

**Western Kentucky University
Staff Council
Meeting Minutes for Wednesday, March 2, 2016
MMTH Regents Room**

- **Call to Order** – Chair brought meeting to order at 9:00 a.m.
- **Attendance** –
 - *Present:* Luke Bartlett, Kaleigh Belda, Otto Finta, Deirdre Greene, Josh Marble, Dr. Richard Miller, Mary Nunn, Jennifer Robbins, Dr. Tamela Smith, Jenny Toomey, Laura Upchurch, Candy Walker
 - *Absent:* Brooklyn Foster, Jan Rensch, Chonda White
- **Reading/Approval of previous minutes** – Meeting minutes from February meeting reviewed and approved. February meeting minutes have been posted to the website.
- **Staff Council Chair Report** –
 - Chair reported that Suellyn Lathrop requires a paper copy and digital copy of the past Staff Council meeting minutes in order to archive them. Secretary Laura Upchurch will send PDF copies of all minutes; Chair Josh Marble will provide printed copies.
 - In response to Dr. Ransdell's email regarding the proposed state budget, the Chair encouraged everyone to share the contact information for state representatives with their constituency.
 - Chair also encouraged Staff Council members to become familiar with the pension crisis information provided by Dr. Indudeep Chhachhi's email to all faculty and staff sent on February 25, 2016.
 - Chair shared the Compensation Review Report from the Finance and Budget Committee that was presented to the Board of Regents on January 29, 2016. The key factors that will determine staff compensation are enrollment stability, additional state funding, reallocation of revenue streams, and developing new funding sources. The report details the concerns staff reported to Staff Regent Dr. Tamela Smith. It was proposed that the target for staff compensation increases be 15% across five years. However, this will depend on the above mentioned factors.
- **Staff Regent Report** –
 - Dr. Tamela Smith reported that she was pleased that the Board of Regents has taken a very proactive interest in gathering information and proposing direction for future staff/faculty compensation. She reported that the Board recognizes that staff compensation is the University's highest priority, but is also the largest challenge facing the University at this point. They will continue to monitor and discuss this issue as the budget is finalized by the State of Kentucky.
 - Dr. Tamela Smith reported that she is a member of the Presidential search committee in order to represent staff. She will be attending the first meeting in a couple weeks. Dr. Smith explained that there will be open forums in the future to discuss the desired characteristics of our future president.
- **Treasurer's Report** –
 - No report
- **Webmaster Report** –
 - February meeting minutes have been posted to the website.

University Committee Report --

University/Academic Calendar Committee

- No report
- **Benefits Committee**
 - No report
- **Budget Council Committee**
 - No report
- **Campus Library Advisory Council**
 - Dr. Kirk Atkinson was elected as the chair of the council. Assistant Professor Laura DeLancey from Library Technical Services detailed changes made to WKU's library website. Some

highlights include increased ease of use, greater accuracy in searching for materials, and a simpler interface on the home page.

- Campus Master Planning Committee
 - No report
- Diversity Enhancement Committee
 - No report
- Parking Appeals Committee
 - Calendar has been set for the rest of the semester. Kaleigh reported that the appeals are up-to-date as of her last meeting.
- Parking and Transportation Committee
 - No report
- Preston Center Advisory Board
 - Future expansion plans delayed indefinitely due to budget constraints.
 - Lockers located near the basketball courts will be replaced this summer.
- Staff Excellence Committee
 - No report
- Legislative Committee
 - No report
- University Senate
 - Due to recent travel issues with people traveling to China, North Korea, etc., Paul Mooney is planning to organize a meeting to provide information about securing intellectual data and private information when traveling overseas. For more information, please contact Paul Mooney.
 - Dr. Ransdell reported to the University Senate that the India Pilot Project is being evaluated and improved upon by the Graduate Council and Graduate School
 - Dr. Ransdell reported to the University Senate that he is working with State Attorney General to learn more about accessibility of salary information/open records. More information will be forthcoming.
 - Presidential search committee announced; ad-hoc committee formed to research desirable characteristics for next University President.
 - It was reported at the University Senate meeting that enrollment is slightly up from last year.

Standing Committee Reports

- Staff Leadership Committee
 - Chair attended the Staff Leadership Institute's "My WKU Day" to educate attendees about Staff Council.
- Book Scholarship Committee
 - A motion was brought forward to offer a Summer book scholarship as we did not offer a Spring book scholarship. The motion was passed. The committee will report next month regarding plans to execute the program including application deadlines.
- Staff Satisfaction Committee
 - No report

Old Business

- Discussion of procedures for staff notification for weather-related closings of the University
 - Otto scheduled to meet with Trent Blair to discuss potential solutions for the issue. Staff Council has suggested that when inclement weather occurs, the start time for early morning shifts are delayed until a decision is publicized regarding the closing of the University due to weather.
- Discussion of expansion of membership of Staff Council.
 - Tony Glisson will forward a copy of the current organizational chart to Jenny Toomey.
 - Jenny is gathering information that will help Staff Council decide how we might be able to expand the council and have better representation. We continue to discuss the expansion of the Staff Council. However, it was recognized that this process will take longer than first expected.
- The Staff Satisfaction Survey will be discussed in April.

New Business

- Anonymous Email: Top Life Wellness Program discussion
 - Motion made to contact Wade Pinkard to request that correspondence is sent out to all employees regarding phone communications with Top Life which includes opt out instructions.
 - Chair will contact Wade Pinkard to request that Top Life does not contact employees via telephone after 8:30 p.m.
- Anonymous Email: new HSA fee
 - Council received several comments regarding the new fee for HSA accounts. Kari Akins has been contacted, and is currently investigating the matter. Chair will contact HR to suggest that an email be sent to all faculty/staff explaining the fee.
- Staff emeritus discussion
 - Emeritus policies from other universities were discussed.
 - Motion passed to create an ad-hoc committee consisting of Chair and Dr. Tamela Smith to discuss development of possible staff emeritus recognition/award.

Adjournment – Meeting adjourned at 11 a.m.