committee Chair), and Jason McKinney (Board of Regents Vice Chair). An approval on policy will preferably be at the end of the fiscal year.
- EX1: The yellow house property purchase across the street from Raymond Cravens Library may be a liability issue and safety hazard. It was purchased at a reasonable price of \$113,000.
- EX2: Concerns about the salary increase meeting agenda from the Board of Regents is due to new regulations from the IRS which decided President Caboni does not need to live at the President's House to complete his job. This reduced his value of salary by \$18,400. Out of

compliance to this contract, his contract salary would be reduced, but there was a vote to make a net zero increase.

- In regards to the Finance Budget Item 1, Brinkley raised concerns about carry forward funds not having any room for salary compression.
-

Committee Reports

Academic Calendar:

- The calendar committee met on 1/30/20 to discuss the Expanded Winter Term 2020 – 2021 Pilot Program. They also discussed verbiage regarding Winter Term and Winter Session, this affects a student's ability to get financial aid during the winter term. Winter Term will be referred to as Winter Session. Other aspects regarding the Academic Calendar were discussed, such as the standard class period block and the final exam schedule.

Budget Executive Committee:

- The committee met on 1/21/20 and reviewed the recommendations and prioritizations from the sub-committees. The committee discussed the information and filtered the requests that are considered one-time occurrences vs. a permanent impact.
- The committee also agreed to establish and document processes and procedures for the group to use as guidance. These procedures will be used to navigate ongoing budget requests.

Parking and Transportation Appeals Committee:

- The committee met on 1/22/20. Senator Christopher Ware attended this meeting in place of Senator Monica Hines. Due to Senator Ware taking paternity leave, other Staff Senators have agreed to attend the meeting in his place.

Preston Center Advisory Council:

- Jerrell Kelly is the new Assistant Director of Programs for Campus Recreation.
- Announced that the Suitemate in all the locker rooms will be replaced in the foreseeable future.
- John Faine inquired why the employee wellness program is not integrated more with the Preston Center. Wade Pinkard reported that currently the fitness assessment and strength training programs are provided through the Preston Center. Every year free memberships for the faculty and staff to the Preston Center has been discussed during the Health Benefit Committee Meetings. Funding and IRS Tax Guidelines continue to be a hindrance to consider this.
- Richard Dressler inquired about why he is getting calls from Minnesota to discuss the Top Life program and why the university just doesn't insource the program rather than outsource the program. Wade Pinkard reported that there is a significant cost savings to outsource the program and the Top Life call center for the entire country is located in Minnesota.
- Steve Lancaster asked why the self-reporting option has been removed from the program. Wade Pinkard each year the university negotiates a new contract with potential vendors. This year's vendor did not have a self-reporting option. He also reported that each June/July the university presents the vendor with suggestions for design and development for the coming school year. There is a possibility we will have a new provider next year.

Staff Excellence Committee:

- The separate event committee used for faculty award events invited the chair of the Staff Senate to join the committee and discuss how to incorporate staff and faculty award recognition

into combined events. Human Resources will be initiating the call for Staff nominations beginning the week of February 10-28, 2020, which is earlier in the timeline of the process.

- Academic Affairs has invited staff to participate in the annual faculty reception, which will be rebranded as an employee excellence event. The reception, to take place mid-April will host all nominees and the winners in each category will be recognized and invited to a dinner at the President's home the following week.

Sustainability Champions:

- There is a new Chair - Madona May. Contact information is may-madona@aramark.com, 270-745-2915 or 270-535-0995, office is located down on the DSU docks room 055.
- Fresh Food CO received Green Restaurant Certification over Christmas break. We are the first university in Kentucky to receive it and the first restaurant in the city of Bowling Green as well.
- Rachel Conley (conley-rachel@aramark.com) is setting up different locations on campus to collect goods for the food pantry (located at the Office of Sustainability) during the month of February.

Staff Senate Business: The Staff Senate is looking at different policies that effect staff. Talks about creating an ad hoc committee.

Staff Senate Email Review:

We cannot reply back to anonymous emails. If someone wants a direct reply through our anonymous portal, they will have to leave an email or contact information.

There is a transitional way to evaluate employees. This is the second year without performance evaluations, but this is not permanent. Susan Howarth and Tony Glisson want Staff Senate's thoughts on the new policy, and Staff Senator Monica Hines is on the committee.

Announcements

Staff Senate Meeting: March 4, 2020

Notable Events:

- Board of Regents Meeting: March 6, 2020.

Meeting adjourned at 10:56 a.m.



STAFF SENATE

Monthly Meeting, March 3, 2020 (9:00 AM)
Downing Student Union, Room 2081

Minutes

Call to Order and Roll

- Jennifer Miller, WKU Staff Senate Chair, called meeting to order at 9:07 a.m.
- Roll was taken in the form of sign-in sheets.

Guest Speakers:

Sandra Humphries: HR Update

Discussion included the following:

- WKU Performance Development Pilot Program
- Website <https://www.wku.edu/hr/performancedevelopment/index.php>

Design Team

Name	Department Representing
WKU Human Resources	Andrea Sherrill Mindy Hutchins Sondra Humphries
Segal (Formerly Sibson) Consulting	Catherine Lilly Mollie Cooper
WKU At-Large Members	Anthony McAdoo, Philanthropy & Alumni Engagement Diana Keeling, ITS Monica Hines, Social Work Wren Mills, Organizational Leadership

Advisory Committee

Name	Department Representing
Becky Tinker	The Center for Career and Professional Development

Advisory Committee

Name	Department Representing
Caryn Lindsay	Study Abroad and Global Learning
Heather McWhorter	Philanthropy & Alumni Engagement
Peggy Crowe	Counseling Services
Scott Gordon	The Graduate School
Scott Lasley	PCAL- Political Science
Lauren Ossello	General Counsel
Emily Gabriel	WKU Libraries
Sabrina Pate	Campus Recreation & Wellness

Performance Development Pilot Program Pilot Groups include:

- Center for Innovative Teaching and Learning
- Department of Communication
- Counseling Center
- WKU Libraries
- Parking and Transportation

The guiding principles based on stakeholder input and best practices were discussed, including each goal and how they were discussed in each session with supervisors, employees, staff senate and faculty senate as well as the design team.

