

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

May 10, 1995

MEMORANDUM

TO: All Staff Members

FROM: Staff Advisory Council
Ms. Cathie Bryant (Secretarial/Clerical--Academic Affairs)
Ms. Judy Craft (Service Maintenance)
Ms. Anna Highland (Secretarial/Clerical--President, Student Affairs,
Institutional Advancement)
Ms. Denise Huffman (Secretarial/Clerical--Finance and Administration)
Mr. Robert Upchurch (Skilled Crafts)
Mr. Mike Wallace (Technical/Paraprofessional)
Ms. Pat Johnson (Professional Nonfaculty)
Ms. Sharon Young (Professional Nonfaculty)

SUBJECT: Minutes of April 20, 1995, Meeting

The Staff Advisory Council met with President Meredith, University Counsel Deborah Wilkins, and Human Resources Director Tony Glisson on April 20, 1995, in the Regents Room. The items covered were as follows:

1. Cathie Bryant suggested that CPR and first aid training be provided across the campus by the University. Everyone agreed that this was a good idea, and Tony Glisson will set up the process.
2. Cathie Bryant stated that there was some confusion remaining regarding the new vacation and sick leave policies. Tony Glisson will send out another explanation clarifying the questions.
3. President Meredith indicated that progress was still being made on building the budget for 1995-96. A five percent salary pool has been built into the budget. A meeting has been scheduled for May 3 in Grise Hall Auditorium to explain to the campus about the budgeting process.
4. The Staff Salary Study was discussed. President Meredith indicated that \$150,000 has been budgeted, beginning in January of 1996, to address the findings of the Staff Salary Survey. The W.F. Carroon Company has been hired to assist in the final phases of the study and the restructuring of the classification system.

5. Questions were raised about the privatization plans for Facilities Management. The Staff Advisory Council requested that meetings be held with those in Facilities Management to bring them up-to-date on the progress. Dr. James Ramsey will organize and conduct those meetings.
6. It was mentioned that it was time for the Staff Advisory Council elections. Mr. Glisson will put this process in motion.
7. A question was raised again about a break in continuous service as applied toward the new vacation leave policy. It was explained that anyone who had a break in continuous service would have to appeal to the University Personnel Committee in order to have any possibility of not having that count against them.
8. A question was raised concerning the fact that some supervisors are still reluctant to let their employees take classes during working hours. Dr. Meredith suggested that the University could deal with the problem in a much more efficient way if the names of those supervisors were brought to his attention. Mr. Glisson is going to review the policy.
9. A question was raised regarding the possibility of payroll deduction for paying for parking decals. Mr. Glisson was going to review this possibility.
10. Dr. Meredith told the group that task forces were being established to work out the logistics of implementing "Moving to a New Level." He encouraged the Staff Advisory Council to encourage others to sign up for the task forces in order to have input.

The next meeting of the Staff Advisory Council is scheduled for Tuesday, May 30, 1995, at 9 a.m. in the Regents Room.

TCM:clk

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