

**WESTERN KENTUCKY UNIVERSITY**

**OFFICE OF THE PRESIDENT**

**March 7, 1997**

**MEMORANDUM**

**TO:** WKU Staff

**FROM:** Staff Advisory Council  
Ms. Nancy Bunton (Secretarial/Clerical--Student Affairs)  
Ms. Linda Cantrell (Secretarial/Clerical--Finance and Administration)  
Ms. Danna Jacobson (Professional Non-Faculty)  
Mr. Richard Kirby (Technical/Paraprofessional)  
Ms. Sue Pillow (Secretarial/Clerical--Academic Affairs)  
Ms. Jennifer Roberts (Secretarial/Clerical--Institutional Advancement,  
President's Office)  
Mr. Robert Upchurch (Skilled Crafts)

The Staff Advisory Council met with President Meredith, Staff Regent Joy Gramling, University Counsel Deborah Wilkins, and Director of Human Resources Tony Glisson on March 5, 1997, for its regular meeting.

**1. Service/maintenance employee representation**

Norma Lee's resignation from the University left a vacancy on the Staff Advisory Council for this group of employees. The Council discussed several alternatives to remedy this problem including electing another representative, leaving the vacancy until the next regular election, and appointing an interim representative. The Council supported the latter suggestion, and it was recommended that Judy Craft be appointed as interim representative for this group for the remainder of Ms. Lee's term. Judy has served on the Council in the past and is willing to fill out the term.

**2. Crosswalk and speed humps on Normal Drive**

Sue Pillow brought up a concern regarding the safety of this street, particularly during rainy weather. President Meredith advised the group that the University does not have ownership or control of this street, but he agreed to prepare a letter to appropriate officials with the City of Bowling Green requesting that it review the speed limit and consider the installation of speed humps and/or a caution light.

**3. Salary increase expectations for 1997-1998 budget**

Sue Pillow had requested information concerning the 1997-1998 budget process on this issue. President Meredith advised the group that the Budget Committee meets again on March 7, 1997, to consider a proposal to fund one-half of the remaining Corroon implementation and a four percent fund pool for merit increases. The President stated that if these proposals are endorsed by the Budget Committee for recommendation to the Board of Regents, it will require reallocation

within the University divisions. Some services now being provided on campus may be restricted or eliminated as a result. However, no final decision or recommendation has been approved by the Budget Committee as of yet. President Meredith noted that Danna Jacobson had been appointed to the Budget Committee as a representative for the staff and was doing "an excellent job."

4. Recycling

Sue Pillow had expressed some concern over the apparent refusal of the recycling company to accept shredded paper. Several departments on campus handle sensitive confidential information that necessitates such documents be shredded upon their disposal. Deborah Wilkins agreed to investigate this and report back to the Council.

5. Day classes through the Community College upon move to IED

Danna Jacobson raised the issue of how employees will attend day classes at the Community College once it moves to the IED. President Meredith advised the group that the expected completion date of the Community College facilities at the IED had been pushed back to the Spring of 1998. There is time, therefore, to investigate this concern and arrive at a possible solution. He will forward this concern to Vice President Barbara Burch for her consideration and response.

6. Employee Sick Time (donating to other employees)

Tony Glisson advised the group that since the minutes from the January 16 meeting were circulated, numerous inquires have been made regarding an interest in donating sick time to other employees. It is quite obvious by the response that there is a great deal of interest in this issue. Since the last meeting there have been some concerns expressed about the consistency and fairness of this practice. In addition, the Internal Auditor raised some issues that are of concern. Because of this, employees will not be allowed to donate time to other employees until such time as an official policy is approved.

7. Vacation time on pay checks

Some vacation and sick leave is still not appearing on paychecks. Tony Glisson advised the group that the practice of including vacation and sick leave on paychecks will be temporarily suspended until Human Resources, working in conjunction with the departments, can resolve some computer "glitches" in the system. It appears that some departmental systems of recording vacation/sick leave may differ from that used by the payroll system. He will attempt to clear up the problem. In the interim, employees may contact the Office of Human Resources for information on their available leave.

The next meeting of the Staff Advisory Council is Tuesday, April 22 at 2 p.m.

DTW:clk

cc: Dr. Thomas C. Meredith  
Board of Regents  
Vice Presidents  
Assistant Vice Presidents  
Deans  
Directors  
Department Heads