Purpose Statement:

- Through regular coaching and mutual feedback, clarity of expectations, and an ongoing focus on growth and learning, the WKU Performance Development Program supports a cohesive work environment and provides the foundation to achieve individuals, team, and institutional goals. The program equips employees and supervisors with the tools, resources, and opportunities necessary for continuous improvement and responsiveness to change, while encouraging employees to perform at the highest level to advance WKU.
 - o *Based on June 12, 2019 Design Team Retreat; approved by the President's Cabinet for the Pilot Program July 9, 2019.*
- The Five Conversations that should occur between the supervisor and their staff should include:
 1. Establishing the Relationship and Expectations
 2. Setting Goals
 3. Ongoing and Multisource Feedback
 4. Ongoing Coaching
 5. Professional Development
- Fixed versus Growth-Oriented Mindset
 - o Watch video from Shift Yes Tribe, "Build a Growth Mindset"
- Survey results were discussed
- Next steps for the WKU Staff community were also discussed.

Approval of Prior Monthly Meeting Minutes

- 448 completed the staffing engagement survey. 510 started the survey; however, only 448 completed the survey. The draft minutes will be corrected to 448.
 - A motion to approve minutes from Mike Loftis and 2nd from Chris Ware.
-

Officers and Staff Regent Reports

Senator Jennifer Miller: Chair

- Met with the President: Talked about the Staff Engagement Survey. Paid Parental Leave Policy. This bill has been presented to the President's Cabinet. A question was asked to Staff Senate as to why there was a difference. Working on approving the staff and faculty leave policy.
- Jennifer's last meeting was today as she will no longer be working for the University.
- She is greatly appreciative of the Senators and all has been accomplished during her time with Staff Senate.

Senator Mike Loftis: Vice Chair

- Received the staff engagement survey results. The committee having been going through the remarks on the survey. Will get everything up on the results on the website by the end of the Month.

Senator Rachel Cato: Communications Officer

- Staff Excellence Award Nomination- Recognizing staff on social media. How many years? Full Time or Part-time Staff?

Senator Rebekah Russell: Treasurer

- No report

Senator Christopher Ware: Technology Officer

- Congratulations to Chris Ware on the new edition to his family!!

Staff Regent, David Brinkley

- Encourages everyone to read the agenda and it's supporting material for meeting.
-

Committee Reports

- All reports to be submitted via Staff Senate personal folder.
-

Staff Senate Business:

- WKU Staff Senate Election Date—will call for a vote
- WKU Staff Senate Officer Election—will call for nominations and a vote to elect a new chair to serve for the remainder of the 2020 fiscal year



STAFF SENATE

Monthly Meeting, April 1, 2020 (10:00 AM)

Zoom Meeting

Call to Order and Roll

Meeting called to order on April 1, 2020 at 10:00 a.m.

Roll was taken by Secretary Monica Hines.

Guest Speakers

- Susan Howarth and Jennifer Tougas – Bookstore RFP
 - Budget email sent out by Communications.
 - Next steps, to be financial prudent and being proactive at this time.
 - House and Senate came to an agreement on budget.
 - Reducing the state budget by 130 million.
 - We are being held flat, which is really good news.
 - One-year state budget instead of a two-year budget.
 - Keeping the pension contribution to 49% instead of 84%.
 - Have that money in the budget, which will provide some cushion.
 - Working on cash flow analysis, everything looks good.

- Bookstore Operations
 - Dr. Jennifer Tougas took a new position.
 - Did meet with the bookstore staff last Thursday.
 - Contract has not been awarded to anyone at this time.
 - President made it clear that no decision would be made until campus constituents were able to meet.
 - Had less resources to keep up with the changing times.
 - WKU is competing with Amazon when it comes to textbook sales.
 - The services they can provide to the students:
 - Price Match
 - Full-Service App
 - 24/7 customer service support line
 - E-Commerce to expand marketing for marketing shares
 - Barnes and Noble will have an employment package, strong benefits program, career, retirement, etc.
 - Barnes and Noble is looking to hire employees for WKU.
 - Financial component was most favorable to the university.
 - A 1 million dollar guaranteed revenue in the first year.
 - There will be a 350-thousand-dollar sign on bonus.
 - Keeping textbook prices low, open educational resource library.

Approval of Prior Monthly Meeting Minutes

- Received an email with corrections to March Meeting Minutes by Senator Melissa Hamlin
- Robert Unsel made a motion to approve the minutes, it was a second by Emilee England.

Officers and Staff Regent Reports

Chair:

- Appreciates Staff Senates work for the last few weeks.

Vice-Chair:

- No Report
- Elections on May 20th

Communications Officer:

- No report

Technology Officer:

- No report

Staff Regent:

- Information shared was approved that was discussed in last meeting.
- New list of topics before committee meetings for April 17, 2020.
- Budget approval meeting until June 26, 2020.

Committee Reports

- Update reports on Staff Senate Folder.

Staff Senate Business

- COVID-19 discussion
 - COVID-19 taskforce has given a voice for staff senate. All anonymous emails have been shared with this taskforce. The emails have been listened to and have been addressed via mass communication. The taskforce has tried to do everything in their power to keep WKU and the Bowling Green community safe.
 - A lot of miscommunication in the beginning, but the last two weeks the communication committee has attempted to keep everyone on the same page.
 - IT has distributed out over 250 computers in order for students, staff, and faculty to be able to work from home! Thank you for your help and service to WKU!
- June Staff Senate Retreat
 - Hope to have Staff Senate Retreat in June; however, Elections will take place in May.
 - If the Retreat is postponed, all Senators will participate in a retreat at a later date.
- HR Committee Standing Committee
 - Have a couple of senators from staff senate.
 - Meet with HR once per month for any issues that staff may have.
 - Tony Glisson has agreed to having an HR Standing Committee.

- The floor was opened for discussion.
 - Roll committee over to the staff mentorship program due to meeting with them on a regular basis.
 - Need to be more active in the HR presentation. We were the 3rd body to be in the communication. This information impacts staff the most.
 - Emilee England moved to create a HR standing committee and Tanya Vincent second.
 - The motion has approved.

