

**Western Kentucky University
Staff Council
Meeting Minutes for Wednesday, February 3, 2016
MMTH Regents Room**

- **Call to Order** -- Chair brought the meeting to order at 9:08 a.m.
- **Attendance** –
 - *Present:* Clint Barber, Luke Bartlett, Kaliegh Belda, Josh Marble, Dr. Richard Miller, Jan Rensch, Jenny Toomey, Laura Upchurch, Candy Walker, Chonda White
 - *Absent:* Deirdre Greene, Mary Nunn, Dr. Tamela Smith
- **Reading/Approval of previous minutes** – Meeting minutes from January meeting reviewed and approved. January meeting minutes will be posted to the website.
- **Staff Council Chair Report** –
 - Executive committee meeting to discuss job duties for Chair, Co-Chair, Secretary, Treasurer, and Webmaster scheduled for 2/9/16; job duties will be approved by the Staff Council at the March meeting
 - Chair attempted to contact Dr. Kate Hudepohl to gather information regarding the election process for University Senate; will discuss information received in March meeting
 - Chair to contact Suellyn Lathrop about archiving minutes; will discuss information received in March meeting
- **Staff Regent Report** –
 - No report
- **Treasurer's Report** –
 - Current account balance of \$543.46 reported by Chair
- **Webmaster Report** –
 - No activity reported since last meeting

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

- University/Academic Calendar Committee
 - No report
- Benefits Committee
 - No report; scheduled to meet on February 4
- Budget Council Committee
 - Based on Governor's proposed budget, WKU must cut \$3,359,200 out of this year's budget immediately.
 - Starting in July 2016, a recurring budget cut of \$6,718,400 will occur.
 - WKU will get an annual equity adjustment of \$2,588,000 in FY 17 and \$5,176,000 in FY 18.
 - Starting in fiscal year 2018, KY will withhold 30% of the regular budget, which may be earned back based on performance based factors which have not yet been established.
- Campus Library Advisory Council
 - No report
- Campus Master Planning Committee
 - No report
- Diversity Enhancement Committee
 - No report; scheduled to meet on February 19
- Parking Appeals Committee
 - Last meeting held on 1/21/16 to review parking appeals.
- Parking and Transportation Committee
 - No report
- Preston Center Advisory Board
 - New fans installed over Winter Break
 - Plans made to sand, restripe, and varnish the wooden floor during next Winter Break.
 - Discussion related to expanding the facility in the future.

- Staff Excellence Committee
 - No report
- Legislative Committee
 - No report
- University Senate
 - No report

Standing Committee Reports

- Staff Leadership Committee
 - No report
- Book Scholarship Committee
 - Book scholarship suspended for Spring 2016 semester due to revision in book scholarship program; committee to report on revisions to program in March meeting.
- Staff Satisfaction Committee
 - No report

Old Business

- None

New Business

- Opening on Legislative Committee due to staff member vacancy on Staff Council
 - Motion passed; Otta Finta placed on Legislative Committee as Staff Council representative
- Discussion of procedures for staff notification for weather-related closings of the University.
 - It was questioned whether BSAs should be required to use vacation time from shift start time (3 a.m. or 4 a.m.) until notification is made of University closing. When certain groups aren't on standard business hours, how does closure of the University due to weather-related issues affect those employees?
 - Staff members asked Council to investigate why staff are asked to be at work when classes are not in session in cases of inclement weather (i.e., classes are cancelled, but University is not closed).
 - Chair to contact Tony Glisson to learn more about the cancellation procedure, and report back at the March meeting
- Discussion of filling two vacancies on the council.
 - Motion passed to fill additional positions in the regular elections which will be held in April.
- Discussion of expansion of membership of Staff Council.
 - Chair would like to implement expansion for next election cycle in April.
 - Jenny will review divisional information and report back at March meeting.
 - Chair will speak with Tony Glisson regarding expansion and report back at March meeting.
- Staff Satisfaction Survey Discussion
 - Discussion tabled until the March Staff Council meeting.
- Discussion of schedule for summer hours
 - Tony Glisson asked for input from the Staff Council regarding the summer work schedule for 2016.
 - Staff reported that they enjoy and appreciate the reduced hours. However, suggestions received indicated that it would be less confusing to students if only one summer schedule was in place instead of two.

Adjournment

- Meeting adjourned at 11:00 a.m.