

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

September 26, 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 Widmann (Professional Nonfaculty)

Ms. Sharon Young (Professional Nonfaculty)

SUBJECT: Minutes of September 6 and September 22, 1994

The Staff Advisory Council met with President Meredith on September 6 and spent the meeting discussing the possibility of a Staff Development Program at Western that would be along the lines of Leadership for the '90s for all supervisors. The results of the staff survey on this topic were discussed with the Staff Advisory Council by staff members from Continuing Education.

There was much discussion over which programs should be offered, how they would be handled, and should they be mandatory. No conclusions were reached. The Staff Advisory Council met again with President Meredith on September 22 in a called meeting to further discuss this issue. The group concluded that no more than two programs should be mandatory. One program should be on the topic of human relations which would cover areas such as racial discrimination, sexual harassment, conflict in the work place, and understanding those with disabilities. A second required session would be held on more involvement in decision making and taking greater responsibility in order to enhance quality.

The Staff Advisory Council also recommended that three voluntary development sessions be offered on computer training (basic and advanced), time and stress management, and understanding performance appraisal.

Minutes

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The Staff Advisory Council recommended that the presentation language be appropriate for the groups represented, and that group sizes that encourage discussion be used. President Meredith will ask Dr. Sandra Webb, Director of Continuing Education, to develop these programs.

Another agenda item involved labor charges by Facilities Management for work done on campus. This topic is now being discussed administratively.

A proposal was presented to extend the Employee Dependent Tuition Grant to offer a full tuition grant to dependent children of full-time employees who have achieved a 3.0 GPA or better after one semester. The Fringe Benefits Committee will discuss this matter and make a recommendation.

President Meredith reminded everyone that the classified staff cookout is scheduled for October 4 with October 6 serving as the rain date.

The next meeting of the Staff Advisory Council is scheduled for October 18, 1994. If you have any items you want submitted for the agenda for the next Staff Advisory Council meeting, please contact your representative.

TCM:clk

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