Staff Senate Email Review

- Staff Senate has received several anonymous emails the last few weeks.
- Some were sent to COVID-19 taskforce, other emails did not provide enough information to send to the taskforce.
- Every email has been addressed, we cannot communicate back, but has been heard by administration on campus.

An email was received this morning:

- Communication from administration has been poor in the last two weeks. There was no notice when most buildings were closed.
- This information will be brought to the attention to the COVID-19 taskforce on Monday, April 6, 2020.

Packages email:

- Postal services and shipping/receiving will hold packages.
- Can make arrangements for delivery.

Announcements

Board of Regents Meeting: April 17, 2020 BOR Committee Meetings

May 15, 2020 BOR Quarterly Meeting

June 26, 2020 BOR Special Budget Approval and Committee Meetings

Notable Events: Staff Senate Election May 20th

Meeting adjourned at 11:33 a.m.

- Date and timing of election.
- 12 current vacancies.
- Mike Loftis and Monica Hines tenure will be ending
- May 20th for election date. Will be able to announce on May 21st
- Call for nominations will last for one week.
- 2 weeks before June Retreat
- Tanya Vincent made motion, 2nd by Emily England.
- We have to elect a new chair, which is a part of the new chair.
- Chair: Mike Loftis
- Vice Chair: Emilee England

Staff Senate Email Review:

N/A

Announcements

Staff Senate Meeting: April 1, 2020 at 9:00 via Zoom

Notable Events:

- Board of Regents Meeting: March 6, 2020, Jody Richards Hall Board of Regents Room No
- Upcoming Staff Senate Election

Meeting adjourned at 10:35 a.m.



STAFF SENATE

Monthly Meeting, May 5, 2020 (10:00 AM)

Zoom Meeting

Call to Order and Roll

Meeting called to order on May 5, 2020 at 10:00 a.m.

Roll was taken by Secretary Monica Hines.

Guest Speakers

- President Caboni addressed the Staff Senate and Staff:
 - Welcome and note of thanks to all.
 - Discussion is currently taking place on how to appropriately and safely open for the fall semester.
 - “We are going to get through this together”
 - Executive Budget Council was discussed.
 - There have been 4 restart committees formed focusing on each areas of operation.
 - We will continue to invest in our scholarship program.
 - We will continue with Summer Hours!!!
 - Questions for President Caboni were asked by Staff Senators and Staff of WKU.
 - Main topics of discussion include:
 - Faculty and Staff having to shift to the virtual environment
 - Budget process and BEC completing their work.
 - Staff members coming back to work: Essential staff, Leadership, etc.
 - Those that can, will work remotely. WKU will operate in a different density.
 - Retirement allocations are not known specifically at this time: KTRS: there is optional retirement. KERS: we do not have information at this time.
-

Approval of Prior Monthly Meeting Minutes

- Melissa Hamlin’s name to be changed in April’s meeting minutes and Agenda to be taken off.
 - Motion to approve minutes with corrections by Emilee England and 2nd by Christopher Ware.
 - Motion was approved.
-

Officers and Staff Regent Reports

Chair:

- President Caboni Restart Committee: Chair Mike Loftis and Staff Regent David Brinkley are on the committee.
- BEC: Susan Howarth and Cheryl Stevens will meet with Staff Senate on Friday afternoon.
- The President has a set of procedures and policies that he is governed by the Board of Regents. Had a committee

- COVID19 task force is meeting twice per week. Mike has been meeting and bringing questions to the meetings. Please email to Mike or staff senate. WE are paying attention

Vice-Chair:

- Elections on May 20th
- Staff Senate Nominations have closed. There were 16 nominees total. Will send out information on Wednesday. Committee will meet again and send out information.

Communications Officer:

- No report

Technology Officer:

- No report

Staff Regent:

- Voted against the WKU store. Will act in the best interest of the staff and will address every possible concern. Will be working nonstop until the board meeting.

Committee Reports

- Update reports on Staff Senate Folder.

Staff Senate Business

- Proposal to Staff Senate Organizational Changes:

Organization Changes:

- 4 standing committees
- Meet before staff senate meeting
- Meet from 9:00-10:00
- Then meet for staff senate at 10:00-11:30
 - Finance and Budget Committee
 - Technology and Communication Committee
 - Workforce Committee
 - University Committee

Executive Committee

- Officers, Standard Committee Chairs, Staff Regent, Immediate Past Chair-Ex Officio
- Meet once per month
- Develop an agenda

- Everyone has input into the agenda

Create an officer position:

- Apply Robert's Rule of Order
- Quorum for each meeting
- Updating staff senate bylaws
- Time limit discussions will happen on certain items (15 minutes)

Open the floor up for feedback:

- Tanya Vincent thinks it looks great. As long as senators are communicating.

Staff Senate Email Review

There was an email regarding staff and faculty not receiving refunds for parking permits.

- Only students were refunded parking fees per email from Parking and Transportation.

Announcements

Meeting adjourned at 12:12 p.m.



STAFF SENATE

Monthly Meeting, June 3rd, 2020 (10:00 AM) Zoom Meeting

Minutes

Call to Order and Roll

Meeting called to order by Chair Mike Loftis on June 3, 2020 at 10:00 a.m.

Roll was taken by Secretary Monica Hines

Guest Speakers

There were no guest speakers for the month of June.

Approval of Prior Monthly Meeting Minutes

Corrections were sent to Chair Mike Loftis and Secretary Monica Hines.

A motion was made by Senator Melissa Hamlin and 2nd by Senator

Officers and Staff Regent Reports

Chair:

Chair Mike Loftis graciously thanked all Staff Senators for the hard work and dedication through COVID 19 as well as to those who were re-elected and rotating off. Members rotating off of Staff Senate include Rebekah Russell, Scott Broadbent, Sam Holiday, Melisa Hamlin, and Audra Coil. We hope that you will serve on staff senate again.

A special meeting was called with Faculty Senate and a joint recommendation was sent for salary tiered reductions. The document was taken to the Budget Executive Council (BEC) and a new tiered reduction was set up and sent out a week ago. Chair Loftis appreciates all the emails that were sent from staff willing to take salary reduction to aid and/or prevent loss of employment.

