

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

October 20, 1994

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 October 18, 1994

1. **Staff Salary Study.** Dr. Dan Myers presented a progress report to the Staff Advisory Council (SAC) on the Staff Salary Study. Dr. Myers indicated that the study would be completed in time to use for the 1995-96 budget. His committee is essentially using the same process as was used for the faculty study. Its recommendations will be general in nature and will not specifically address an individual but will involve classifications. Salaries are being compared to similar positions in the local labor market or with positions in our benchmark institutions. One of the difficulties involves the fact that every job title doesn't match with the function of that job
2. **Budget Priorities.** President Meredith asked that the SAC recommend budget priorities for consideration. The SAC voted as a number one priority to enhance faculty and staff salaries. Second was to enhance student retention, and third was to continue to enhance technology development on campus. Three items tied for fourth: increase operating budgets in instruction, maintain current staffing in operations, and increase maintenance operations.
3. **Vacation and Sick Days.** Progress is being made on displaying vacation and sick days on paychecks.

Minutes

Page 2

October 20, 1994

4. **Privatizing Facilities Management.** The request for bids has not been sent out yet. The timetable has probably been pushed back until after the first of the year.
5. **Staff Development Program.** Dr. Sandra Webb of Continuing Education has been given the staff development program recommendations from the SAC and is working on that program.
6. **Vacation.** A discussion was held regarding whether the vacation policy should count only continuous service or total service. A recommendation from the Personnel Committee is on the way.
7. **Health Insurance.** A question was asked regarding when information will be out pertaining to health insurance. Everyone should expect the information any day.
8. Pat Johnson from SAC was elected to represent the SAC on the university-wide committee for "Moving to a New Level"
9. Next meeting: November 29, 1994.

TCM:clk

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