

Western Kentucky University
Staff Council
Meeting Agenda for August 3, 2016
Potter Hall 4th Floor Conference Room

- **Call to Order** – Chair called the meeting to order at 9:06 a.m.
- **Attendance** –
 - *Present:* Mary Nunn, Jenny Toomey, Jennifer Robbins, Jennifer Miller, Laura Upchurch, Matt Davis, Jan Renusch, Connie Spears, Dr. Tamela Smith, Greg Hackbarth, Martha Basham, Josh Marble
 - *Absent:* Kaleigh Belda, Jerry McAdoo, Dr. Richard Miller
- **Reading/Approval of previous minutes** – Meeting minutes from July were reviewed and approved.
- **Staff Council Chair & Co-Chair Report** –
 - Constitution
 - Updates to constitution including Webmaster/Treasurer duties have been made and are available on the shared drive.
 - Mentoring Program
 - Welcome bags were delivered.
 - Three additional requests for mentors have been received.
 - Staff Mentor program folder has been added to the Staff Council shared drive to track assignments and mentoring information.
 - Welcoming new members
 - Discussion and approval to send a letter welcoming new Staff Council members in addition to email due to some staff members not accessing email frequently.
 - Staff Leadership Graduation
 - Chair will attend Staff Leadership graduation on August 10th 3 p.m. at South Campus. Other Staff Council members are invited as well.
 - Digital signage
 - Options for staff council information was researched. Only limited exposure is available at this time. Will revisit in the future.
 - Staff Council Calendar
 - Please place committee meetings on Staff Council calendar when you receive the meeting schedule.
 - Three Year Term
 - Unsure which member is serving the three year term on the council. Suggestion by chair to include the special election results. Will determine extended term member after special election.
- **Staff Regent Report** –
 - Attended Board of Regents retreat on 8/21/16:
 - Updated the council on Dining Services RFP & Construction Update, both presented at retreat.
 - Updated council on presentation given by Vice President for Finance and Administration of the Kentucky Council for Postsecondary Education on Performance Funding. Information on differing Performance Funding models, which are being discussed, was provided.
 - Attended Board of Regents meeting on 8/22/16
 - Updated council on presidential search:
 - First draft of the presidential profile was missing some key verbiage on staff, which the search firm had not been able to find on-line. Tamela provided draft paragraphs to the search committee and the search firm and her suggestions have been added to the profile. The search firm, Isaacson/Miller, is working to have the profile completed and the search opened in August.
 - Updated council on the number of BSA and Grounds employees who have now left Sodexo employment due to a variety of reasons, including new work hours and increased cost of health benefits. At least 60 of the 202 former WKU employees are no longer with Sodexo and the number is reportedly increasing.

- **Treasurer's Report –**
 - August 1 was book scholarship deadline. Applications will be reviewed.
- **Webmaster Report –**
 - No Report.

University Committee Reports: Representatives will report any information they gathered from attending the meetings.

- University/Academic Calendar Committee
 - No report.
- Benefits Committee
 - Met last week and looking at options for open enrollment.
- Budget Council Committee
 - No report.
- Campus Library Advisory Council
 - No report.
- Campus Master Planning Committee
 - No report.
- Parking Appeals Committee
 - Attended meetings for appeals.
- Parking and Transportation Committee
 - President's office contacted for approval of the Staff Council representative. Chair will communicate to see if approval has been granted.
- Preston Center Advisory Board
 - Meetings begin when the semester begins.
- Staff Excellence Committee
 - Nominees have been reviewed.
- Legislative Committee
 - No report.
- University Senate
 - Meetings begin when the semester begins.

Standing Committee Reports

- Staff Leadership Committee
 - Program will begin this fall.
- Book Scholarship Committee
 - Applications have been received and the review process was explained.
- Staff Satisfaction Committee
 - Will meet after fall break brunch.

Ad-hoc Committee

- Staff emeritus committee
 - Dr. Tamela Smith will research procedure for policy. Chair will coordinate meeting next week.

Old Business

- Term limits for university committees
 - Term limits are determined by the committee itself. Some committees do not require the representative to be a staff council member. Chair will create document changing some term limits.
- Discuss findings and thoughts regarding staff emergency/disaster funds.
 - A limited fund exists within the university.
 - Staff Council would like to establish a fund. Possible ideas for fundraising include a staff council staffed concession stand at WKU home games.
- Discussion of discounts page ownership and upkeep
 - Chair will contact ID Center requesting they take ownership of the page.

- Special Election update
 - Co-chair discussed nominations and process.
 - Discussed the possibility of WKU contracted employees serving as non-voting members in order to have their input on campus activities affecting their group.
 - Nomination form has been updated.
 - Amendment to constitution will be made for changing the process of future elections.
 - Discussed the regional campus representative position on staff council.

New Business

- Review Anonymous Emails for the month
 - No anonymous email received this month.
- Planning for Fall Break Brunch – Discussion and creation of a plan. Assign duties. Plan to meet with Sodexo concerning BSA and Grounds inclusion
 - Due to time constraints, will add to next month's agenda.
- Communication tools. Discuss how we plan to better communicate with our constituents so that we may gather better feedback regarding issues, ideas and topics of interest.
 - Due to time constraints, will add to November agenda.
- Review possible changes to the constitution. Chair will outline during discussion.
 - Due to time constraints, will add to next month's agenda.
- Spouse and dependent tuition discount changes.
 - Due to time constraints, will add to November agenda.
- Voting for Resolution for Qualifications for President.
 - Dr. Tamela Smith reviewed the resolution. Chair made motion to vote and Jan seconded. An amendment to include the importance of intangible benefits was given by Jennifer Miller. With the amendment, the resolution passed unanimously.

Guest Speaker/Other

- No guest speaker for the month.

Adjournment

- 11:13 a.m.