The Bowling Green Daily News wanted an interview with Staff Senate. The Staff Senate sent a joint statement with all executive staff senators. Aaron Mudd with BG Daily News is reporting the story.

This afternoon the 2020-20201 Staff Senate will meet with the new members. This meeting will include Officer elections, co-chairs elections, and standing committees elections.

Staff Senate survey has concluded and has been sent to administration. Restart questions and budget as well as any COVID-19 related questions were sent as well.

Vice-Chair:

No report

Communication Chair:

Congratulations to Julie Bryan and Erica Benham for being named the Staff Senate Book Scholarship Winners! Fall semester deadline to apply for the Staff Book Scholarship is August 1st.

The Communication Chair also thanked everyone for their hard work.

Treasure:

No report

Technology:

Thank everyone for their service. Influence others to step forward and serve as well.

Staff Regent Report:

A special called meeting took place on May 27, 2020

There were three actions that were discussed at this meeting, which included the following:

FB1 Ser change fee: 1-year discount. Students if they had to take distant learning classes, eliminating that fee could help students

FB2: Hike on tuition. Needed to go to 2% tuition hike or flat tuition. Board unanimously voted not to raise tuition.

FB3: KY educator discount goes to \$415 discounted to \$315 for 3-hour class. Unanimously approved by the board of regents

Next special called meeting for the budget.

Regent Brinkley stated that he would be a strong advocate for staff. WKU as a whole need to think of services we no longer provide and cut those programs/services instead of cutting people. Hopeful for a good equitable plan that is tangible.

Committee Reports:

Congratulations to the following individuals for being the 2020 Staff Excellence Award Winners:

Professional Non-Faculty:

- Naomi Rowland, Laboratory Coordinator, Biology

Administrative Support:

- Jarod Smith, Office Associate, Psychological Science

Skilled/Technical/Service/Maintenance:

- Casey Pended, Information Technology Consultation, Information Technology Services

Staff Senate Business

- Vote on Proposal of Staff Senate Organizational Changes
 - Change Meeting Format
 - Move all existing Communities into four Standings Committees by category
 - Create Executive Committee
 - Create Parliamentarian Officer Position
- Senator Christopher Ware made a motion to approve the proposal and the motion was 2nd by Senator Melissa Hamlin. A vote took place and was unanimous.
- Big Red Restart Document
 - Time frame to respond and give feedback.
 - Still taking feedback from faculty and staff.
 - Document is still in the draft form.
 - Consistency regarding childcare.
 - If there is a 2nd wave of COVID-19 it will be around fall break.
 - Staff Senate will compile a list of issues and send a draft to the restart committee

Staff Senate Email Review

- Faculty and staff will not be reimbursed for parking permits.
- Staff Senate voted and passed unanimously to make a statement supporting the President's stance on diversity training for all faculty, staff, and students.
- BEC to review contracts: Recommendation from staff and faculty senate to go through all contracts and to eliminate ones that are not cost efficient.

Announcements

June 26, 2020 - Special Budget Approval and Committees

Adjourned meeting

11:09 a.m.



STAFF SENATE

Monthly Meeting, July 8th, 2020 Zoom Meeting

Minutes

Call to Order and Roll

Meeting called to order by Chair Mike Loftis on July 8th 2020 at 10:00 a.m.

Roll was taken by Secretary Tanya Vincent

Guest Speakers

Dr. Lynn Holland, Assistant Vice President for Student Life, Dean of Students discussed WKU's response to students of color, LBGQ, International, and students of different religions. A very valuable resource is the Cynthia and George Nichols III Intercultural Student Engagement Center (I.S.E.C.). For additional information about this program please visit: <https://www.wku.edu/isecc/>. It is important for all faculty and Staff to engage and understand all students.

Dr. Molly Kerby, Assistant Provost for Institutional Effectiveness, Associate Professor discussed the WKU Diversity, Equity, and Inclusion Plan. WKU's mission is to prepare students of all backgrounds to be productive, engaged, and socially responsible citizen-leaders of a global society starts with each faculty and staff member involved in preparing students. For additional information about the DEI please visit: <https://www.wku.edu/diversity/diversity-plan.php>.

Tony Glisson, David Oliver and Bryan Russell discussed what the University is doing in the wake of Covid19 and reopening. All buildings should have hand sanitizer stations and offices have been issued PPE. If your office does not have proper PPE you can go to <https://www.wku.edu/restart/> and under the Faculty and Staff Resources you can "Request PPE". There is also printable signage that you can download to place in offices. Tony Glisson indicated HR is currently working on guidelines for employees that are identified as high risk or have the need for flexible and accommodating working arrangements. Information will be sent out soon. One of the biggest takeaways from our speakers is they are encouraging staff members to reach out, ask questions, and voice their concerns. Tony, David and Bryan are all here on campus and want open and honest communication. If you have questions it is important to bring them up so they can be addressed. Staff Senate is also a valuable resource as well. It was suggested that masks are to be worn on campus when entering buildings or in common areas. More offices are opening on campus and it is important faculty and staff are wearing masks and practicing social distancing. They are also working on training segments that will be available to staff members.

Approval of Prior Monthly Meeting Minutes

A motion was made by Senator Julia Johnson and 2nd by Senator Emilee England

Officers and Staff Regent Reports

Chair:

Chair Mike Loftis reported that retention at the University is up as well as freshman enrollment for the fall semester. It was noted that Susan Howarth is the new liaison for the Staff Senate. The University has approved the fall holiday calendar. The University will be open and staff will work Labor Day September 7th 2020, the University will be closed Presidential election day November 3rd and WKU will be closed the full week of Thanksgiving November 23rd to the 27th.

Vice-Chair:

No report

Communication Chair:

No report

Treasure:

No report

Technology:

No Report

Staff Regent Report:

A special Budget Approval Meeting took place on June 26th, 2020

Under Finance and Budget here were two actions that were discussed at this meeting, which included the following:

FB-1 Approval of the 2020-21 Operating Budget

FB-2 Approval of Personnel Actions/Tiered Salary Reductions

These were both approved

Under the Nominating Committee Report

NC-1 Election and Approval of t2020-21 slate of Elected and Appointed officers, David Brinkley will continue to serve as Secretary.

