

## August 14th, 2013 Meeting Minutes

*Adrienne Browning*

*Jessica Dunnegan\**

*Brooklyn Foster\**

*Deirdre Greene\**

*James Kennedy\**

*Betty Keown\**

*Keith Lancaster\**

*Heather Nicklies*

*Casey Scruggs\**

*Bill Sleeper\**

*Tanya Vincent\**

*Melvin Watson\**

*Eric Wolfe\**

\*--attended meeting

Staff Council meeting opened with discussion of **committee reports**.

The **Survey Committee** has completed the creation of the Campus-Wide 2012 Staff Satisfaction E-Survey with the Social Science Survey Institute. Once completed and approved by Staff Council, the survey will be distributed using the Qualtrics survey software provided by WKU's IT Dept, via a Staff-All email. Staff will be provided a month to take the survey once it has been released. Members of the **Designated Smoking Committee** revealed 20 covered locations already exist on campus for smokers to use in inclement weather conditions. EHS will release a map soon. The **Book Scholarship Committee** awarded four fall Staff Council Book Scholarships for the fall 2013 semester. Congratulations to Michelle Hanley from Psychology, Michael McKay from the College Heights Herald, Karen Dinwiddie from DELO, and Tammy Spinks in CEBS!! Thank you to all that applied and if you were not selected this semester, please apply again. There are always many worthy candidates, but limited funding. The fall 2013 **Staff Fall Break Brunch** will be October 3<sup>rd</sup>, 2013.

Staff Council's **Community Discounts Page** updates. The staff discount page on Staff Council's website has been updated, <http://www.wku.edu/discounts/>. The updates include: a category or alphabetical view of the listed discounts, a request form for companies to request to be added to our discounts page, and a statement about eligibility has been added. Please let us know if you have a company that you know offers a discount, but is not included on our list.

2012 Staff Council members worked on **Staff Council Constitution and By Laws Revisions** during the 2012 term. All revisions have been included in the updated Constitution and By Laws and were distributed to Staff Council for review prior to the vote for approval. A motion to approve the Staff Council Constitution and By Laws, with the suggested revisions, was put forward. The motion was seconded thus approving the revised Staff Council Constitution and By Laws, pending HR's approval.

Staff Council would like to start a **Staff Council Alumni Page**. If you have previously served on Staff Council and you would like to be listed on the Alumni Page, please send your information to Staff Council and you will be listed as having served Staff Council. If you would like to include your years of service and if you served as an officer, we can include this information as well.

Sarah Arnold contacted Staff Council about the **Food Pantry**. She wanted to remind the campus community that they are here to help, [sarah.arnoldmsw@gmail.com](mailto:sarah.arnoldmsw@gmail.com) or 270-256-4709 or [www.facebook.com/wkufoodpantry](http://www.facebook.com/wkufoodpantry), and to inform us that they periodically conduct food drives.

It was determined that **Staff Council** needs to hold a **fall election for two seats**, to replace individuals that have left their employment with WKU, one seat for a professional representative and one seat for a part time representative. The election will be conducted in October.

**Anonymous Emails** – Staff Council received an anonymous email about the ac/heat, summer hours and construction crews parking on campus.

The **heat/ac for each building** on campus is maintained by Facilities Management. If you are experiencing conditions outside of the stated norm in the Energy Policy, summer is 74-76 degrees and winter is 68-70 degrees, please submit a request to Facilities so they are aware of the potential building issue. WKU has received nationwide recognition for our established and money saving energy management plan and Staff Council is proud to be a LEED campus. Staff Council realizes that these temperatures depend on your building's age, remodeling efforts, and setup, so if you are in an uncomfortable, unfixable situation please discuss your discomforts with your immediate supervisor and if your concerns are not address, please let Staff Council know. We value each and every employee and Staff Council would like the best work situation for everyone.

When Staff Council surveyed staff's opinion of **summer hours** last August, we had 30 respondents and it appeared summer hours have been widely accepted as positive for a couple of reasons, energy management savings and more free time for staff when it is nicest outside, just to list a few. The few negative points were that ac/heat shuts off if you are working late, some do not get to participate in the reduced hours due to their office's scheduling needs, the reduced lunch time to ½ hour is too short, and other offices being closed when others are working is not very productive. The work hours for summer are suggested. Sustainability and Energy Management would appreciate if we could stick to the hours to help meet their goals, but they also understand work must go on. You may consult with your direct supervisor for a schedule that works better for you, most supervisors will work with you, but some areas are a little more flexible than others due to that area's demands on their personnel and when that office is the busiest.

As for **construction crews parking on campus**, each contractor or vendor that would like to park on campus pays for a vendor parking pass at the same rate as students and staff. Construction workers are here earlier than most staff, so they will most likely take the better, closer parking spaces. Many staff arrive to campus before their 8am start time to secure a parking spot, but it will be difficult to beat the construction crews to campus. This is just a small downside to our ever growing student and staff population. Each area on campus has had to deal with some sort of construction at some point in time over the last 10 years or more. We all know parking is limited and try to plan our best for parking. Constant construction and improvements will just be another item we have to plan for at WKU.

Please let us continue to hear from ALL staff, via the anonymous dropbox, directly to the Staff Council collectively, or to individual members of the Council. We need to know issues you have or believe need addressing so that we can serve you better.

Our Sept 11<sup>th</sup> meeting will be held in the MMTH Regent's Room at 9am.

Meeting adjourned at 11:30am.

**FYI:** Visit the Staff Council web page at <http://www.wku.edu/staffcouncil/>. It offers a wide variety of information. Click Contact Us to access an anonymous e-mail form where you can voice your concerns, questions, suggestions, and any ideas you would like Staff Council to address.

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