

WESTERN KENTUCKY UNIVERSITY

OFFICE OF THE PRESIDENT

November 9, 1992

MEMORANDUM

TO: All Staff Members
FROM: WKU Staff Advisory Council
SUBJECT: Follow-up to October 21, 1992, Staff Advisory Council Meeting

(Note: Following each Staff Advisory Council meeting, all WKU staff will receive a summary of the meeting following the format of this memo. Staff should contact their respective representative if they require additional information. Also, agendas will be distributed to Council members one week prior to each meeting.)

Present:

Dr. Thomas C. Meredith	Mr. Jim Garner
Dr. James C. Heck	Mr. Larry Holder
Ms. Jane Brooks	Ms. Marie Keown
Mr. Clay Diamond	Ms. Sue Pillow
Ms. Libby Downs	Mr. Mike Wallace
Ms. Jane Daniel (representing Marriott staff)	

1.0 Dr. Meredith asked the newly elected members of the Advisory Council to introduce themselves and to mention the constituency that they represented. The new Staff Advisory Council members are as follows:

- Ms. Jane Brooks (Academic Affairs)
- Mr. Clay Diamond (Skilled Craft)
- Ms. Marjorie Dye (Professional Nonfaculty)
- Mr. Jim Garner (Professional Nonfaculty)
- Ms. Anna Highland (President/Student Affairs)
- Mr. Larry Holder (Skilled Craft)
- Ms. Marie Keown (Service/Maintenance)
- Ms. Sue Pillow (Administration & Technology)
- Mr. Mike Wallace (Technical/Paraprofessional)

2.0 Dr. Meredith reviewed the purpose of the Staff Advisory Council. He mentioned that the Council was formed last year in order to enhance communication between the staff and the President. He indicated that the Staff Advisory Council offers all staff members direct access to the President.

- 3.0 The meeting schedule for the Staff Advisory Council was discussed. It was agreed that the Staff Advisory Council will meet every other month on the third Wednesday at 9 a.m. in the Regents Room. The dates of these meetings are as follows: December 16, January 20, March 10, May 19, July 21, September 15, and November 17.
- 4.0 Nominations were accepted for a chairperson. Ms. Sue Pillow was unanimously elected to serve a one-year term as chairperson. Ms. Pillow will provide each Staff Advisory Council member with a Personnel Manual and a list of whom each member represents.
- 5.0 Nominations were accepted for vice chairperson. Mr. Mike Wallace was unanimously elected.
- 6.0 It was announced that Mr. Clay Diamond will serve as an additional member of the Council and represent the Physical Plant area. He will be a non-voting member.
- 7.0 Dr. Meredith asked Dr. Heck to collect past agenda items and distribute them among the present Staff Advisory Council members so that they would have a sense of what topics have been reviewed during past meetings.
- 8.0 Dr. Meredith suggested that copies of agenda be sent to Staff Advisory Council members one week prior to each meeting. Therefore, agenda items will have to be collected by Monday at 4:30 p.m. nine days prior to each meeting.
- 9.0 Ms. Libby Downs reported to the group concerning her work as a representative of the Staff Advisory Council on the University Benefits Committee. Ms. Jane Brooks volunteered to replace Ms. Downs on the University Benefits Committee and was unanimously approved by the group. A discussion followed concerning health insurance and other related matters. All staff have received information regarding medical insurance.
- 10.0 The Council discussed vacation and sick leave policies. Dr. Meredith indicated that Ms. Jane Brooks should summarize the Council's discussion for the Benefits Committee.
- 11.0 Ms. Pillow suggested that a postage machine be placed in the lobby of Wetherby Administration Building. Dr. Meredith asked Dr. Heck to follow up on this issue.
- 12.0 The meeting adjourned with Dr. Meredith thanking members of the group for their willingness to serve and mentioned how much he was looking forward to working with them on the Council.

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