Next board meeting will be the meeting and retreat on August 6th and 7th. Committee meetings on October 23rd, 2020.

Committee Reports:

Budget and Finance Committee- Discussed BOC and EOC as far as Ramp goes. Would like additional staff members on these committees. Would like to get a staff member added to Capital Asset committee.

Communication and Technology—Address website updates, update all committee members on web. Change the look of the web page. Will be adding additional information about each senator including what drove them to become a senator. Work on getting web site cleaned up.

Workforce Committee- Would like to form a committee with HR to address performance and benefits, mentorship program. Revisit Mentorship program and how we can still engage staff members while social distancing.

University Committee—Discussed newly formed committee and goals for the next year. Assigned members to sub-committees.

Staff Senate Business

Motioned to bring to table the approval bylaw changes was motioned by Jordan Basham and seconded by Jennifer Wilson.

The following bylaw changes were made:

- Change Meeting Format
- Move all existing Communities into four Standings Committees by category
- Create Executive Committee
- Create Parliamentarian Officer Position

Motion to bring to a vote was made by Jordan Basham and seconded by Emilee England.
Motion passed unanimously.

Staff Senate Email Review

There were several anonymous e-mails concerning WKU's restart plan, working confusions, and Covid19. Most of the concerns were addressed by Tony, David and Bryan.

Paid Time off for PT staff that work year-round was brought up. Staff Senate will continue to evaluate and look into adding this benefit.

Parking and Transportation will not be providing refunds or pro-rated parking for Faculty/Staff who have been working remotely. For the fall here are daily parking options and park mobile options as well.

The Staff Senate appreciates all e-mails that are sent to us. We address each one and share with administration your concerns. If you are having specific problems or have issues that are not being addressed please let us know. You can send us an e-mail or contact anyone of the senators. We are here for you.

Announcements

August 5th next meeting

Adjourned meeting

12:27 p.m.



STAFF SENATE

Monthly Meeting, August 5th, 2020 Zoom Meeting

Minutes

Call to Order and Roll

Meeting called to order by Chair Mike Loftis on August 5th, 2020 at 10:00 a.m.

Roll was taken by Secretary Tanya Vincent

Approval of Prior Monthly Meeting Minutes

A motion was made by Senator Chris Ware and 2nd by Senator Emilee England

Officers and Staff Regent Reports

Chair:

Chair Mike Loftis reported about Covid 19 and alternative work arrangement request. Spoke with HR Director Tony Glisson, if staff are having issues they can fill out alternative work arrangement form and work with HR. SSEC—discussed questions given by staff. Mike Loftis sent out document about Covid 19 reference guide, these included many questions that have been sent in by staff members. This form was uploaded to the “Healthy at Work” website and social media.

Vice-Chair:

No report

Communication Chair:

Senator information sheets were sent to all members of the Senate. These information sheets will be uploaded to the website to share additional information about our members and why they chose to serve on the Senate.

Treasure:

Financials for the senate was \$3,668.00. There were no additions or disbursements for the month of July. Current balance is \$3,668.00

Technology:

No Report

Parliament Report:

Finishing up changes will present for vote at September meeting.

Staff Regent Report:

Will be attending Regents meeting in person on August 7th, 2020

Committee Reports:

There were no committee reports

Guest Speakers

Dr. Peggy Crowe, and Dr. Karl Laves

Dr. Peggy Crowe, Director of the Counseling Center. The Center is here to serve students, staff, faculty and parents. Approach should be: "College should be challenging not overwhelming." The center provides counseling, outreach, training for grad student, support groups. They work on campus and in the community. The center is located Potter hall 409 and can be reached at 270-745-3159.

Dr. Karl Lave, Associate Director of the Counseling Center and Staff Ombudsmen for Faculty and Staff— Dr. Laves is a neutral third party that brings nothing to the table - no authority – a confidential, neutral person who will sit and listen and will try to help people decide what they can do. Dr. Laves helps staff when they need clarity and reassurance that they are on the right track. To contact Dr. Laves please go to: <https://www.wku.edu/hr/contactus/ombudsperson.php>.

Information provided by Dr. Crowe:

Just wanted to share a few reminders, as well.

- Here's the link to our main website: <https://www.wku.edu/heretohelp/>
- Here's a link to our "Coping" page: <https://www.wku.edu/heretohelp/resources/coping/>
- This site has a variety of articles and videos to support students, faculty, and staff during the pandemic. Some of the information includes:
 - **Anxiety:** panic attacks; anxiety/irritation with making COVID 19 adjustments for the classroom; learning to be calm; students returning home (Spring '19); mask anxiety.
 - **Reframing Emotions:** video; "*From fear to enlightenment during COVID*"
 - **Tough Time Advice:** Coping with COVID for faculty; grounding techniques; a message from Star (animal assisted therapy dog); getting through the day

Wade Pinkard, Manager, Employee Wellness & Benefits - Human Resources

Wade is responsible for planning, implementing, evaluating, coordinating, and overall management of wellness programs and services for WKU faculty, staff and family members. Wade discussed resources available relating to Covid 19. Two valuable resources for employees are:

<https://wku.edu/hr/tools/covid19resourceguide.php> and <https://www.anthem.com/>. Any cost shares related to Covid including diagnostic testing have been waived through December 31, 2020.

Right now, all cost for Telehealth services have been waived until September 30th, 2020.

Wade also discussed the wellness program. Open enrollment will begin in October. Biometric screenings will be optional this year and employees will only be required to complete Tier 1, which is the online health assessment.

Andrea Hales, Director of Strategic Communications, John Mark, Director of Marketing and Bob Skipper, Director of Media Relations - Communications & Marketing.

This group is part of the communication group and discussed WKU's Reopening plans and what WKU is doing to prepare to reopen. They help the execution of the reopening plans which include sharing a series of videos that students and staff should watch so they can have information about reopening and be prepared for the first week of classes. They also promote and will update all WKU social media.

