

WKU Staff Council Meeting Minutes

Wednesday, September 1, 2010

*Cassandra Bailey	*Tammi Beach	*Diane Carver	*April Gaskey	*Janet Hall
*Wanda Johnson	*James Kennedy	*Paula Mattison	*Chester McNulty	*Jennifer Ragan
*Casey Scruggs	*Mandy Skinner	*Retha Spinks	*Colby Westerfield	

*Attended meeting

Staff Council Special Election

Diane Carver congratulated Adrienne Browning (Professional Non-faculty) and Jessica Gibbs (Part time) who were elected to the Staff Council in August. Diane reported that 312 people voted. We will welcome them to our next meeting. We received two part time nominations, but one was considered ineligible since their qualifying time was split between part time and temporary status. Because of this, Diane suggested we review the bylaws to make sure the rules are clear.

Fall Break Brunch

Plans are progressing for the biggest staff event of the year. Diane is checking on the cost of the meal, and hopes that it will remain the same as last year, which is \$5.75 per person. Door prize donations have already been received from a number of WKU groups, and Diane reminded everyone to continue with this effort. Tammi Beach is in charge of decorations for this year's theme—"Thrill on the Hill". As in the past, the Staff Excellence awards will be given out, and a dance contest will be held. Brochures with entry forms for door prizes will be sent out via email two weeks before the event. Members of the Staff Council should wear their shirts and dark pants, and be there at 7am to set up.

HR Rep for DFM

HR Director Tony Glisson introduced Jennifer McLeod, who will represent Human Resources in the Facilities Management area. She will be onsite at DFM's location to administer new employee orientation, benefits forms and policy issues, in an effort to provide customer service to one of the largest groups of employees on campus. Diane asked if people would see Jennifer before visiting the ombudsman, and Tony agreed that this was a logical step. He also plans to have Jennifer help with employment, especially since a new hiring system will soon be in place. Tony thanked Charlie Jones and Angie Jackson for their help in the process of getting Jennifer settled. James Kennedy asked Tony if other positions like this might be instituted around the campus. Tony said that he had considered this, but that DFM is a defined group of people and a great place to start. Jennifer will also help with processing claims for Workers Comp as well. In addition, HR is also now searching for a campus Wellness Coordinator.

Convocation Recognition

The Staff Council was recognized by the president for our part in promoting Spirit Fridays. The Council wants to remind everyone to wear their WKU apparel every Friday.

Staff Leadership Group

Jennifer Ragan and Tammi Beach reported that the committee has met and has chosen this year's class for Staff Leadership. All staff (who meet the employment requirements) are eligible to apply for this group. The Council urges everyone to consider applying in the future.

Benefits Committee

At last month's meeting, we nominated April Gaskey and Casey Scruggs. Since neither was able to serve, we nominated Retha Spinks from the Council, and Angela Robertson of IT. Diane has sent an official letter to the president recommending Retha and Angela, along with Elizabeth Paris, to represent the Staff Council on this committee. Diane will send appreciation letters to the current members when the new members are installed.

Policy on Accepting Gifts from Vendors

Janet Hall was contacted by Ken Baushke concerning this policy right after the Staff Council minutes for August were sent out. Ken submitted a code of ethics, which Janet forwarded to the rest of the Council. Purchasing then sent a campus email with more information, including a general policy. Since there were differences in the policies, and since they were referred to as guidelines, the Staff Council has decided that they are not the right body to define a WKU policy in this area. If you are interested in working on a committee to help determine this policy, please contact Janet Hall.

Book Scholarship

The committee is working on the final details of the Staff Council Book Scholarship. We will have a jug for donations at the Fall Break Brunch. Please remember to bring change to donate to this scholarship. A staff member will be rewarded money to use for books in future semesters.

Herald Reporter at an Upcoming Meeting

A reporter from the Herald has contacted Diane about attending one of our meetings. He has already done a short interview with Diane, but would like to see firsthand what we do. Our bylaws say that we can have a visitor present to us. Diane will check with Deborah and then contact the reporter.

Meeting Speakers

Athletic Director Ross Bjork will be speaker at our next meeting. If any departments on campus would like to present to us, please contact Janet Hall (52395). Last month, Blair Sillman of HRL told us about M.A.S.T.E.R. plan, and Diane and Mandy Skinner gave presentations, while Jennifer Ragan worked with Topper Directions.

The meeting adjourned at 11:20am.