

WKU Staff Council Minutes—November 2010

Cassandra Bailey √	Tammi Beach √	Adrienne Browning	Diane Carver √	April Gaskey	Jessica Gibbs
Janet Hall √	Wanda Johnson √	James Kennedy √	Paula Mattison √	Chester McNulty √	Jennifer Ragan
Casey Scruggs √	Mandy Skinner √	Retha Spinks √	Colby Westerfield √		

√--Attended meeting

Chair Diane Carver opened the meeting with a discussion an anonymous submission to our online suggestion box concerning the Fall Break Brunch. The author asked that we replace the brunch with a day off on Friday of fall break. We felt that we could not ask for another day off in exchange for the cost of a brunch. We also felt we have done as much as we could concerning days off with the addition of the Wednesday before Thanksgiving. We also received a request for the ability to print W-2s right after the first of the year. We believe that this is already available, but Diane will check with IT on the details. NOTE: Diane checked with IT, and W-2s on line are considered an unofficial document, placed there for information only. W2s are not considered final until January 31 of each year.

Deborah Wilkins forwarded a policy document that details the creation of university policies—the “Policy on Policies” for the campus. Diane forwarded the document to the council for pre-reading. All members approved the document.

The Staff Leadership report from the previous meeting was discussed. Sharon Woodward apologized for the confusion surrounding the first meeting. Further reports have clarified that the ropes course was indeed supervised, and that all members agreed in advance to participate. Injury reports have been investigated and cleared up. Stephen Rey was very concerned about any inappropriate supervision at the Preston Center and asked to be able to speak to concerned members. Diane told us that Stephen and Sharon will further address all remaining issues.

Jim Sears from the WKU Store was our first speaker. He provided many interesting details about the stores, which are located at the main campus, Owensboro, Glasgow and E-town. He said they are working now on their online services. They are also one of the country’s top institutionally owned bookstores by amount of money returned to the University. He also wanted to remind everyone of the first Friday Spirit Days, where red WKU wear will be 30% off.

Steve Garden of the Knicely Center was our next speaker. With the Center’s completed expansion, they now have the capability to handle a wider variety of events. He also told us that the new alumni center will become a part of DELO, just like the Knicely Center. He invited campus groups to consider using the Center for any events we may be scheduling, and reminded us that Aramark is their contract caterer.

The Staff Council Book Scholarship is progressing. April Gaskey and her committee are looking into questions brought up by Mandy Skinner about the award process. Tammi Beach suggested we look into

an ad in the alumni magazine and a collection site at Homecoming. Jennifer Ragan suggested a donation box at department holiday receptions and Adrienne Browning suggested a raffle.

The Staff Satisfaction Survey changes were discussed, and we agreed to send it out the second week of January, 2011.

Comments on the Fall Break Brunch were very positive. We have not yet received all the invoices. We plan to analyze the ticket process for next year.

Our third speaker was Mark Pendley of EH&S, who was there to talk about the WKU Emergency Response after the tornado watch this past week. Mark asked that everyone check on line for the plans for your building, so you will be familiar with shelter locations and procedures before something happens. He hoped to have a person on every floor of every building, so that all in the building could be notified. James Kennedy mentioned that the text message information was slow in delivery, and did not always match the information on the weather radios. Mark emphasized the value of the BEST members as the central point for information in emergency situations. He also suggested that the emergency planning group could improve our plan by practicing it outside of an emergency.

The meeting adjourned at 11:45am.