The "Healthy on the Hill" website is constantly updated with new information. For the latest news on the reopening and Covid 19 on campus please visit: <https://www.wku.edu/healthyonthehill/>

If you are approached by news media or different agencies seeking out information about WKU, please refer them to Bob Skipper.

Rebekah Russell, Budget & Finance Manager/Interim Budget Director, Budget resource update

Budget office is a resource for departments and campus offices, which includes reporting and analysis. Rebekah discussed FY Budget Expenditure, they have it and reviewing it. Budgeted salary book- Still working on it and will be posted next week. She also talked about the state budget and they do not know how this budget will affect FY 21. A question was asked about layoffs and furloughs, these are all being handled the College level, deans and departments will be making those decisions. Reduced salaries have been in place to help with budget.

The budget office understands the new policies for purchasing. After the first quarter the process will be reevaluated and will work on streamlining the process.

Bryan Russell

PPE update, they have received over 160 requests and have delivered 2822 reusable face masks on campus. Thermometers can also be provided, please check with Bryan Russell or your Healthy at work resource officers. If you or your area needs PPE please request. Supplies are available.

Staff Senate Email Review

The Staff Senate appreciates all e-mails that are sent to us. We address each one and share with administration your concerns. If you are having specific problems or have issues that are not being addressed please let us know. You can send us an e-mail or contact anyone of the senators. We are here for you.

Announcements

September 3rd next meeting

Adjourned meeting

12:30 p.m.



STAFF SENATE

Monthly Meeting, September 3rd, 2020 Zoom Meeting

Minutes

Call to Order and Roll

Meeting called to order by Chair Mike Loftis on September 3rd, 2020 at 10:00 a.m.

Roll was taken by Secretary Tanya Vincent

Approval of Prior Monthly Meeting Minutes

A motion was made by Senator Jordan Basham and 2nd by Senator Bryan Campbe

Officers and Staff Regent Reports

Chair:

No report, discussion will be in senate business

Vice-Chair:

No report

Communication Chair:

Jennifer Wilson thanked the senate members for turning in their quotes and encourage others to get theirs in for the staff senate website. Jennifer also mentioned that our Communication group was going to rework some communication on the website in order to help us streamline questions and concerns.

Treasure:

Financials for the senate were \$3,668.00. There were no additions or disbursements for the month of August. Current balance is \$3,668.00. Working with Barnes and Nobel to get the funds set up for the staff book scholarship.

Technology:

No Report

Secretary:

No Report

Parliament Report:

Finalizing bylaw reviews will present for vote at October meeting.

Staff Regent Report:

Board of Regents Committees will meet at the end of September 2020.

Guest Speakers

Dr. Timothy Caboni, President WKU

Dr. Caboni started off by thanking staff, grounds crew, custodial crew, and others for doing a terrific job. WKU looks great and he is very happy at the progress that is being made during our restart. Some key points from his discussion include:

- The incoming freshman class has the biggest enrollment gain in over 30 years.
- WKU's six-year graduation rate rose to fifty-four point nine percent (54.9%) – the highest six-year graduation rate ever at WKU.
- Last fall's one-year retention rate of seventy-two point nine percent (72.9%) was the highest since fall 2013 (73.1%).
- Dr. Caboni has talked to students and they want to be on campus. WKU has worked very hard all summer to meet the institution missions that will allow students to feel safe.
- The First year Village is progressing nicely and will be ready for Fall 2021.
- There will be an announcement of new scholarships available for 21-22.
- Cleaning in buildings is still a priority. PPE is still being issued and readily available.
- WKU is paying close attention if there are patterns of Covid outbreaks, they will test all areas and everyone around them.
- If you have concerns about Covid, cleaning, or other issues related to the reopening don't forget to contact your Healthy at Work Officers or visit <https://www.wku.edu/healthyonthehill/>.
- The HR study regrading compensation and performance evaluations had been put on pause due to focusing on restart plan. They will begin to ramp up again soon.
- Anthem will cover more than one Covid test. Staff can take as many tests as needed.
- It is important for offices and supervisors to be flexible during the pandemic. If a staff member is having a problem with flexibility they can fill out COVID-19 Alternative Work Arrangement Consideration Request at: <https://www.wku.edu/hr/tools/covid19resourceguide.php>

The Senate appreciates Dr. Caboni attending our September meeting. We are thankful for his dedication and involvement with the Staff Senate.

A question was asked about spending and authorizations, Susan Howarth said they would evaluate the process after the end of the first quarter. More information to come soon.

Committee Reports:

Workforce Committee: The committee will be looking at various HR policies. One policy they are wanting to discuss is HR Policy 4.2501- Alternative Work Arrangements, Flextime, Flex-place, Compressed Workweek. This policy has not been updated since June 2009. They would like to make it a permanent long-term policy that is not directly related to the current Covid working arrangements. The committee will work with HR to come up with new suggestions and guidelines.

Staff Senate Business

Discussion about anonymous e-mails. What can we do to streamline the process? We would like to develop a system where questions that are sent to Staff Senate are passed on and we are able to provide feedback and answers to the staff. It was decided a small committee would be formed and meet to discuss how the senate will handle anonymous e-mails, in addition to the questions that are asked during the meeting. After a lengthy discussion the topic was tabled.

Staff Senate Email Review

The Staff Senate appreciates all e-mails that are sent to us. We address each one and share with administration your concerns. If you are having specific problems or have issues that are not being addressed please let us know. You can send us an e-mail or contact anyone of the senators. We are here for you.

Announcements

October 1st next meeting

Adjourned meeting

11:37 am



STAFF SENATE

Monthly Meeting, October 1st, 2020 Zoom Meeting

Minutes

Call to Order and Roll

Meeting called to order by Chair Mike Loftis on October 1st, 2020 at 10:00 a.m.

Roll was taken by Secretary Tanya Vincent

Approval of Prior Monthly Meeting Minutes

A motion was made by Senator Doug Tate and 2nd by Senator Emilee England

Officers and Staff Regent Reports

Chair:

The Staff Excellence Awards were announced in the Spring, the committee is working on finding a way for the winners to be recognized. Doug Tate has sent out document for Parliament guidelines please read and if you have any questions please let Doug know. Thanked the staff senators for working on e-mail communication.

Vice-Chair:

No report

Communication Chair:

The communication team has been working on putting a system in place for comments and questions for guest speakers. A small committee met numerous times to mold and shape a new e-mail system. We are now using Custom Insight, a free program where staff can direct questions or comments to the senate and we can respond to them directly anonymously. If employees would like to ask questions, they are free to respond directly to staff senators as well. They do not have to be identified. There are several mechanisms in place to get answers to employee's questions. Also, if they have any issues or concerns and they would like a reply, the Senate will do our best to get you the reply. If employees don't select that they would like a reply, it makes it difficult to respond. To contact Staff Senate, please go to: <https://www.wku.edu/staffsenate/contact.php>

We will be adding a list of resources on our website to help get questions answered. We are hoping to add a listing of numbers and contacts that are helpful to staff. If staff members can't get the answers they need, we will be an advocate to get help. We are here for you.

We would also like to do a spotlight on staff on a monthly basis. This will be a chance to recognize staff around campus and also boost morale. A committee will be formed to address this new project.

Secretary:

No report

Treasure:

Financials for the senate was \$3,668.00. There were no additions or disbursements for the month of September. Current balance is \$3,668.00

Technology:

Would like for all staff to subscribe to the Staff Senate YouTube channel. With more subscribers we are able to access additional features. You can subscribe here:

<https://www.youtube.com/channel/UCqZDDhp7VpHkN44N5HWsaBQ>

Parliament Report:

A new document for Parliament guidelines was sent to all senators. Please review and reach out to Doug Tate with any questions or concerns.

Staff Regent Report:

The Regents have begun the review process for the evaluation of President Caboni. The timetable has been submitted to the regents but there have been no discussions yet. If you have any questions or need anything please reach out to David Brinkley anytime. David will be attending Regents meeting in person on August 7th, 2020

Committee Reports:

Workforce Committee:

They are still working on HR Policy 4.2501, the alternative work arrangements. The workforce committee was approached by HR to weigh in on other staff policies. Created Workforce committee. This group is wanting to proactively assess policies that affect staff. Met to establish timeline, conducting research, will meet with people on campus and also accepting feedback from other senators. Will meet 10-21-2020 will construct a draft and will submit draft to Senate November meeting.

E-mails:

An e-mail was submitted about Fall Break Brunch. Since Fall break has been moved to the week of Thanksgiving and staff members were given off the two days prior to the Thanksgiving break we will not be having a brunch. We are looking at doing something in the Spring. Look for updates in the future.

A question was submitted about the HR compensation study. Due to Covid 19 and WKU's reopening plan, this study has been put on hold but will resume in the Spring.

We also received an e-mail from a student looking for direction on how to report an issue that they and other students were having. We sent them a list of several resources to help get issues resolved on campus. We are here help to faculty, staff, and students.

Guest Speakers

Our guest speaker was unable to attend and will be rescheduled for a later date.

Announcements

November 4th next meeting

Adjourned meeting

10:40 am



STAFF SENATE

Monthly Meeting, November 4th, 2020 Zoom
Meeting

Minutes

Call to Order and Roll

Meeting called to order by Chair Mike Loftis on November 4th, 2020 at 10:00 a.m.

Roll was taken by Secretary Tanya Vincent

Approval of Prior Monthly Meeting Minutes

A motion was made by Senator Brian Campbell and 2nd by Senator Robert Unseld

Officers and Staff Regent Reports

Chair:

Staff Chair Mike Loftis met with Tony Glisson and Sondra Humphries in HR to discuss the restructuring of the Staff Excellence Awards. They discussed the awards in general, how many awards are given and creating a new system for awards to get more recognition. Staff Senator Brian Campbell will represent Staff Senate and serve on the committee for the Provost search. Mike also mentioned how there had been some discussion on how campus will operate after Thanksgiving break. Administrators will be sending out e-mails soon to discuss any changes and answer questions. The Staff Engagement survey will be sent out in January. Jordan Basham will chair a small committee to evaluate the survey questions and get the process started.

Vice-Chair:

Workforce committee met today with the Chair, Tony Glisson and Sondra Humphries. They are continuing to work on various University policies and the Staff Engagement survey in January. They are constantly working on things to get done for Staff.

Communication Chair:

Updated Senator info with quotes on website. The Senate will begin highlighting Senators on Twitter and Face Book. Would like to update website with a button for Staff resources. Including different things on campus, names and information for staff to answer common questions they may have. If you have any ideas or suggestions for university or community resources, we would love to hear them.

Treasure:

Not in attendance

Technology:

No Report

Secretary:

No Report

Parliament Report:

No Report

Staff Regent Report:

Committee meetings on 10-23-2020 with a packed agenda. Susan Howarth, Rebecca Russell and Kristi Smith met with the committee and spent over an hour answering questions and discussing the budget. There are four new regents, Ms. Jan West, Mr. W. Currie Milliken, Garrett Edmonds, the new Student Regent and Dr. Shane Spiller, the new Faculty Regent. Dr. Ethan Logan submitted the new WKU scholarship model. There are lots of new opportunities and various ways for students to apply and submit for scholarships. Discussed restoration of Staff and faculty pay. Would like to see the money put back as soon as possible.

Guest Speakers:

Susan Howarth, Executive Vice President for Strategy, Operations and Finance and Rebekah Russell, Interim Asst. VP for Budget, Financial Planning and Analytics.

They discussed Budgeting 101 at WKU. Listed below are the notes provided by Mrs. Russell:

- WKU's budget is driven by 2 primary revenue sources
 - State Appropriations - \$73.3m
 - Tuition Revenue – 165.9m
 - Driven by enrollment and set rates
- Net Tuition Revenue = tuition revenue less financial aid
- A 1% tuition increase = ~\$660,000 in additional net tuition revenue
- WKU's largest expense each year = Personnel at 59% of the budget
 - Second highest: student financial aid at 20%
- WKU's budget must be balanced: revenues = expenses
- In years where revenue is down, expense still generally go up due to fixed cost increases (utility increases, contract obligations, etc.).
- When this happens, expenses must be decreased to balance the budget
- In FY21, expenses exceeded revenue by ~\$27.1m
 - WKU's approach to balance the budget included 2 types of decreases: central targets (hiring frost, travel freeze, shared salary reductions) and divisional targets (managed by the VPs throughout the year)
- Looking ahead to FY22

- The budget creation process has started. All campus governance groups will play a part in this process.
- Tuition forecasting has already begun, and budget requests are being created for review in December and January.
- The FY22 State Budget session begins in January. Expected to be final on April 15
- WKU's FY22 Budget will be ready to share with the Board of Regents by the first week of May.

Staff Senate Business

Discussion about recognizing staff at WKU on a regular basis. Staff Senate would like to recognize staff members for great work they are doing around campus. We hope this will generate goodwill and bring value to employees. There will be a link on our webpage for staff members to recommend other employees on a monthly basis to be a Staff Star. Finalized information will be discussed at the next meeting.

Staff Senate Email Review

One e-mail was sent in regarding how the University will operate after the Thanksgiving break. E-mails to staff-all will be sent shortly. The Staff Senate appreciates all e-mails that are sent to us. We address each one and share with administration your concerns. If you are having specific problems or have issues that are not being addressed please let us know. You can send us an e-mail or contact anyone of the senators. We are here for you.

Announcements

December 2nd next meeting

Adjourned meeting

11:08 am



STAFF SENATE

Monthly Meeting, December 2, 2020

Zoom Meeting

Minutes

Call to Order and Roll

Meeting called to order by Chair Mike Loftis on December 2nd, 2020 at 10:04 a.m.

Roll was taken by Secretary Tanya Vincent

Approval of Prior Monthly Meeting Minutes

A motion was made by Senator Robert Unseld and 2nd by Senator Rachel Cato. Minutes passed.

Officers and Staff Regent Reports

Chair:

Staff Chair Mike Loftis had his monthly meeting with Dr. Caboni. One of the top priorities is restoring the staff/faculty salaries that were affected by the budget cuts. Questions were brought up about contact tracing for individuals who have been exposed to Covid 19. WKU continues to work with the Health Department to make phone calls and update individuals. Spring registration is on track for 2021. The vacant Auditor position is still in progress and they are narrowing down the finalists. An e-mail will be sent out the first of the year updating staff members about the current financial status of the University.

Vice-Chair:

Workforce committee will meet to discuss the upcoming staff survey and continue to work on University policies and updates.

Communication Chair:

Senator Jennifer Wilson spoke briefly about updating the Staff Senate webpage and adding more resources on the page for staff members. Look for updates next semester.

Treasurer:

No Report

Technology:

No Report

Secretary:

No Report

Parliament Report:

No Report

Staff Regent Report:

There has not been a Regent meeting since the Staff Senate last met. There will be a Board of Regents meeting on December 11th please check agenda when it is sent out. If you have any questions or concerns, please reach out to Regent David Brinkley.

Guest Speakers

Dr. Bruce Schulte, AVP for Strategy, Performance and Accountability

Jeff Hook, Director, Center for Research & Development (CRD) and Small Business Accelerator

Dr. Schulte discussed the implementation of WKU's Strategic plan, Climbing to Greater Heights. This plan spans from 2018-2028. From the website: "Climbing to Greater Heights: The 2018-2028 Strategic Plan for Western Kentucky University is a carefully defined roadmap that will guide the University through the next decade. It focuses on student success and ensuring that our campus environment attracts the highest quality faculty and staff, and it renews our commitment to being fully engaged in our region and the commonwealth while providing a global context to the WKU Experience." To read more about the strategic plan please visit: <https://www.wku.edu/strategicplan/>

Jeff Hook is the director of CRD and the Small Business Accelerator. CRD located on Nashville Road provides start up and existing businesses resources they need to succeed. CRD encourages businesses to collaborate with other technology bases companies and University resources.

<https://www.wku.edu/crd/>. Located within the CRD is the Small Business Accelerator. The WKU Small Business Accelerator is designed to create optimal conditions for entrepreneurs and business owners to focus on growing their business and being successful in a highly competitive economy. Their mission is to institute and continually improve a value proposition designed to serve the unique needs of start-up and early stage companies. To contact Jeff and learn more please visit:

<https://www.wku.edu/accelerator/>

Dr. Ethan Logan, Vice President for Enrollment and Student Experience

Dr. Jace Lux, Director - Admissions Office

Dr. Logan works in the area of Enrollment and Student experience. This area focuses on the student experience and creating positive environments for all students. Dr. Logan also discussed the recruitment process at WKU. WKU works with students for months to enroll students at the University. There are lots of pieces behind student enrollment. He is also focusing on transfers, adult student stop-outs and the nontraditional student. WKU is working as an institution to grow the culture. To learn more about Dr. Logan and this area please visit: <https://www.wku.edu/ese/>

As Director of Admissions, Dr. Lux and his team are responsible for the recruitment, admission and new student orientation of all undergraduate students. They typically work with traditional students however they work closely with the Transfer Center, regional campuses and adult services to admit all undergraduate students. During recruitment process they will typically do high school visits, campus tours, recruitment events on and off campus. This past year with the pandemic they have had to focus on more virtual events. Admissions is constantly thinking of ways to recruit new students. Information about the incoming Fall 2021 class was not yet available. If you have any questions about the role of Admissions or would like to speak to Dr. Lux, please visit: <https://www.wku.edu/admissions/>

Staff Senate Business

There was discussion about recognizing staff at WKU on a regular basis. Staff Senate would like to recognize staff members for the great work they are doing around campus. We hope this will generate goodwill and bring value to employees. There will be a link on our webpage for staff members to recommend other employees on a monthly basis to be a Staff Star. Finalized information will be discussed at the next meeting.

Staff Senate Email Review

One e-mail was sent in regarding how the University will handle Covid 19 contact tracing. The University will continue to work with the Health Department to notify the University community as needed. The Staff Senate appreciates all e-mails that are sent to us. We address each one and share with administration your concerns. If you are having specific problems or have issues that are not being addressed please let us know. You can send us an e-mail or contact any of the senators. We are here for you.

Announcements

Next meeting will be determined for either January or February

Adjourned meeting

11:25 am